



**CARRINGTON  
COLLEGE®**



**2023 – 2024**

# **ACADEMIC CATALOG**

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# LETTER FROM THE PRESIDENT

Dear Future Graduates:

Welcome to **Carrington College**! We are honored that you have chosen to pursue your education with us and are excited that you are starting on a journey to reach both your personal and professional goals. We encourage you to take advantage of the many academic and professional opportunities that will be presented to you during your time as a student and graduate of Carrington College.

Carrington College takes great pride in the instruction and services we deliver to our students on a daily basis. Our faculty and staff are committed to providing you with an excellent educational experience that we believe will prepare you to build your knowledge and develop your potential.

Over five decades ago, Carrington College began with a commitment to educating our students and fostering professional success for our graduates. Today, we stay true to that commitment and have the privilege of serving thousands of students across 15 campuses and 1 learning center. Throughout the years student success is the measure of our success.

Students, faculty, and staff at Carrington College are encouraged to achieve their highest potential. We strive for excellence and quality in everything we do and are committed to keeping our curriculum, teaching methods and equipment current to meet the needs of students, faculty, and the professional communities we serve.

We look forward to your graduation and opportunities to pursue employment in your chosen career field. I hope that your experience with Carrington College fosters a desire to embrace life-long learning and inspires you to take an active and productive role in your community.

Sincerely,



Mitch Charles, MBA  
*President, Carrington College*



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# ABOUT CARRINGTON COLLEGE

## MISSION STATEMENT

The mission of Carrington College is to provide career-focused baccalaureate degree, associate degree, and certificate programs in healthcare, trades, and industrial majors to a diverse population of students.

- Carrington College will ensure equitable and inclusive access to our programs, resources, and services.
- Programs are developed to meet student, employer, and community needs by providing hands-on training and instruction delivered through onsite, online, and blended modalities.
- The College uses outcomes, skills, and inquiry-based approaches to education.
- The College models its programs and curricular objectives to align with the College's institutional learning outcomes encompassing critical thinking, collaboration, communication, and professionalism.

Carrington College encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.

## INSTITUTIONAL LEARNING OUTCOMES

**Critical Thinking:** Employer success depends on colleagues that possess the ability to raise vital questions, gather information, and create solutions for complex problems.

- competency in employing effective solutions
- the ability to evaluate the decision-making process
- the utilization of complex problem solving

**Collaboration:** Employers depend on teams who can bring their skills and strengths together to achieve great things.

- individual accountability to the team
- respect for the contributions of others
- leadership abilities in team activities

**Communication:** Employers value team members who effectively explain thoughts, actions, and recommendations.

- the ability to converse with a diverse audience
- effective correspondence of thoughts, ideas, and information
- the utilization of professional language

**Professionalism:** Employers depend on people that value their standards and demonstrate excellence and integrity in the skills learned.

- quality conduct in diverse community settings
- application of ethical behaviors
- ownership in the achievement of professional excellence

# ABOUT CARRINGTON COLLEGE

## INSTITUTION-SET STANDARDS

The following institution-set standards for student achievement have been approved by the Board of Governors:

Standard	Definition	Measure
<b>Course Completion</b> Passing grade in course and persist to next mod/term.	Institutional aggregate score of annual course completion rate.	80%
<b>Graduation</b> Graduation rate for a calendar year.	Institutional aggregate of annual graduation rate.	50%
<b>Placement</b> In-field placement in a calendar year.	Institutional aggregate of annual placement rate.	55%
<b>Certification/Licensure</b> Achieve passing score on specified exam per programmatic accreditation/state supervisory agency.	Programs with programmatic accreditation thresholds will meet established standards.*	Varies by program
<b>Certificates Awarded</b>	Institutional number of certificates awarded annually for programs with a minimum of 16 semester credits.	2,500
<b>Associate Degrees Awarded</b>	Institutional number of associate degrees awarded annually.	1,200
<b>Baccalaureate Degrees Awarded</b>	Institutional number of baccalaureate degrees awarded annually.	30

\*Standards represent the minimum threshold for performance in these programs: Associate Degree in Nursing, Dental Assisting, Dental Hygiene, LVN to ADN, Massage Therapy, Medical Assisting, Nursing Bridge, Practical Nursing, Respiratory Care, Surgical Technology, Veterinary Technology, and Vocational Nursing. Accomplishment of the standards is one of the methods that the College uses to assess how well it is fulfilling its mission.

# LOCATION & HOURS OF OPERATION

## Albuquerque Campus

1001 Menaul Blvd. N.E.  
Albuquerque, NM 87107  
Phone: 505 200 3745

### Monday – Thursday

7:30 am – 10:00 pm

Friday 8:00 am – 5:00 pm

Saturday 9:00 am – 1:00 pm

### Certificate programs

Dental Assisting  
Massage Therapy  
Medical Assisting  
Pharmacy Technology  
Practical Nursing

### Associate Degree programs

Associate Degree in Nursing

## Albuquerque Campus Physical Resources

The Albuquerque campus is located just west of I-25 on Menaul Boulevard. The campus is centrally located and offers over 35,000 square feet of space tailored to hands-on training and individual interaction between instructors and students. The campus provides fully equipped science labs and a simulation lab that uses computerized human patient simulators and custom-designed scenarios to help students develop skills and build confidence. The campus includes classrooms with Apple TV®, ceiling-mounted LCD projectors, wireless access, and a Student Success Center equipped with reference materials, textbooks, and journals. The Carrington College library website offers online resources and professional organization information. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## Boise Campus

1299 North Orchard Street  
Boise, ID 83706  
Phone: 208 779 3100

### Monday – Thursday

7:00 am – 10:00 pm

Friday 8:00 am – 5:00 pm

Saturday 9:00 am – 1:00 pm

### Certificate programs

Dental Assisting  
Massage Therapy  
Medical Assisting  
Pharmacy Technology  
Practical Nursing

## Associate Degree programs

Dental Hygiene  
Health Studies  
Nursing Bridge

## Boise Campus Physical Resources

The Boise campus located off of I-184 offers certificate and degree programs. The campus features classrooms with Apple TV®, wireless access, and simulation labs equipped with current technology. With over 36,000 square feet of space, the campus provides a diverse learning environment designed to give students valuable hands-on training in realistic settings. In addition, the campus offers a Dental Hygiene clinic where students participate in providing complimentary and low-cost dental services to members of the community. The Carrington College library website offers a multimedia library that provides a wealth of up-to-date resources for research and study as well as online professional organization information. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## Las Vegas Campus

5740 S. Eastern Ave., Ste. 140  
Las Vegas, NV 89119  
Phone: 702 514 3236

### Monday – Thursday

7:00 am – 10:00 pm

Friday 7:30 am – 5:00 pm

Saturday 9:00 am – 1:00 pm

### Certificate programs

Dental Assisting  
Medical Assisting

### Associate Degree programs

Associate Degree in Nursing  
Physical Therapist Assistant  
Respiratory Care

## Las Vegas Campus Physical Resources

The Las Vegas campus offers certificate and degree programs in a more than 26,000 square foot facility composed of modern classrooms and laboratories. The campus includes classrooms equipped with Apple TV®, LCD projectors and wireless access.

Labs are outfitted with microscopes, anatomy models, simulation manikins and other equipment to approximate each subject areas' professional settings. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services. The Carrington College library website offers online resources and professional organization information. In addition, the Las Vegas campus partners with area hospitals and facilities to accommodate students in their clinical experience.

## Mesa Campus

1001 W. Southern Ave., Ste. 130  
Mesa, AZ 85210  
Phone: 480 734 2378

### Monday – Thursday

7:00 am – 10:00 pm

Friday 7:00 am – 5:00 pm

Saturday 9:00 am – 1:00 pm

## Mesa Dental Hygiene Clinic

1300 S. Country Club Dr., Ste. 2  
Mesa, AZ 85210  
Phone: 480 717 3510

### Monday – Thursday

8:30 am – 4:00 pm

### Certificate programs

Dental Assisting  
Medical Assisting  
Pharmacy Technology  
Physical Therapy Technology  
Veterinary Assisting

### Associate Degree programs

Associate Degree in Nursing  
Dental Hygiene

## Mesa Campus Physical Resources

The Mesa campus is made up of two individual facilities approximately one mile apart. With over 53,000 square feet of space, the campus provides a diverse learning environment designed to give students valuable hands-on training in realistic settings. The campus includes classrooms equipped with Apple TV®, LCD projectors and wireless access. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services. The Carrington College library



# LOCATION & HOURS OF OPERATION

website offers online resources and professional organization information. The campus features a simulation theater equipped with high-tech METI Human Patient Simulators, viewing systems and simulation programming capabilities. In addition to the simulation lab, the campus offers a modern Dental Hygiene clinic that is open to the public.

## Phoenix Campus

2149 W. Dunlap Ave., Ste. 100  
Phoenix, AZ 85021  
Phone: 602 427 0722

### Monday – Thursday

8:00 am – 10:00 pm

Friday 8:00 am – 5:00 pm

Saturday (varies)

### Certificate programs

Dental Assisting  
Medical Assisting  
Pharmacy Technology

### Associate Degree programs

Associate Degree in Nursing  
Health Studies  
Respiratory Care  
Surgical Technology  
Trades Studies

### Phoenix Campus Physical Resources

The Phoenix campus shares space with another accredited institution. The two colleges share a 120,000 square foot facility. Carrington College students have access to over 33,000 total square feet (not including shared uses) of the student success center, computer labs, cafeteria and two student lounges. The facility provides students with a simulation retail pharmacy laboratory. The campus also has wireless access, lecture classrooms with Apple TV®, ceiling-mounted LCD projectors, a learning laboratory, science labs and a Student Success Center equipped with reference materials, textbooks, and journals. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services. The Carrington College library website offers online resources and professional organization information.

## Phoenix Education Center (Trades Education Center)

8836 N. 23rd Ave., Building B  
Phoenix, AZ 85021  
Phone: 602 427 0722

### Monday – Thursday

8:00 am – 12:00 pm and

6:00 pm - 10:00 pm

### Certificate programs

Electrical Technology  
Heating Ventilation, Air Conditioning and Refrigeration  
Maintenance Technician  
Veterinary Assisting

### Phoenix Education Center Physical Resources

The Phoenix Education Center was established in 2020 and is approximately 19,000 square feet. The facility provides students with wireless access, five lab spaces, two tool rooms and a student lounge. The Carrington College library website offers online resources and professional organization information.

## Glendale Learning Center

6751 N. Sunset Blvd., Ste. 330  
Glendale, AZ 85305  
Phone: 602 281 1215

### Monday – Friday

8:30 am – 5:00 pm

### Certificate programs

Dental Assisting  
Medical Assisting

### Glendale Learning Center Physical Resources

The 9,500 square foot Glendale Learning Center provides modern practical labs to support the laboratory component of coursework. With three Dental Assisting operatories and three Medical Assisting bays, the Glendale Learning Center offers plenty of hands-on space for student practice and participation. The learning center classrooms are equipped with LCD projectors and wireless access.

## Pleasant Hill Campus

380 Civic Dr., Ste. 300  
Pleasant Hill, CA 94523  
Phone: 925 273 3922

### Monday – Thursday

7:30 am – 10:30 pm

Friday 9:00 am – 5:00 pm

### Pleasant Hill Auxiliary Sites

363 Civic Dr. Ste 200  
Pleasant Hill, CA 94523

395 Civic Dr. Ste C  
Pleasant Hill, CA 94523

2199 Norse Dr.  
Pleasant Hill, CA 94523

360 Civic Dr. Ste 102  
Pleasant Hill, CA 94523

360 Civic Dr. Ste 103  
Pleasant Hill, CA 94523

### Monday – Thursday

7:30 am – 10:00 pm

Friday 9:00 am – 5:00 pm

### Certificate programs

Dental Assisting  
Medical Assisting  
Pharmacy Technology

### Associate Degree programs

Physical Therapist Assistant  
Respiratory Care  
Veterinary Technology

### Pleasant Hill Campus Physical Resources

The Pleasant Hill campus occupies approximately 27,000 square feet and is housed in four buildings. The facilities include lecture/laboratories, a Veterinary Technology lab and surgery room and labs for the Physical Therapist Assistant and Respiratory Care programs. The campus includes classrooms equipped with Apple TV®, LCD projectors and wireless access. The campus has a Student Success Center equipped with reference materials, textbooks and journals, a learning lab and a student union. The campus offers a variety of student services including financial services, enrollment services, registrar services, and career service

# LOCATION & HOURS OF OPERATION

support staff located in the main building. The Carrington College library website offers online resources and professional organization information.

## **Portland Campus**

2004 Lloyd Center, 3rd Fl.  
Portland, OR 97232  
Phone: 503 207 4092

### **Monday and Wednesday**

8:00 am – 7:00 pm

### **Tuesday and Thursday**

7:30 am – 10:00 pm

**Friday** 8:00 am – 5:00 pm

## **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Pharmacy Technology  
Veterinary Assisting

## **Portland Campus Physical Resources**

The Portland campus is conveniently located inside the Lloyd Center Mall, within two blocks of the Max light-rail transportation system. The campus occupies over 18,000 square feet of space and features realistic simulation labs that allow students to learn in environments that mirror real-world facilities. The campus includes classrooms equipped with Apple TV®, LCD projectors and wireless access. The campus has a Student Success Center equipped with reference materials, textbooks and journals. The Carrington College library website offers online resources and professional organization information. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## **Reno Campus**

5580 Kietzke Ln.  
Reno, NV 89511  
Phone: 775 335 1714

### **Monday – Thursday**

7:30 am – 10:00 pm

**Friday** 8:00 am – 8:00 pm

**Saturday** 10:00 am- 2:00 pm

## **Certificate courses**

Phlebotomy Technician

## **Certificate programs**

Medical Assisting

## **Associate Degree programs**

Associate Degree in Nursing

## **Reno Campus Physical Resources**

The Reno campus offers certificate and degree programs in an approximately 14,600 square foot facility that offers campus-wide wireless access, student lounge, classrooms and a fully-equipped science laboratory. Its learning resource center is equipped with computers with internet access, a skills laboratory and simulation theater. Classrooms feature Apple TV®, ceiling-mounted LCD projectors, computers and wireless access. The Skills Lab is used in a variety of ways to ensure students understand and practice techniques and follow procedural steps when interacting with patients. Simulators are programmed to mimic human functions such as breathing, heartrate, eye changes, etc., to elicit student observations. The Student Success Center contains print and electronic materials that include textbooks, and periodicals, which are available to all students. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services. The Carrington College library website offers online resources and professional organization information. The Reno campus also partners with area hospitals and facilities to accommodate students with clinical rotations and externships.

## **Sacramento Campus**

8909 Folsom Blvd.  
Sacramento, CA 95826  
Phone: 916 585 7770

### **Monday – Thursday**

7:00 am – 10:30 pm

**Friday** 7:00 am – 5:00 pm

## **Sacramento Auxiliary Sites**

8911 Folsom Blvd.  
Sacramento, CA 95826

8915 Folsom Blvd.

Sacramento, CA 95826

8925 Folsom Blvd.  
Sacramento, CA 95826

### **Monday – Thursday**

7:00 am – 10:30 pm

**Friday** 7:00 am – 5:00 pm

## **Certificate programs**

Dental Assisting  
Electrical Technology  
LVN to ADN  
Medical Administrative Assistant  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Vocational Nursing

## **Associate Degree programs**

Dental Assisting  
Dental Hygiene  
Health Studies  
LVN to ADN  
Veterinary Technology  
Vocational Nursing

## **Bachelor Degree Programs**

Bachelor of Science in Nursing  
Bachelor of Science in Healthcare Administration

## **Sacramento Campus Physical Resources**

The Sacramento campus is located on a seven acre site in Sacramento and occupies approximately 52,700 square feet of space in three buildings. The campus offers degree and certificate programs. The campus includes classrooms with Apple TV®, ceiling-mounted LCD projectors, wireless access, a Student Success Center equipped with reference materials, textbooks and journals, student computers, a learning laboratory with tutoring services and a four-bed simulation laboratory. The Carrington College library website offers online resources and professional organization information. The facilities also include a 25-chair Dental Hygiene clinic, a five-chair radiography laboratory, two computer laboratories, an eight-bed nursing laboratory, a professional Veterinary Technology surgery suite, a Pharmacy Technology lecture classroom with a simulated retail environment and two, four-chair Dental Assisting laboratories with ten lecture/laboratory classrooms. The campus has two student unions, a copy/distribution center, and a staff lounge, Within the three buildings

# LOCATION & HOURS OF OPERATION

are administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## **San Jose Campus**

5883 Rue Ferrari, Ste. 125  
San Jose, CA 95138  
Phone: 408 337 3534

### Monday – Thursday

8:00 am – 10:30 pm

Friday 8:00 am – 5:00 pm

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Pharmacy Technology  
Vocational Nursing

### **Associate Degree programs**

Dental Assisting  
Dental Hygiene  
Surgical Technology  
Veterinary Technology  
Vocational Nursing

### **San Jose Campus Physical Resources**

The San Jose campus is a 48,800 square foot facility in one building that offers both certificate and degree programs. The campus includes classrooms with Apple TV®, ceiling-mounted LCD projectors, wireless access, a Student Success Center equipped with reference materials, textbooks and journals, a learning laboratory, and a dedicated computer laboratory. The Carrington College library website offers online resources and professional organization information. The facilities also include a 24-chair Dental Hygiene clinic, a six-chair radiology lab, a four-chair Dental Assisting lab, an eight-bed Vocational Nursing lab, a professional Veterinary Technology surgery lab, Surgical Technology lab, and 20 lecture and laboratories. The campus has a student lounge, a staff copy center, a staff lounge and financial services kiosks. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## **San Leandro Campus**

15555 East 14th St., Ste. 500  
San Leandro, CA 94578  
Phone: 510 964 3085

### Monday – Thursday

8:00 am – 10:00 pm

Friday 8:00 am – 5:00 pm

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Pharmacy Technology

### **Associate Degree programs**

Veterinary Technology

### **San Leandro Campus Physical Resources**

The San Leandro campus is an approximately 39,000 square foot facility that offers certificate and degree programs. The campus houses classrooms and learning labs including a Veterinary Technology surgical lab. All programs maintain equipment, supplies and learning resources in the classrooms. The campus includes classrooms with Apple TV®, and ceiling-mounted LCD projectors, as well as computers and wireless access for student access. The Student Success Center is equipped with reference materials, textbooks, and journals and student computers. The Carrington College library website offers online resources and professional organization information. The campus has a student testing center, staff lounge, copy/distribution center, conference room and administrative and faculty offices. The campus offers a variety of student services including enrollment services, financial services, registrar services, and career services.

## **Spokane Campus**

10102 E. Knox Ave., Ste. 200  
Spokane, WA 99206  
Phone: 509 378 3628

### Monday – Thursday

7:30 am – 10:30 pm

Friday 8:00 am – 5:00 pm

### Saturday

10:00 am – 2:00 pm

### **Certificate courses**

Phlebotomy Technician

### **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting

Medical Billing and Coding  
Pharmacy Technology  
Veterinary Assisting

### **Associate Degree programs**

Health Studies

### **Spokane Campus Physical Resources**

The Spokane campus is located just off I-90 in the Spokane Valley in a two-story building with over 16,000 square feet of space. The facilities include Apple TV®, wireless access, an on-site Student Success Center with many reference materials, computer labs, elevator, ramp, dental operator labs, Medical Assisting labs, and a Pharmacy Technology lab. The Carrington College library website offers online resources and professional organization information. The campus offers a variety of student services including enrollment services, financial services, registrar services, and career services. The facility is ADA accessible.

## **Stockton Campus**

1313 West Robinhood Drive, Ste. B  
Stockton, CA 95207  
Phone: 209 676 3341

### Monday – Thursday

7:30 am – 10:30 pm

Friday 8:00 am – 5:00 pm

### **Stockton Auxiliary Site**

5635 Stratford Cir.  
Stockton, CA 95207

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Pharmacy Technology

### **Associate Degree programs**

Veterinary Technology

### **Stockton Campus Physical Resources**

The Stockton campus occupies approximately 21,000 square feet of space in two buildings that are located in an office complex. The campus includes classrooms and labs with Apple TV®, wireless access, ceiling-mounted LCD projectors and a learning laboratory. The facilities also include a combined computer lab, Student Success Center

# LOCATION & HOURS OF OPERATION

equipped with reference materials, textbooks, and journals. The Carrington College library website offers online resources and professional organization information. The campus provides a professional Veterinary Technology surgery lab and lecture/laboratory classrooms. There is a student break room, a staff lounge, and a financial services kiosk station. Within the two buildings are administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

## **Tucson Campus**

201 N. Bonita Ave., Ste. 101  
Tucson, AZ 85745  
Phone: 520 368 3028

### **Monday – Thursday**

**7:30 am – 10:30 pm**

**Friday 8:00 am – 5:00 pm**

### **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Pharmacy Technology  
Physical Therapy Technology  
Veterinary Assisting

### **Associate Degree programs**

Associate Degree in Nursing

### **Tucson Campus Physical Resources**

The Tucson campus is an approximately 26,000 square foot campus that offers a diverse learning environment, including classrooms featuring Apple TV®, ceiling-mounted LCD projectors, and wireless

access. The campus provides a variety of spaces designed to give students valuable hands-on training in realistic settings, including well- equipped labs and a Student Success Center equipped with reference materials, textbooks, and journals. The Carrington College library website offers online resources and professional organization information. The campus has administrative offices offering a variety of student services including enrollment services, career services, registrar services, and financial services.

### **Home Office**

8909 Folsom Blvd.  
Sacramento, CA 95826  
Phone: 916 361 5100

### **Monday – Friday**

**8:00 am – 6:00 pm**

**Online [www.carrington.edu](http://www.carrington.edu)**

Phone: 855 777 1921

# BOARD OF DIRECTORS

Michael D. Perry

Mark A. Perry

Steve Perry

# ACCREDITATION & APPROVALS

## Institutional Accreditation

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814; 415 506 0234 an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at <http://www.accjc.org/>.

## Programmatic Accreditation

The Dental Hygiene programs at the Boise, Mesa, Sacramento, and San Jose campuses are accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 800 232 6108 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's website address is <http://www.ada.org/en/coda>.

For enrollments up to November 21, 2022, the Medical Assisting certificate programs at the Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento (except online), San Jose, San Leandro, Spokane (except online), Stockton, and Tucson campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (CAAHEP, 9355 – 113<sup>th</sup> Street N, #7709, Seminole, FL 33775, 727 210 2350, [caahep.org](http://caahep.org)).

The Physical Therapist Assistant programs at the Las Vegas and Pleasant Hill campuses are accredited by the: Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 800 999 2782; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please contact the program director at each campus location: Las Vegas - William Dent 559 515 4957 or [William.Dent@carrington.edu](mailto:William.Dent@carrington.edu), Pleasant Hill – Natalie Bates 925 405 0622 or [Natalie.Bates@carrington.edu](mailto:Natalie.Bates@carrington.edu).

The Associate Degree in Nursing program at Carrington College at the campus located in Albuquerque, New Mexico is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, 404 975 5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Nursing Bridge Program at Carrington College at the campus located in Boise, Idaho is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Nursing Bridge program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

# ACCREDITATION & APPROVALS

The Associate Degree in Nursing program at Carrington College at the campus located in Phoenix, Arizona is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Associate Degree in Nursing program at Carrington College at the campus located in Mesa, Arizona has been granted initial accreditation status by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Associate Degree in Nursing program at Carrington College at the campus located in Reno, NV is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Associate Degree in Nursing program at Carrington College at the campus located in Las Vegas, NV is eligible for candidacy status with the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Associate Degree in Nursing program at Carrington College at the campus located in Tucson, Arizona has been granted initial accreditation by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

# ACCREDITATION & APPROVALS

The Practical Nursing program at Carrington College at the campus located in Boise, Idaho is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Practical Nursing program at Carrington College at the campus located in Albuquerque, New Mexico is eligible for candidacy status with the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>.

The Bachelor of Science in Nursing program at Carrington College offered through the Online campus, is pursuing initial accreditation by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202 887 6791. <http://www.ccneaccreditation.org>. Applying for accreditation does not guarantee that accreditation will be granted.

The Respiratory Care Associate of Science degree programs at the Las Vegas (#200536), Phoenix (#200390) and Pleasant Hill campuses (#200542) are accredited by the: Commission on Accreditation for Respiratory Care (CoARC) 264 Precision Blvd, Telford, TN 37690: <http://www.coarc.com>. 817 283 2835.

The Surgical Technology program at the San Jose and Phoenix campuses are accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, CAAHEP, 9355 - 113<sup>th</sup> Street N, #7709, Seminole, FL 33775, 727 210 2350, [www.caahep.org](http://www.caahep.org).

The Veterinary Technology programs at the Pleasant Hill, Sacramento, San Jose, San Leandro and Stockton campuses are accredited by the American Veterinary Medical Association. 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360; 800 248 2862, <http://www.avma.org/professionaldevelopment/education/accreditation/programs/pages/default.aspx>.

The most current information on accreditation and approvals can be found at <https://carrington.edu/accreditation-and-approvals/>.

## Licenses, Approvals, and Required Disclosures

### Arizona

Arizona campuses are licensed by the Arizona State Board for Private Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Board at 1740 West Adams Street, #3008, Phoenix, AZ 85007, 602 542 5709, website: <https://ppse.az.gov>.

The Arizona Board of Nursing certifies that the Tucson campus has satisfactorily fulfilled requirements and are granted full approval. Board offices: 1740 West Adams Street, Suite 2000, Phoenix, AZ 85007, 602 771 7800.

The Arizona Board of Nursing certifies that the Mesa and Phoenix campuses have full approval with a voluntary consent for probation. Board offices: 1740 West Adams Street, Suite 2000, Phoenix, AZ 85007, 602 771 7800.



# ACCREDITATION & APPROVALS

For student complaints that cannot be resolved after exhausting the Institution’s grievance procedure, students may file a complaint with the Arizona State Board for Private Post-Secondary Education. Students must contact the State Board for further details. The State Board address is: 1740 West Adams Street, #3008, Phoenix, AZ 85007. Phone: 602 542 5709, website: <https://ppse.az.gov>.

## Alaska

Carrington College online is exempt from Alaska Commission on Postsecondary Education authorization requirements under Alaska Statutes 14.48 and this chapter, because the programs offered to Alaska residents are online and the institution does not have a physical presence in the state.

## California

The Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 877 729 7789, <http://www.dbc.ca.gov>, approves the Carrington College Dental Assisting programs at the Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton campuses.

The Stockton campus is a California Massage Therapy Council approved school (CAMTC Approved School Number SCH0078). Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified or registered by a governmental agency as a massage therapist or massage practitioner.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at 1 Capitol Mall, Suite 800, Sacramento, CA 95814, <http://www.camtc.org/>, phone 916 669 5336, or fax 916 669-5337.

Carrington College’s Sacramento LVN to ADN program holds approval from the California Board of Registered Nursing, PO Box 944210, Sacramento, CA 94244–2100, 916 322 3350, <http://www.rn.ca.gov/index.shtml>.

Carrington College’s Sacramento and San Jose Vocational Nursing programs holds approval from the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, 916 263 7800, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov). Students may and have the right to contact the Board of Vocational Nursing and Psychiatric Technicians at 916 263 7800.

This institution 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. 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.

# ACCREDITATION & APPROVALS

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 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, <http://www.bppe.ca.gov/>, 888 370 7589 and 916 574 8900 or by fax 916 263 1897.

Pursuant to BPPE regulations, Carrington College is required to disclose the following:

the College does not have a pending petition in bankruptcy.

is not operating as a debtor in possession.

has not filed a petition within the preceding five years.

has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

## Distance Education

Carrington College is authorized to offer distance education in the following states: AK, AZ, AR, CA, CO, FL, GA, HI, IA, ID, IL, MS, MO, MT, NC, ND, NV, NJ, NM, OH, OR, PA, SC, SD, TN, TX, UT, VA, VT, WA, WV, and WY. Program availability varies by state.

## Georgia

Grievance Policy

The student has the right to appeal all unresolved matters or the final institutional decision to:

The State of Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084

770 414 3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

## Idaho

The Boise campus is registered with the Idaho State Board of Education under Idaho Statutes Title 33, Chapter 24 Board office: Physical location is 650 West State Street, Third Floor, Boise, ID 83720. Mailing address is PO Box 83720, Boise, ID 83720-0037, 208 334 2270, [boardofed.idaho.gov](http://boardofed.idaho.gov).

Carrington College holds full approval for its Practical Nursing program and its associate degree professional nursing education program. The Idaho Board of Nursing issued a certificate of approval. Board offices are located at the Division of Occupational & Professional License (DOPL), 11341 West Chinden Blvd., Boise, ID 83714. Their mailing address is DOPL, P.O. Box 83720, Boise, ID 83720-0063. The Idaho Board of Nursing's website is [www.ibn.idaho.gov](http://www.ibn.idaho.gov). Questions may be directed to [HP-Licensing@dopl.idaho.gov](mailto:HP-Licensing@dopl.idaho.gov) or 208 577 2476.

Students that have exhausted their school's institutional grievance or complaint process may file a student complaint form with the Idaho State Board of Education at <https://boardofed.idaho.gov/resources/complaint-form-for-proprietary-and-private-postsecondary-schools/>. Veterans Affairs Benefit Recipients may also submit feedback to the VA via the [GI Bill® School Feedback Tool | Veterans Affairs \(va.gov\)](#) and contact the Idaho State Approving Agency via email at [education@veterans.idaho.gov](mailto:education@veterans.idaho.gov) or mail letter of complaint to 351 Collins Road, Boise, Idaho, 83702.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## Iowa

Carrington College is registered with the Iowa College Student Aid Commission and authorized to offer degree granting, distance education programs in the state of Iowa.

Iowa College Aid has created a Student Complaint Form to accept a student's questions, concerns, or complaint related to a postsecondary school. A student may also contact Iowa College Aid toll-free at 877 272 4456.

# ACCREDITATION & APPROVALS

## Nevada

The Nevada campuses are licensed by the Nevada Commission on Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Commission at 2800 E. St. Louis Avenue, Las Vegas, Nevada 89104, 702 486 7330, [cpe.nv.gov](http://cpe.nv.gov).

Students not satisfied with the final disposition of a grievance may contact the State of Nevada licensing authority.

Carrington College's Reno Associate Degree in Nursing program has full approval from the Nevada State Board of Nursing. The address for the Nevada State Board of Nursing address is 5011 Meadowood Mall Way, Suite 300 Reno, NV 89502, 775 687 7700, [nevadanursingboard.org](http://nevadanursingboard.org). The Nevada State Board of Nursing can be contacted at [nursingboard@nsbn.state.nv.us](mailto:nursingboard@nsbn.state.nv.us). Upon graduation from the Associate Degree in Nursing program, students are eligible to sit for the state licensing exam, which is required to achieve the Registered Nurse licensure.

Carrington College's Las Vegas Associate Degree in Nursing program holds provisional approval from the Nevada State Board of Nursing. The address for the Nevada State Board of Nursing address is 5011 Meadowood Mall Way, Suite 300 Reno, NV 89502, 775 687 7700, [nevadanursingboard.org](http://nevadanursingboard.org). The Nevada State Board of Nursing can be contacted at [nursingboard@nsbn.state.nv.us](mailto:nursingboard@nsbn.state.nv.us).

Upon graduation from the Associate Degree in Nursing program, students are eligible to sit for the state licensing exam, which is required to achieve the Registered Nurse licensure.

## Nevada Student Indemnification Fund

Nevada operates a student indemnification fund which may be used to indemnify any student or enrollee who has suffered damage as a result of the discontinuance of operation of a postsecondary educational institution licensed in Nevada or the violation by a Nevada institution of any provision of the Nevada Revised Statutes (394.383 to 394.560) or the regulations adopted pursuant thereto. The existence of this account does not create a right in any person to receive money from the account.

## Nevada Record Retention

In compliance with Nevada Administrative code 394.640, Carrington College retains pertinent student records for at least five years. After that period of time, the school is required to retain only copies of the students' transcripts.

## New Mexico

The Albuquerque campus is licensed by the New Mexico Higher Education Department. Inquiries concerning the standards or school compliance may be directed to the Department at 2044 Galisteo Street Suite 4, Santa Fe, NM 87505, 505 476 8400, [www.hed.state.nm.us](http://www.hed.state.nm.us).

The New Mexico Board of Nursing certifies that Carrington College is granted full approval to offer Associate Degree in Nursing in the State of New Mexico, 6301 Indian School NE, Suite 710, Albuquerque, NM, 87110; mailing address PO Box 3628, Albuquerque, NM 87190, 505 841 8340, <https://bon.nm.gov/>.

The New Mexico Board of Nursing certifies that Carrington College is granted full approval to offer Practical Nursing in the State of New Mexico, 6301 Indian School NE, Suite 710, Albuquerque, NM, 87110; mailing address PO Box 3628, Albuquerque, NM 87190, 505 841 8340, <https://bon.nm.gov/>.

Carrington College, registration number 043, is authorized to provide massage therapy instruction within the State of New Mexico Massage Therapy Board under the registration category RMTS. The New Mexico Massage Therapy board is located at Toney Anaya Building, 2250 Cerrillos Road, Second Floor, Santa Fe, NM 87505; their mailing address is PO Box 25101, Santa Fe, NM 87504; 505 476 4870; <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/massage-therapy/>; [Massage.board@rld.nm.gov](mailto:Massage.board@rld.nm.gov).

# ACCREDITATION & APPROVALS

## Oregon

Carrington College is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583 – 030. Inquiries concerning the standards or school compliance may be directed to the Oregon Higher Education Coordinating Commission, 3225 25th Street SE, Salem, OR 97302; Phone 503 947 5716 or email [Info.PPS@state.or.us](mailto:Info.PPS@state.or.us).

## Texas

Carrington College is not regulated in Texas under Chapter 132 of the Texas Education Code.

### Grievances

Carrington College has established the General Student Grievance Policy in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy of procedure. Under the provisions of the General Student Grievance Policy, students have the right to submit grievances, have their grievances considered by Campus Administration, and be notified of the College's decision on the grievance. A full description of the General Student Grievance Policy is published in the Student Handbook. Any questions or additional information concerning this policy should be directed to Campus Administration.

### Complaints

Any student of the college can file a complaint through the Accrediting Commission for Community and Junior Colleges.

Accrediting Commission for Community and Junior Colleges

428 J Street, Suite 400

Sacramento, CA 95814

Telephone: 415 506 0234

Fax: 415 506 0238

<http://www.accjc.org/complaint-process>

## Washington

The Carrington College Spokane campus is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Training and Education Coordinating Board, Physical location is 128 10th Avenue SW, 6<sup>th</sup> Floor, Olympia, WA 98501. Mailing address is PO Box 43105, Olympia, WA 98504, 360 709 4600, [wtb.wa.gov](http://wtb.wa.gov), email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

Carrington College does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

The Carrington College Spokane campus is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Carrington College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsace.wa.gov](mailto:degreeauthorization@wsace.wa.gov).

The transferability of credits earned at the Carrington College Spokane campus is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at the Carrington College Spokane campus will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at the Carrington College Spokane campus to satisfy an admission requirement of another institution is at the discretion of the

# ACCREDITATION & APPROVALS

receiving institution. Accreditation does not guarantee credentials or credits earned at the Carrington College Spokane campus will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Carrington College Sacramento campus is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the Carrington College Sacramento campus to advertise/recruit and offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The transferability of credits earned at Carrington College Sacramento is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at the Carrington College Sacramento campus will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at the Carrington College Sacramento campus to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at the Carrington College Sacramento campus will be accepted by or transferred to another institution.

To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Spokane campus Pharmacy Technology program is approved by the Washington State Board of Pharmacy, P.O. Box 1099, Olympia, WA 98507-1099, 360 236 4700, [hsqa.csc@doh.wa.gov](mailto:hsqa.csc@doh.wa.gov).

## **Veterans Benefits Approval Statements**

Selected programs of study at the Carrington College Spokane campus are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

## **Points of contact for students using Veterans Education benefits at the Carrington College Spokane campus:**

Alissa Shaub  
Senior Director Financial Services  
[Alissa.Shaub@carrington.edu](mailto:Alissa.Shaub@carrington.edu)  
628 239 1211

Carrington College does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Carrington College displays all approval and accreditation documents at each campus.

The most current information on accreditation and approvals can be found at [carrington.edu/accreditation-and-approvals/](http://carrington.edu/accreditation-and-approvals/).

# COLLEGE LEADERSHIP

## **Mitch Charles**

President

*MBA, Keller Graduate School of Management*

## **Beth Barilla**

Dean, Registrar Operations

*MS, University of Phoenix*

## **Rebecca Blalock**

Dean of Institutional Effectiveness

*DM, University of Phoenix*

## **Kristi Bobonea**

Senior Director of Graduate Services

*MEd, Kaplan University*

*MBA, University of California*

## **Michael Como**

Regional Vice President of Operations

*MBA, Keller Graduate School of Management*

## **Ravinder Dayal**

Provost/Vice President of Academic Affairs

*MA, Ohio State University*

## **Jennifer Doupnik**

Dean of Curriculum

*MEd, University of San Diego*

## **Jessica Fagan**

Dean of Curriculum

*MA, SUNY at Stony Brook*

## **Elmo Frazer**

Regional Vice President of Operations

*MEd, Northeastern University*

## **Karen Fuss-Sommer**

Associate Provost of Nursing

*DNP, Chamberlain University*

## **James Irvin**

Dean of Curriculum

*MPT, University of Southern California*

## **Sarah Long**

Dean of Curriculum

*MSN, University of Phoenix*

## **Rebecca Marrs-Elgharib**

Vice President of Enrollment and Graduate Services

*MEd, American InterContinental University*

## **Lea Marshall**

Associate Vice President, Administration

*BS, Argosy University*

## **Danielle Mills**

Vice Provost of Academic Affairs

*DPT, University of North Dakota*

*EdD, Touro University Nevada*

## **Daniel Sharpe**

Dean of Academic Affairs

*MHRM, Keller Graduate School of Management*

## **Alissa Shaub**

Senior Director of Financial Services

*MAEd, Argosy University*

## **Dan Simon**

Senior Director, Enrollment Services

*MHRM, Keller Graduate School of Management*

## **Joseph Sudimack, IV**

Curriculum Manager

*MS, Rocky Mountain University of Health Professions*

## **Justin Willey**

Dean of Instruction and Student Success

*MA, University of New Mexico*

## **Steven Wolford**

Operations Coordinator

*MS, Grand Canyon University*

# CARRINGTON COLLEGE GOVERNING BOARD

Carole Brown, Board Chair, Non-Affiliated

Eric Dirst, COO, DeKonsultere LLC, Non-Affiliated

Joseph Holt, COO, Affiliated

Kevin Robinson, Non-Affiliated

Mark A. Perry, Affiliated

Michael D. Perry, Affiliated

Dr. Carla Tweed, Non-Affiliated

Marlea Lyon, Non-Affiliated

# EDUCATION DELIVERY OPTIONS

Instruction is delivered onsite, blended, and online. Carrington College offers courses in a term format, with five weeks, six weeks, eight weeks, ten weeks, twelve weeks, fifteen weeks, or sixteen weeks of education included in each term depending on the program. Some courses in several programs are delivered in a semester-length format. Term-based and semester-based courses may be delivered as:

## Onsite

Campus-based instruction includes lectures, applications, laboratories and externships.

## Blended

Blended learning utilizes both in person and online learning activities to achieve program and learning outcomes. Blended courses combine both live and online learning experiences that complement the other in a course.

## Online

Online courses offer students flexibility in where and when they complete their course activities.

The courses are delivered virtually through the learning management system. The learning management system provides students with opportunities to access course materials, participate in interactive activities, and engage in learning experiences remotely.

## Library and Learning Resources

Carrington College offers appropriate learning resources to complement onsite, blended, and online courses. Resources can be accessed through the online portal with the use of a password. The Carrington College Library offers access to thousands of full-text resources in various fields of study related to the Carrington College programs, while also supporting the general education courses for all students and faculty. These databases contain current, full-text articles from periodicals, including peer-reviewed scholarly journals, and access to multimedia and electronic books that are available 24 hours a day, seven days a week to student and faculty. Assistance with resources is provided by the Librarian. Services and access to the databases and the book catalog can be located on the library website at <https://library.carrington.edu/libraryhome>.

## Minimum System Requirements for Online Study

Sufficient technology and internet access are required to complete online coursework at Carrington College.

## Supported Operating Systems

The minimum system requirements, hardware and software needed to complete coursework is found at the Technical Requirements link on the Carrington College website at <https://carrington.edu/online-programs/technical-requirements/>.

Students taking online courses should have administrative rights to the computer used for college coursework. Students who do not have administrative rights to the computer used for online study (such as a library or workplace computer) may experience difficulties with needed functions, such as installing plug-ins. Students will have limited support options due to access limitations and should check with their workplace IT departments to ensure that they can access course materials from their companies' network.



# EDUCATION DELIVERY OPTIONS

## Technology Specifications

Because technology changes rapidly in certain fields, students should note that computers or mobile devices used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

# PROGRAMS OF STUDY

Program availability varies by location; see specific program section for details. Carrington College offers certificate and degree programs in the following areas:

## Certificate of Achievement Programs

Dental Assisting  
Electrical Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration  
Maintenance Technician  
Massage Therapy  
Medical Administrative Assistant  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Physical Therapy Technology  
Practical Nursing  
Veterinary Assisting  
Vocational Nursing

## Certificate of Completion Course

Phlebotomy Technician

## Associate of Science Degree Programs

Associate Degree in Nursing  
Dental Assisting  
Dental Hygiene  
Health Studies  
LVN to ADN  
Nursing Bridge  
Physical Therapist Assistant  
Respiratory Care  
Surgical Technology  
Trades Studies  
Veterinary Technology  
Vocational Nursing

## Bachelor of Science Degree Programs

Bachelor of Science in Nursing  
Bachelor of Science in Healthcare Administration

# ASSOCIATE DEGREE IN NURSING

Registered nurses (RNs) care for individuals, in conjunction with other healthcare professionals, through the use of the nursing process. Registered nurses work as patient advocates for the care and recovery of the sick and maintenance of their health. In their work as advocates, RNs plan, implement and evaluate nursing care of those who are ill or injured. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)\*. The program culminates in an Associate of Science Degree.

## Offered to new students at:

- **Albuquerque**
- **Las Vegas**
- **Mesa**
- **Phoenix**
- **Reno**
- **Tucson**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical, to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Associate Degree in Nursing program are: Registered Nurses (29-1141.00).

More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# ASSOCIATE DEGREE IN NURSING

## Program Learning Outcomes

Upon completion of the Associate Degree in Nursing program, graduates will be able to:

- Justify a plan of care that provides safe, quality patient centered care to persons throughout the lifespan and across the health/wellness continuum that creates an environment promoting caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Apply scientific evidence-based knowledge to concepts in the care of patients throughout the lifespan and across the health/wellness continuum.
- Validate effective communication and behaviors with healthcare stakeholders that is consistent with the nursing scope of practice and adhering to legal and ethical frameworks.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Pass the ATI TEAS Admission Assessment with a combined score of 58%. A second attempt is allowed 7 days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the wait period is 6 months. At this point in time, a candidate may start the above process over again.
- Attend an Associate Degree in Nursing information session.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.
- Applicants in Nevada are required to submit to and pass drug screening and background checks completed no more than 90 days prior to enrollment, the results of which could affect enrollment in the program.

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance TEAS exam total score.
- Entrance TEAS exam scores in Math, Science, Reading, and English.
- Entrance TEAS exam number of attempts.
- Entrance interview with the nursing department (if applicable).
- The previous degree earned.
- Transcript evaluation (if applicable). To be completed by the Dean of Nursing upon meeting enrollment criteria.

# ASSOCIATE DEGREE IN NURSING

## Campus-Based

Program Requirements – Albuquerque, Las Vegas, Mesa, Phoenix, Reno, and Tucson

Associate Degree in Nursing			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
TECHNICAL AND GENERAL EDUCATION COURSES						
ENG101	*	English Writing and Composition	45	0	0	3
MAT151	*	College Algebra	45	0	0	3
SOC101	*	Introduction to Sociology (Arizona & New Mexico only)	45	0	0	3
PSY101	*	Introduction to Psychology	45	0	0	3
CHE110	†	Chemistry for Health Care Professionals	30	0	0	2
SPH205	*	Interpersonal Communication	45	0	0	3
GOV141	*	Nevada and US Constitutions (Nevada only)	45	0	0	3
BIO121	†	Human Anatomy and Physiology I with Lab	45	30	0	4
BIO124	†	Human Anatomy and Physiology II with Lab	45	30	0	4
BIO205	†	Microbiology with Lab	45	30	0	4
NUR130		Fundamentals and Medical-Surgical Nursing I	60	60	90	8
NUR243		Medical-Surgical Nursing II	45	0	90	5
NUR140		Pharmacology I	45	0	0	3
NUR241		Pharmacology II	45	0	0	3
NUR209		Community and Mental Health Nursing	30	0	45	3
NUR247		Maternal Child Nursing	30	15	45	3.5
NUR251		Medical-Surgical Nursing III	45	0	90	5
NUR240		Pediatric Nursing	30	15	45	3.5
NUR261		Medical-Surgical Nursing IV	45	0	90	5
NUR266		NCLEX-RN Review	0	60	0	2
NUR262		Manager of Care	30	0	0	2
Total for Degree			795	240	495	72

Approximate time to complete degree program: 96 weeks (not including breaks)

\* Online general education course

† Science-based general education course

Note: Course descriptions begin on page 143.

# ASSOCIATE DEGREE IN NURSING

In addition to meeting the College's standard admission requirements, candidates must provide prior to first clinical:

- A current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Submit to and pass drug screening and background checks that may include fingerprinting, completed no more than 90 days prior to enrollment the results of which could affect enrollment in the program.
- Provide negative TB test results. If test results are more than 12-months old, they must be from a two-step test; tuberculosis clearance (PPD) or the alternate QuantiFERON-TB Gold (QFT-G) blood test. Applicants with a history of a positive TB test must also have a chest x-ray.
- Provide proof of childhood measles, mumps, and rubella (MMR) immunization x2 or titer. Students must receive the 2<sup>nd</sup> injection at least four weeks after the first dose per CDC guidelines.
- Provide proof of the first dose hepatitis B vaccination or signed declination. Signed declination could affect eligibility to participate in clinical experiences. Students must receive the 2<sup>nd</sup> injection at least one month after the first dose and the 3<sup>rd</sup> injection six months after the first dose per CDC guidelines.
- Provide proof of varicella immunization (in the absence of a history of having had chickenpox), or varicella titer proving immunity.
- Provide proof of tetanus, diphtheria, and pertussis (Tdap) proof of vaccination within the previous 10 years or titer proving immunity.
- Provide proof of yearly influenza vaccination, applicable during flu season.

## Progression Requirements

All courses in the nursing program must be taken in the prescribed sequence. Students cannot progress to the nursing courses until all general education courses are successfully completed.

For nursing courses that combine theory, lab, or clinical components, students must pass all components to earn a passing grade for the course. Students will earn a passing grade for the course when the following academic standards are met:

- A minimum grade of 75%
- A "pass" grade in clinical
- A "pass" grade in lab

Students who must repeat a course are subject to seat and clinical site availability and GPA ranking. In the event that there are more students needing to repeat than seats available, students are ranked based on their cumulative GPA.

Student will be withdrawn from the program should either of the below thresholds occur:

- Less than a 2.0 term GPA
- Maximum of 3 withdrawal grades

## Instructional Methodologies

Methodologies include lectures, assigned readings, case studies, clinical experiences, group discussions, examinations, scholarly papers, community conferences and audiovisual presentations such as PowerPoint.

## Supportive Technologies

Carrington College uses technologies and equipment to support the learning process such as patient transfer equipment, adult high fidelity manikins, high fidelity birthing manikins, high fidelity child manikins and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers -anatomical arms for starting IVs, infusion pump, postpartum hemorrhage model, medication administration models for IM and SQ injections and medication bar code scanners for medication administration.

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

The Bachelor of Science in Healthcare Administration (BSHCA) is designed to prepare students with the foundational skills and knowledge needed for healthcare administrators. The program is developed to meet the needs of applicants new to the healthcare industry or individuals who have completed previous education in a healthcare related field.

Students have the option to complete coursework in one of two concentrations: leadership or clinical science. The leadership concentration offers students advanced courses focused on leadership and administration in healthcare. The clinical science concentration is primarily focused on advancing the clinical science knowledge and application of the Physical Therapist Assistant.

The courses taken in the program will prepare students for entry to mid-level administrative positions in healthcare facilities. The program is delivered in an online format with different entry points ranging from no previous college credit to having earned an associate degree.

## Offered to new students online

Degree conferred from the Sacramento campus.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Bachelor of Science in Healthcare Administration program are: Administrative Services Managers – 11-3012.00, Medical and Health Services Managers – 11-9111.00, and General and Operations Managers - 11-1021.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

## Program Learning Outcomes

Upon completion of the Bachelor of Science in Healthcare Administration program, graduates will be able to:

- Disseminate knowledge to a variety of healthcare professionals.
- Analyze complex scientific concepts to solve healthcare related problems.
- Demonstrate the knowledge and skills for leadership roles in healthcare organizations.
- Apply principles of science to enhance quality assurance for the healthcare team.

## Admission Requirements

In addition to the College's standard admission requirements, prior to starting the program, candidates must:

- Own or have unrestricted access to a computer with reliable internet access.
- (For those entering with a certificate) Have earned a certificate of achievement from an approved institution with a minimum of 24 semester credits in a healthcare related field. An official transcript from an approved accredited institution must be submitted evidencing the earned certificate at the time of enrollment.
- (For those entering with an associate degree in a healthcare related field) Have earned an associate degree from an approved institution with a minimum of 60 semester credits in a healthcare related field. An official transcript from an approved accredited institution must be submitted evidencing the earned associate degree at the time of enrollment.
- (For those entering with a Physical Therapist Assistant associate degree) Have earned a Physical Therapist Assistant associate degree from a CAPTE approved program with a minimum of 72 semester credits. An official transcript from an approved accredited institution must be submitted evidencing the earned associate degree at the time of enrollment.



# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

Online (Degree conferred from the Sacramento campus)

Program Requirements

## Bachelor of Science in Healthcare Administration Leadership Concentration

Technical and General Education Courses			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG151	*	Technical Writing	45	0	0	3
ENG101	*	English Writing and Composition	45	0	0	3
MAT101	*	Principles of Mathematics	45	0	0	3
MAT151	*	College Algebra	45	0	0	3
HIS150	*	US Government	45	0	0	3
SCI210	*	Environmental Science	45	0	0	3
NUT200	*	Principles of Nutrition	45	0	0	3
HUM250	*	Introduction to Humanities	45	0	0	3
PSY101	*	Introduction to Psychology	45	0	0	3
SPH205	*	Interpersonal Communication	45	0	0	3
SOC101	*	Introduction to Sociology	45	0	0	3
COL105	*	Critical Thinking	45	0	0	3
HUM200	*	Ethics in Contemporary Society	45	0	0	3
CLT100	*	Computer Literacy	45	0	0	3
HCA301		Interprofessional Healthcare	45	0	0	3
HCA311		Critical Thinking for Health Professionals	45	0	0	3
HCA326		Data Applications and Healthcare Quality	45	0	0	3
HCA310		Healthcare Reimbursement Models	45	0	0	3
HCA320		Leadership and Management in Healthcare	45	0	0	3
HCA330		Introduction to Billing and Coding	45	0	0	3
HCA340		Medical Office Management	45	0	0	3
HCA350		Quality Improvement in Healthcare	45	0	0	3
RM301		Introduction to Research	45	0	0	3
HCA335		Legal, Ethical, and Regulatory Issues in Health Information	45	0	0	3

*Continued on next page*

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

*Continued from previous page*

HCA375	Medical Record Operating Systems	45	0	0	3
BUS305	Human Relations in Business	45	0	0	3
BUS301	Human Resource Management	45	0	0	3
ACT301	Accounting Principles I	45	0	0	3
ACT302	Accounting Principles II	45	0	0	3
BUS310	Business Communication	45	0	0	3
BUS315	Principles of Management	45	0	0	3
ACT310	Managerial Accounting	45	0	0	3
ACT315	Principles of Fraud and Ethics	45	0	0	3
BUS320	Organizational Behavior	45	0	0	3
HCA380	Healthcare Marketing	45	0	0	3
HCA385	Healthcare Strategic Management	45	0	0	3
RM310	Writing for Research	45	0	0	3
HCA390	Public and Community Health	45	0	0	3
Total for Degree		1800	0	0	120

Approximate time to complete degree program: 120 weeks (not including breaks)

\*General education course

Note: Course descriptions begin on page 143.

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

## Bachelor of Science in Healthcare Administration

Leadership Concentration - entering with a certificate in a healthcare related field

Technical and General Education Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG151 *	Technical Writing	45	0	0	3
ENG101 *	English Writing and Composition	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
MAT151 *	College Algebra	45	0	0	3
HIS150 *	US Government	45	0	0	3
SCI210 *	Environmental Science	45	0	0	3
NUT200 *	Principles of Nutrition	45	0	0	3
HUM250 *	Introduction to Humanities	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
SPH205 *	Interpersonal Communication	45	0	0	3
SOC101 *	Introduction to Sociology	45	0	0	3
HUM200 *	Ethics in Contemporary Society	45	0	0	3
HCA301	Interprofessional Healthcare	45	0	0	3
HCA311	Critical Thinking for Health Professionals	45	0	0	3
HCA326	Data Applications and Healthcare Quality	45	0	0	3
HCA310	Healthcare Reimbursement Models	45	0	0	3
HCA320	Leadership and Management in Healthcare	45	0	0	3
HCA330	Introduction to Billing and Coding	45	0	0	3
HCA340	Medical Office Management	45	0	0	3
HCA350	Quality Improvement in Healthcare	45	0	0	3
RM301	Introduction to Research	45	0	0	3
HCA335	Legal, Ethical, and Regulatory Issues in Health Information	45	0	0	3
HCA329	Health Insurance and Reimbursement	45	0	0	3
HCA355	Quality and Advanced Medical Records	45	0	0	3
HCA375	Medical Record Operating Systems	45	0	0	3

*Continued on next page*

# BACHELOR OF SCIENCE IN HEALTHCARE

*Continued from previous page*

<b>CHOICE OF SEVEN COURSES</b>					
BUS301	Human Resource Management	45	0	0	3
ACT301	Accounting Principles I	45	0	0	3
ACT302	Accounting Principles II	45	0	0	3
BUS310	Business Communication	45	0	0	3
BUS315	Principles of Management	45	0	0	3
ACT310	Managerial Accounting	45	0	0	3
ACT315	Principles of Fraud and Ethics	45	0	0	3
BUS320	Organizational Behavior	45	0	0	3
HCA380	Healthcare Marketing	45	0	0	3
HCA385	Healthcare Strategic Management	45	0	0	3
RM310	Writing for Research	45	0	0	3
HCA390	Public and Community Health	45	0	0	3
Total for Degree Completion Coursework		1440	0	0	96
Minimum Total Certificate of Achievement Transfer Credits					24
Total for Degree		1440	0	0	120

Approximate time to complete degree program: 96 weeks (not including breaks)

\*General education course

Note: Course descriptions begin on page 143.

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

## Bachelor of Science in Healthcare Administration

Leadership Concentration - entering with an associate degree in a healthcare related field

Technical Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
HCA301	Interprofessional Healthcare	45	0	0	3
HCA311	Critical Thinking for Health Professionals	45	0	0	3
HCA326	Data Applications and Healthcare Quality	45	0	0	3
HCA310	Healthcare Reimbursement Models	45	0	0	3
HCA320	Leadership and Management in Healthcare	45	0	0	3
HCA330	Introduction to Billing and Coding	45	0	0	3
HCA340	Medical Office Management	45	0	0	3
HCA350	Quality Improvement in Healthcare	45	0	0	3
RM301	Introduction to Research	45	0	0	3
HCA335	Legal, Ethical, and Regulatory Issues in Health Information	45	0	0	3
HCA329	Health Insurance and Reimbursement	45	0	0	3
HCA355	Quality and Advanced Medical Records	45	0	0	3
HCA375	Medical Record Operating Systems	45	0	0	3
<b>CHOICE OF SEVEN COURSES</b>					
BUS301	Human Resource Management	45	0	0	3
ACT301	Accounting Principles I	45	0	0	3
ACT302	Accounting Principles II	45	0	0	3
BUS310	Business Communication	45	0	0	3
BUS315	Principles of Management	45	0	0	3
ACT310	Managerial Accounting	45	0	0	3
ACT315	Principles of Fraud and Ethics	45	0	0	3
BUS320	Organizational Behavior	45	0	0	3
HCA380	Healthcare Marketing	45	0	0	3
HCA385	Healthcare Strategic Management	45	0	0	3
RM310	Writing for Research	45	0	0	3
HCA390	Public and Community Health	45	0	0	3
Total for Degree Completion Coursework		900	0	0	60
Minimum Total Associate Degree Transfer Credits					60
Total for Degree		900	0	0	120

Approximate time to complete degree program: 60 weeks (not including breaks)

Note: Course descriptions begin on page 143.

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION

## Bachelor of Science in Healthcare Administration Clinical Science Concentration

General Education Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MAT151	College Algebra	45	0	0	3
HUM250	Introduction to Humanities	45	0	0	3
BIO301	General Biology with Lab	45	30	0	4
HUM200	Ethics in Contemporary Society	45	0	0	3
PSY155	Human Development Across the Lifespan 1	45	0	0	3
BIO302	Microbiology with Lab	45	30	0	4
MAT301	Precalculus	45	0	0	3
MAT321	Statistics	45	0	0	3
PHY301	Physics I with Lab	45	30	0	4
RM310	Writing for Research	45	0	0	3
BIO300	Functional Anatomy	45	0	0	3
CHEM301	Organic and Biological Chemistry with Lab	45	30	0	4
CHEM302	Inorganic Chemistry with Lab	45	30	0	4
PHY302	Physics II with Lab	45	30	0	4
Total for Degree Completion Coursework		630	180	0	48
Minimum Total Associate Degree Transfer Credits					72
Total for Degree		630	180	0	120

Approximate time to complete degree program: 60 weeks (not including breaks)

Note: Course descriptions begin on page 143.

# BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing (BSN) program offers an RN to BSN degree option for registered nurses that are interested in professional growth and development through attainment of a higher degree. The program is delivered in an online format and is focused primarily on leadership, research, and education. The program culminates in a Bachelor of Science in Nursing.

## Offered to new students online

Degree conferred from the Sacramento campus.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Bachelor of Science in Nursing program are: Registered Nurses (29-1141.00) and Nursing Instructors and Teachers, Postsecondary (25-1072.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# BACHELOR OF SCIENCE IN NURSING

## Program Learning Outcomes

Upon completion of the Bachelor of Science in Nursing program, graduates will be able to:

- Utilize effective communication with patients, families, communities, and colleagues for collaboration to achieve optimal health outcomes.
- Demonstrate clinical judgement in the delivery of evidence-based patient-centered care to promote and restore health for diverse populations.
- Demonstrate the ability to utilize patient care technologies, information systems, and communication devices that support safety and quality nursing practice.
- Create a safe environment that promotes caring and professionalism with consideration for the patient's cultural humility, societal beliefs, and practices.
- Apply current scientific and evidence-based knowledge and data interpretation to guide actions which promote human flourishing and enhance patient-centered care.
- Demonstrate behaviors that are consistent with the legal and ethical framework of nursing.

## Admission Requirements

Applicants to the Bachelor of Science in Nursing program must meet the following requirements:

- Earned an Associate Degree in Nursing, meeting the educational requirements for registered nursing, including a minimum of 72 semester credits from a board-approved and/or accredited program at an accredited institution
- A minimum GPA of 2.5 on the Associate Degree in Nursing posted transcript
- Hold a current, unencumbered credential licensure as a Registered Nurse (RN)
- Applicants who have graduated from an Associate Degree in Nursing program within three months of application may be admitted if all other admission requirements are met. Evidence of licensure must be provided within three months of program start
- Dean of Nursing recommendation (Only for current Carrington College and San Joaquin Valley College associate level nursing students, meeting the educational requirements for registered nursing, in their final semester.)
- Own or have unrestricted access to a computer with reliable internet access.



# BACHELOR OF SCIENCE IN NURSING

## Online (Degree conferred from the Sacramento campus)

### Program Requirements

#### Bachelor of Science in Nursing

##### Technical and General Education Courses

	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIO331 * Pathophysiology	45	0	0	3
HCA301 * Interprofessional Healthcare	45	0	0	3
HCA311 * Critical Thinking for Health Professionals	45	0	0	3
MAT321 * Statistics	45	0	0	3
NUR322 Nursing Informatics	45	0	0	3
NUR332 Health Assessment	45	0	0	3
NUR342 Nursing Research and Evidence Based Practice	45	0	0	3
NUR351 Health Policy and Ethics	45	0	0	3
NUR352 Nursing Management and Leadership	45	0	0	3
NUR361 Population Health	45	0	0	3
NUR362 Cultural Competency and Diversity	45	0	0	3
NUR371 Nursing Theory and Systems	45	0	0	3
NUR372 Quality and Safety	45	0	0	3
NUR381 Capstone	45	0	0	3
RM301 * Introduction to Research	45	0	0	3
RM310 * Writing for Research	45	0	0	3
Total for Degree Completion Coursework	720	0	0	48
Minimum Total Transfer Credits				72
Total for Degree	720	0	0	120

Approximate time to complete degree program: 64 weeks (not including breaks)

\*General education course

Note: Course descriptions begin on page 143.

#### Progression Requirements

- Courses must be completed with a minimum grade of 70% in order to pass a course.
- Courses must be taken in the prerequisite and corequisite sequence due to the progressive and hierarchal nature of the curriculum.

# DENTAL ASSISTING

Dental assistants perform a wide range of duties in dental care facilities, from patient care to office tasks and laboratory procedures. Students become skillful at taking x-rays and impressions as well as performing coronal polishing and assisting with an array of dental procedures. The program covers patient preparation, charting, administrative duties, and office administrative functions. Students gain hands-on experience during lab class sessions and clinical experience. The program culminates in a Certificate of Achievement and/or Associate of Science degree in Dental Assisting. Program availability varies by location.

## Offered to new students at:

- **Albuquerque**
- **Boise**
- **Glendale Learning Center\*\***
- **Las Vegas**
- **Mesa**
- **Phoenix**
- **Pleasant Hill**
- **Portland**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

Employment positions determined to be in the field, to calculate the graduate employment rates required by the state of California, for graduates of the Dental Assisting program are Dental Assistants\* (31-9091.00) and Medical Secretaries and Administrative Assistants (43-6013.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers.

Within the State of California, graduates are able to apply for and take the State of California Dental Board examination for licensure as a Registered Dental Assistant (RDA). Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

\*\*Certificate is conferred from the Phoenix campus.

# DENTAL ASSISTING

## Program Learning Outcomes

Upon completion of the Dental Assisting program, graduates will be able to:

- Complete all dental assisting duties competently for a broad scope of dental specialties in a professional setting.
- Utilize infection control and safe practice techniques in a variety of clinical settings.
- Establish optimum Radiation Health and Safety practices to ensure high quality diagnostic images.

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.

## Campus-Based

**Program Requirements** – Albuquerque, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, San Jose, San Leandro, Spokane, Stockton, and Tucson

<b>Dental Assisting TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
DA21.3	Dental Science	60	0	0	4
DA22.3	Dental Office Protocols	60	0	0	4
DA23.3	Dental Radiology	60	0	0	4
DA24.3	Preventive Dentistry	60	0	0	4
DA25.3	Dental Specialties	60	0	0	4
DA201.3	Dental Assisting Procedures 1	0	60	0	2
DA202.3	Dental Assisting Procedures 2	0	60	0	2
DA203.3	Dental Assisting Procedures 3	0	60	0	2
DA204.3	Dental Assisting Procedures 4	0	60	0	2
DA205.3	Dental Assisting Procedures 5	0	60	0	2
CDV198.2	* Career Development Seminar	30	0	0	2
DA502.3	Externship	0	0	180	4
<b>Total for Certificate</b>		<b>330</b>	<b>300</b>	<b>180</b>	<b>36†</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†810 Contact hours

Note: Course descriptions begin on page 143.

# DENTAL ASSISTING

## Blended

**Program Requirements** – Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

		<b>Dental Assisting TECHNICAL COURSES</b>	Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
DA21.3.H	†	Dental Science	60	0	0	4
DA22.3.H	†	Dental Office Protocols	60	0	0	4
DA23.3.H	†	Dental Radiology	60	0	0	4
DA24.3.H	†	Preventive Dentistry	60	0	0	4
DA25.3.H	†	Dental Specialties	60	0	0	4
DA201.3		Dental Assisting Procedures 1	0	60	0	2
DA202.3		Dental Assisting Procedures 2	0	60	0	2
DA203.3		Dental Assisting Procedures 3	0	60	0	2
DA204.3		Dental Assisting Procedures 4	0	60	0	2
DA205.3		Dental Assisting Procedures 5	0	60	0	2
DA502.3		Externship	0	0	180	4
CDV198.2	*	Career Development Seminar	30	0	0	2
<b>Total for Certificate</b>			<b>330</b>	<b>300</b>	<b>180</b>	<b>36</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Online general education course

† Blended course.

Note: Course descriptions begin on page 143.

# DENTAL ASSISTING

## Admission Requirements

In addition to the College's standard admission requirements, candidates to the Dental Assisting Science Emphasis program must:

- Have earned a dental assisting certificate from an approved accredited institution. An official transcript from an approved accredited institution must be submitted evidencing the earned certificate at the time of enrollment.

## Campus-Based

**Program Requirements** – Sacramento, San Jose

### DENTAL ASSISTING SCIENCE EMPHASIS

		General Education Courses	Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
BIO14	*	Microbiology with Lab	45	30	0	4
BIO25	*	Human Anatomy and Physiology 1 with Lab	45	30	0	4
BIO26	*	Human Anatomy and Physiology 2 with Lab	45	30	0	4
CHEM6	*	Inorganic Chemistry with Lab	45	30	0	4
CHEM8.1	*	Organic and Biological Chemistry with Lab	45	30	0	4
ENG101	†	English Writing and Composition	45	0	0	3
MAT101	†	Principles of Mathematics	45	0	0	3
MAT151	†	College Algebra	45	0	0	3
MAT201	†	Intermediate College Algebra	45	0	0	3
NUT200	*	Principles of Nutrition	45	0	0	3
PSY101	†	Introduction to Psychology	45	0	0	3
SPH205	†	Interpersonal Communication	45	0	0	3
SOC101	†	Introduction to Sociology	45	0	0	3
CLT100	†	Computer Literacy	45	0	0	3
Total for Degree Completion Coursework			630	150	0	47
Total from Certificate			330	300	180	36**
Total for Degree ††			960	450	180	83

Approximate time to complete degree completion coursework: 64 weeks (not including breaks)

Combined certificate and degree completion option length: 100 weeks (not including breaks)

\*Science-based general education course.

\*\* Completion of an approved certificate may range in credit. It will be transferred as block credit to the program to meet the minimum requirements for completing an Associate Degree. Students must complete at least 25% of the program requirements at Carrington College.

†Online general education course

††This curriculum fulfills course prerequisites for application to Carrington College's Dental Hygiene program.

Note: Course descriptions begin on page 143.

# DENTAL ASSISTING

## **Supportive technologies and equipment list:**

Carrington College uses technologies and equipment to support the learning process, such as dental chairs, dental stools, x-ray machines, air-water syringes, stethoscopes, training manikins, manual blood pressure machines, teeth models, dental materials, and additional supplies.

## **Regarding the Dental Assisting program in the state of California:**

Although the Dental Board of California approves the Carrington College Dental Assisting programs at the Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton campuses, the Dental Assisting program at the campuses listed above does not currently possess programmatic accreditation. The lack of programmatic accreditation has no known negative impact on graduate outcomes.

The Dental Board of California may be contacted at the following: [https://www.dbc.ca.gov/applicants/become\\_licensed\\_rda.shtml](https://www.dbc.ca.gov/applicants/become_licensed_rda.shtml), 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 877 729 7789

## **Registered Dental Assistant Applicants California:**

Reciprocity is not offered to practice as a Registered Dental Assistant (RDA) in California. All persons wishing to perform the functions of an RDA in California must complete the licensure process described below.

## **Application and Examination Requirements**

Pursuant to Business and Professions Code section 30(c), a licensing board may not process any application for an original license unless the candidate or licensee provides its federal employer identification number or social security number where requested on the application.

To qualify for RDA examinations, candidates must:

- Graduate from a Board-approved RDA educational program; or
- Complete at least 15 months (1,280 hours) of satisfactory work experience as a dental assistant with a dentist licensed in one of the states in the United States; or
- Complete a California Department of Education-approved 4-month educational program and 11 months of work experience with a dentist(s) licensed in one of the states of the United States.
- Complete Board-approved courses in coronal polishing and radiation safety.
- Complete and show proof of completion of a Board-approved course in the Dental Practice Act completed within five (5) years of application.
- Complete and show proof of completion of an eight (8)-hour Board-approved course in infection control completed within five (5) years of application.
- Complete and show proof of completion of a basic life support course offered by an instructor approved by the American Red Cross or the American Heart Association.
- Submit fingerprint clearances from both the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). This process can take 60 days or more. If a candidate has a criminal history, the arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license.

## **Criminal Background Check**

For consumer protection, California law requires all applicants to undergo a criminal background check. Until further notice, all applicants may submit their fingerprints by either using the live scan system or submitting their finger print cards. Candidates residing in California must utilize the live scan system. Candidates residing out of California may either come to California and use the live scan system or submit their fingerprints on standard FBI fingerprint cards.

# DENTAL ASSISTING

Board regulation requires two "classifiable" sets of fingerprints on the board's forms to complete the application. Fingerprints may be submitted via live scan or standard FBI fingerprint cards. Classifiable means that the prints can be "read" by the California DOJ and the FBI. Fingerprints are more likely to be classifiable if taken by a large local law enforcement agency such as a police or sheriff's department.

## Convictions

Applicants must report all convictions, including infractions, misdemeanors, and felonies, except for a conviction for an offense resulting in a fine of less than \$300. Applicants must report a conviction(s) even if he or she pled nolo contendere (no contest) or received a subsequent order expunging the conviction under section 1203.4 of the Penal Code. Applicants who have previous convictions or pleas that answer "no" to the question may have their applications denied for knowingly making false statements on the applications pursuant to section 480 (c) of the Business and Professions Code. To obtain a California registered dental assistant (RDA) license from the Dental Board of California (DBC), candidates must:

- Pass a hands-on practical examination performed on a typodont.
- Pass a State computerized written general knowledge examination.
- Pass a State computerized law and ethics written examination.

Once this process is completed and a candidate is qualified for licensure, a pocket identification card and wall certificate are issued. There is no license fee required for the initial license other than the initial application and examination fees.

Obtained from: [https://www.dbc.ca.gov/applicants/become\\_licensed\\_rda.shtml](https://www.dbc.ca.gov/applicants/become_licensed_rda.shtml).

# DENTAL HYGIENE

Dental hygienists are licensed dental health specialists who provide preventive, educational, and therapeutic services for the promotion of oral health and control of the oral disease. They observe and record abnormalities and problems in patients' mouths, take oral x-rays, and apply fluoride and fissure sealants. Other tasks include providing periodontal therapies like root planing and removal of plaque, calculus, and stains from teeth. Utilizing the Dental Hygiene (DH) process of care, students will learn to devise and deliver patients with personalized oral care.

Students in the Dental Hygiene program gain the skills and knowledge to provide comprehensive dental hygiene care. Instruction helps students develop professional communication skills with patients, colleagues, and the public, as well as knowledge of ethical standards and professional behavior. Students learn to analyze and apply advances in research to dental hygiene care and are encouraged to participate in and provide leadership in community activities that promote optimal oral health. The program culminates in an Associate of Science degree in Dental Hygiene. Graduates of the program are prepared to take the National Board Dental Hygiene Examination (NBDHE), as well as state or regional clinical licensing examinations\*. Licensure qualifications vary by state. Information about licensure as a Dental Hygienist in the state of California can be found at: <https://www.dhbc.ca.gov/applicants/becomelicensed.shtml>

## Offered to new students at:

- **Boise**
- **Mesa**
- **Sacramento**
- **San Jose**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in the field, to calculate the graduate employment rates required by the state of California, for graduates of the Dental Hygiene program are: Dental Hygienist (29-1292.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to occupational licensure/certification or employment and throughout their careers.



# DENTAL HYGIENE

## Program Learning Outcomes

Upon completion of the Dental Hygiene program, graduates will be able to:

- Deliver comprehensive dental hygiene care to a diverse population of patients according to the Dental Hygiene process of care.
- Practice in a safe and ethical manner in accordance with the Dental Hygiene Standard of Care, infection control standards, state and national governance, and the Core Values of the ADHA Code of Ethics.
- Justify the use of evidence-based treatment modalities in relation to the delivery of oral health care.

## Admission Requirements

In addition to meeting the College’s standard admission requirements, prior to starting the program, candidates must:

- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card
- Complete a dental hygiene observation:
  - California: 3 hours of prophylaxis and 3 hours of scaling and root planing
- Attend a dental hygiene program information seminar with the program and enrollment services.
- Physician clearance for working in a dental clinical environment (California and Arizona only)
- Provide proof of current immunizations or titers showing immunity as follows (Idaho and Arizona applicants strongly recommended, not required):
  - Measles, mumps, and rubella (MMR) 2 dose series
  - Varicella zoster 2 dose series
  - Negative TB test results, negative chest x-ray, or the alternate QuantiFERON-TB Gold (QFT-G) blood test within 6 months from the program’s start date
    - If applicants have a history of a positive TB test, they must receive a TB symptom screening from their healthcare provider
  - Tetanus, diphtheria, pertussis (Tdap) within the previous 10 years
  - Hepatitis B series vaccination or signed declination. Signed declination could affect eligibility to participate in clinical experiences
  - COVID-19 vaccination strongly recommended but not required

California applicants must complete the following admission requirements, prior to starting the program.

- Complete the following prerequisite courses at an accredited post-secondary institution, with a minimum grade of C in each course and a cumulative GPA of 2.75. This GPA will be calculated based off the prerequisite courses only.
  - \*Science courses with wet lab must have been completed within the previous five years.
  - \*Science courses with wet lab awarded transfer credit for the Carrington College Dental Assisting degree program must have been completed within the previous seven years.

General Education	Science*
Oral Communication	Anatomy with wet lab
Written Communication	Physiology with wet lab
Psychology	Inorganic chemistry with wet lab
Sociology	Biochemistry or Organic Chemistry with Biochemistry with wet lab
Mathematics	Microbiology with wet lab
	Nutrition

# DENTAL HYGIENE

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Cumulative GPA for all prerequisite courses (California only)
- Cumulative GPA for transfer courses (Arizona/Idaho only)
- Final letter grade earned for transfer courses (Arizona/Idaho only)
- Dental related work experience (Work as a dental assistant or completion of a dental assistant program)
- Dental hygiene observation hours (Arizona/Idaho only)
- Previous transcribed degree - highest level degree accepted only
- Entrance exam score (Arizona/Idaho only)

## Campus-Based

Program Requirements - Sacramento and San Jose

<b>Dental Hygiene TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
DH10	Introduction to Clinical Dental Hygiene	30	0	0	2
DH100.1	Introduction to Clinical Dental Hygiene Lab	0	120	0	2
DH11	Oral Radiology	30	0	0	2
DH110	Oral Radiology Lab	0	30	0	1
DH12	Oral Biology	30	0	0	2
DH13	Head and Neck Anatomy	30	30	0	3
DH14.1	Dental Morphology	30	0	0	2
DH15	Preventive Dentistry	30	0	0	2
DH20.1	Clinical Dental Hygiene Seminar	30	0	0	2
DH200	Clinical Dental Hygiene Care	0	0	120	2
DH21.1	Local Anesthesia	30	0	45	3
DH22	General and Oral Pathology	45	0	0	3
DH23	Periodontics	45	0	0	3
DH24	Dental Hygiene Care for Patients with Special Needs	30	0	0	2
DH25	Behavioral Foundations of Dental Hygiene Care	15	0	0	1
DH30	Advanced Clinical Dental Hygiene Seminar	30	0	0	2
DH300	Advanced Clinical Dental Hygiene Care	0	0	240	4
DH31	Dental Materials	15	0	0	1
DH310	Dental Materials Lab	0	30	0	1
DH32	Pharmacology	45	0	0	3
DH33	Community Oral Health	30	0	0	2
DH34	Dental Specialties	30	0	0	2
DH40	Advanced Clinical Dental Hygiene Seminar	30	0	0	2
DH400	Advanced Clinical Dental Hygiene Care	0	0	300	5
DH41.1	Community Oral Health Practicum	15	36	0	2
DH42	Scientific Methods	15	0	0	1
DH43	Ethics, Jurisprudence, and Dental Hygiene Practice	45	0	0	3
DH44	Dental Hygiene Review	30	0	0	2
<b>Total for Degree</b>		<b>660</b>	<b>246</b>	<b>705</b>	<b>62</b>

Approximate time to complete degree program: 64 weeks (not including breaks).

Note: Course descriptions begin on page 143.

# DENTAL HYGIENE

## Campus-Based

Program Requirements – Boise

<b>Dental Hygiene</b>		Lecture	Lab	Clinical	Semester
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>		Hours	Hours	Hours	Credit Hours
BIO105 <sup>†</sup>	Human Anatomy and Physiology I	45	30	0	4
BIO206 <sup>†</sup>	Human Anatomy and Physiology II	45	30	0	4
BIO305 <sup>†</sup>	Microbiology with Lab	45	30	0	4
C120 <sup>†</sup>	Chemistry with Lab	45	30	0	4
DH120	Head and Neck Anatomy	15	30	0	2
DH130	Oral Anatomy, Embryology and Histology	30	30	0	3
DH151	Dental Hygiene I	15	30	90	4
DH160	Dental Materials	15	30	0	2
DH170	Dental Radiography	45	0	45	4
DH180	Periodontology	45	0	0	3
DH205	Dental Hygiene II	15	30	135	5
DH210	General and Oral Pathology	45	0	0	3
DH234	Legal and Ethical Aspects	15	0	0	1
DH236	Pain Management	15	0	45	2
DH247	Dental Hygiene III	15	30	180	6
DH250	Community Dental Health Lecture	30	0	0	2
DH251	Community Dental Health Lab	0	30	0	1
DH270	Nutritional and Biochemical Foundations for Dental Hygienists	30	0	0	2
DH289	Dental Hygiene IV	0	30	225	6
DH290	Dental Pharmacology	45	0	0	3
DH298	Senior Seminar	30	0	0	2
DHB110	Introduction to Principles and Procedures of Dental Hygiene	15	30	90	4
ENG101*	English Writing and Composition	45	0	0	3
PSY101*	Introduction to Psychology	45	0	0	3
SOC101*	Introduction to Sociology	45	0	0	3
SPH205*	Interpersonal Communications	45	0	0	3
<b>Total for Degree</b>		<b>780</b>	<b>390</b>	<b>810</b>	<b>83</b>

Approximate time to complete degree program: 75 weeks (not including breaks)

\* Online General Education Course

† Science-Based General Education Course

Note: Course descriptions begin on page 143.

# DENTAL HYGIENE

## Campus-Based

Program Requirements – Mesa

<b>Dental Hygiene</b>		Lecture	Lab	Clinical	Semester
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>		Hours	Hours	Hours	Credit Hours
					Hours
BIO105 <sup>†</sup>	Human Anatomy and Physiology I	45	30	0	4
BIO206 <sup>†</sup>	Human Anatomy and Physiology II	45	30	0	4
BIO305 <sup>†</sup>	Microbiology with Lab	45	30	0	4
C120 <sup>†</sup>	Chemistry with Lab	45	30	0	4
DH100	Introduction to Clinical Dental Hygiene	15	30	90	4
DH150	Clinical Dental Hygiene I	15	30	90	4
DH230	Dental Materials with Lab	15	30	0	2
DH270	Nutritional and Biochemical Foundations for Dental Hygienists	30	0	0	2
DH275	Advanced Clinical Dental Hygiene	0	30	225	6
DH37	Local Anesthesia	30	30	0	3
DH41	Pharmacology	45	0	0	3
DH68	Dental Hygiene National Board Preparation	30	0	0	2
DHM 62	Community Dental Services	0	30	0	1
DHM110	Oral Radiology with Lab	30	30	0	3
DHM120	Head and Neck Anatomy	30	0	0	2
DHM200	Intermediate Clinical Dental Hygiene I	15	30	135	5
DHM21	Oral Biology	30	30	0	3
DHM250	Intermediate Clinical Dental Hygiene II	15	30	180	6
DHM32	General and Oral Pathology	15	30	0	3
DHM33	Periodontology	45	0	0	3
DHM54	Ethics, Jurisprudence, and Dental Hygiene Practice	15	0	0	1
DHM61	Community Oral Health	30	0	0	2
ENG101*	English Writing and Composition	45	0	0	3
PSY101*	Introduction to Psychology	45	0	0	3
SOC101*	Introduction to Sociology	45	0	0	3
SPH205*	Interpersonal Communications	45	0	0	3
<b>Total for Degree</b>		<b>765</b>	<b>450</b>	<b>720</b>	<b>83</b>

Approximate time to complete degree program: 80 weeks (not including breaks)

\* Online general education course

† Science-based general education course

Note: Course descriptions begin on page 143.

# DENTAL HYGIENE

## Progression Requirements for all campuses

Prior to entering direct patient care, students must:

- Provide negative TB test results (if test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest x-ray is required).
- Provide proof of childhood measles, mumps, and rubella (MMR) immunization or titer.
- Provide proof of hepatitis B vaccination or written refusal.
- Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
- Submit to and pass drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Dental Hygiene students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For Dental Hygiene courses that have a theory and clinical/lab component, students must achieve a passing score for each. Students who do not earn sufficient points to pass the theory and clinical /lab components respectively will be issued a failing (F) grade for the course.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who fail two courses, receive W designators equivalent to two failed courses or any equivalent combination of failed or W designators are withdrawn for a minimum time period of one semester. After that period, such students may petition for re-entry to the program.
  - Spaces in Carrington College Dental Hygiene programs are assigned by ranking prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. After re-entry, any future course failures or W designators result in academic termination and withdrawal from the Dental Hygiene program.
- A minimum requirement of 75% must be obtained in all technical courses and in all general education courses in order to pass a course (Boise and Mesa locations only).
- A minimum requirement of 70% must be obtained in all technical courses in order to pass a course (California only).

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as patient and operator chairs, computer software, x-ray machines, autoclave, teeth models, human skull models, vacuum, and water filter by-pass.

## Licensing requirements in California:

In order to apply for licensure in California, graduates must submit copies of the following to the Dental Hygiene Board of California (DHBC):

- Diploma or a letter from the program director indicating they are a graduate.
- Written results from the National Board Dental Hygiene Examination.
- Clinical exam results from the Central Regional Dental Service (CRDTS) or Western Regional Examining Board (WREB).
- Any other license held in California, even if not dental related.
- Documentation of the completion of Live Scan fingerprinting.

# ELECTRICAL TECHNOLOGY

Carrington College's Electrical Technology program provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program culminates in a Certificate of Achievement in Electrical Technology. Upon completion of the Electrical Technology certificate, graduates can enroll in the Trades Studies program to earn an Associate of Science degree online. Please see the Trades Studies section of the catalog for additional details.

## Offered to new students at:

- **Phoenix Education Center**
- **Sacramento\***

\*The Electrical Technology Certificate Program at Carrington College Sacramento is pending approval from California Department of Industrial Relations Electrician Certification Curriculum Committee for the program curriculum and the laboratory site.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Electrical Technology program are: Electricians (47-2111.00), Security and Fire Alarm System Installers (49-2098.00), Signal and Track Switch Repairers (49-9097.00), First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00), Electrical Helper (47.3013.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Applicants for jobs in the electrical technology field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

# ELECTRICAL TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Electrical Technology program, graduates will be able to:

- Apply the necessary skills to troubleshoot and install electrical equipment in residential, commercial, and industrial environments.
- Explain the national electrical codes for electrical installations.
- Effectively understand electrical prints.
- Utilize OSHA standards for safe practice.

## Admission Requirements

In addition to meeting the College’s standard admission requirements, prior to starting the program, candidates must:

- Must have a valid driver's license.

## Blended

**Program Requirements** – Phoenix Education Center and Sacramento

<b>Electrical Technology</b>		Lecture	Lab	Semester
<b>TECHNICAL COURSES</b>		Hours	Hours	Credit Hours
ET105	OSHA Standards for the Construction Industry	60	30	5
ET115	Electrical Conduit Bending	45	60	5
ET135	Electrical Circuits	45	60	5
ET200	Commercial Wiring	60	30	5
ET215	Industrial Wiring	15	30	2
ET235	Programmable Logic Controllers/Industrial Electronics	15	45	3
ET220	Residential Wiring	60	30	5
<b>Total for Certificate</b>		<b>300</b>	<b>285</b>	<b>30</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

Note: Course descriptions begin on page 143.

# ELECTRICAL TECHNOLOGY

## Campus-Based

Program Requirements – Phoenix Education Center

**THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Electrical Technology</b>		Lecture	Lab	Semester
<b>TECHNICAL COURSES</b>		Hours	Hours	Credit Hours
ET100	OSHA Standards for the Construction Industry	45	0	3
ET110	Electrical Conduit Bending	30	15	2
ET120	Blueprint Reading for Electricians	60	30	5
ET130	Technical Math and Electric Circuits	120	60	10
ET200	Commercial Wiring	60	30	5
ET210	Industrial Wiring	60	30	5
ET220	Residential Wiring	60	30	5
ET230	Programmable Logic Controllers/Industrial Electronics	60	30	5
<b>Total for Certificate</b>		<b>495</b>	<b>225</b>	<b>40</b>

Approximate time to complete certificate program: 40 weeks (not including breaks)

Note: Course descriptions begin on page 143.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.



# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

Carrington College's Health Studies program, which culminates in an Associate of Science Degree\*, provides an opportunity for individuals to build on prior education to earn the educational credential that is often needed for advancement.

Offered in an online format, students in the Health Studies program enjoy the flexibility of attending school "anytime, anywhere" while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

### Offered to new students online

\*Degree conferred from the Sacramento, Boise, Phoenix, or Spokane campuses.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Health Studies program are: Dental Assistants (31-9091.00), Medical and Health Services Managers (11-9111.00), Medical Records Specialists (29-2072.00), Health Information Technologists and Medical Registrars (29-9021.00), Medical Assistants (31-9092.00), Medical Secretaries and Administrative Assistants (43-6013.00), Massage Therapists (31-9011.00), Receptionist and Information Clerk (43-4171.00), Health Educators (21-1091.00), Clinical Research Coordinators (11-9121.01) and Pharmacy Technicians (29-2052.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

### Program Learning Outcomes

Upon completion of the Health Studies program, graduates will be able to:

- Apply critical thinking skills in a variety of situations.
- Use appropriate technology to acquire, organize, analyze, and communicate information.
- Demonstrate computer literacy.
- Define personal values and ethics.
- Communicate thoughts, ideas, information, and messages in written and oral formats.
- Demonstrate knowledge of and sensitivity to a variety of cultural values and awareness of global issues.
- Value the rights, work, and contributions of others.

### Admission Requirements

In addition to the College's standard admission requirements, candidates must:

- Have earned a certificate from an approved accredited institution with a minimum of 24 semester credits and at least a 2.0 GPA applicable to a health-related program (see chart below for certificate semester credits completed and degree credits required). An official transcript from an approved accredited institution must be submitted evidencing the earned certificate at the time of enrollment.
- Own or have unrestricted access to a computer with reliable internet access.

### Online (Degree conferred from Boise, Phoenix, Sacramento, and Spokane)

Program Requirements (Online Degree Completion)

Health Studies GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG151	Technical Writing	45	0	0	3
ENG101	English Writing and Composition	45	0	0	3
MAT101	Principles of Mathematics	45	0	0	3
MAT151	College Algebra	45	0	0	3
HIS150	US Government	45	0	0	3
SCI210	Environmental Science	45	0	0	3
NUT200	Principles of Nutrition	45	0	0	3
HUM250	Introduction to Humanities	45	0	0	3
PSY101	Introduction to Psychology	45	0	0	3
SPH205	Interpersonal Communication	45	0	0	3
SOC101	Introduction to Sociology	45	0	0	3
COL105	Critical Thinking	45	0	0	3
Total for degree completion coursework*		540	0	0	36
Minimum Total Transfer Credits					24
Total for degree		540	0	0	60

Approximate time to complete degree completion coursework: 42 weeks (not including breaks)

Note: Course descriptions begin on page 143.

# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

\* The semester credits required to complete the Health Studies Associate Degree program varies based on the number of credits completed in the Health-Related Certificate program.

Health-Related Certificate Credits	Health Studies Degree Credits Required
24 - 26	36
27 - 29	33
30 - 32	30
33 - 35	27
36 or greater	24

Please refer to the Transfer Credit Policy on page 208 for further details, specifically for students enrolling in Oregon.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment. The program culminates in a Certificate of Achievement in Heating, Ventilation, Air Conditioning, and Refrigeration. Upon completion of the Heating, Ventilation, Air Conditioning, and Refrigeration certificate, graduates can enroll in the Trade Studies program to earn an Associate of Science degree online. Please see the Trade Studies section of the catalog for additional details.

## Offered to new students at:

- **Phoenix Education Center**

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program are: Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00), and Maintenance and Repair Workers, General (49-9071.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number. Applicants for jobs in the heating, ventilation, air conditioning, and refrigeration field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

## Program Learning Outcomes

Upon completion of the Heating, Ventilation, Air Conditioning, and Refrigeration program, graduates will be able to:

- Compare basic and advanced heating ventilation, air conditioning and refrigeration theory.
- Apply the theory in the installation, operation, maintenance, and repair of equipment and systems.
- Discuss HVACR schematics and wiring diagrams.
- Value all local and national safety practices related to the installation and servicing of HVACR equipment and systems.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Have a valid driver's license.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

## Campus-Based

Program Requirements – Phoenix Education Center

### Heating, Ventilation, Air Conditioning, and Refrigeration TECHNICAL COURSES

		Lecture Hours	Lab Hours	Semester Credit Hours
HVACR100	Theory and Application of Air Conditioning	60	30	5
HVACR101	Theory and Applications of Refrigeration	60	30	5
HVACR102	Theory and Applications of Electricity	120	60	10
HVACR103	Advanced Air Conditioning	60	30	5
HVACR104	Advanced Refrigeration	60	30	5
HVACR105	Advanced Electricity	60	30	5
HVACR106	Air Distribution Systems	60	30	5
Total for Certificate		480	240	40

Approximate time to complete certificate program: 40 weeks (not including breaks)

Note: Course descriptions begin on page 143.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.

# MAINTENANCE TECHNICIAN

Carrington College's Maintenance Technician program is designed to provide fundamental, hands-on training in industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software. The program culminates in a Maintenance Technician Certificate of Achievement. Upon completion of the Maintenance Technician certificate, graduates can enroll in the Trade Studies program to earn an Associate of Science degree online. Please see the Trade Studies section of the catalog for additional details.

## Offered to new students at:

- **Phoenix Education Center**

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Maintenance Technician program are: Industrial Machinery Mechanics (49-9041.00), Helpers- Installation, Maintenance & Repair Workers (49-9098.00), Maintenance Workers, Machinery (49-9043.00), and Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number. Applicants for jobs in the maintenance technology field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

# MAINTENANCE TECHNICIAN

## Program Learning Outcomes

Upon completion of the Maintenance Technician program, graduates will be able to:

- Illustrate the transmission of power through gears belts, chains, and fluid power electrical controls including programmable logic controllers.
- Effectively service and maintain industrial machinery.
- Compare mechanical and electrical measuring equipment for the diagnosis and repair of industrial equipment.
- Value all local and national safety practices related to electrical servicing and installations.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Must possess a valid driver's license.

## Campus-Based

Program Requirements – Phoenix Education Center

Maintenance Technician TECHNICAL COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
IT101	Basic Industrial Electricity	120	60	10
IT110	Power Transmission	60	30	5
IT120	Fluid Power	60	30	5
IT201	Programmable Logic Controllers	120	60	10
Total for Certificate		360	180	30†

Approximate time to complete certificate program: 30 weeks (not including breaks)

†540 Contact hours.

Note: Course descriptions begin on page 143.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.



# MASSAGE THERAPY

Massage therapists bring positive well-being to clients via therapeutic and remedial treatments. They also administer other kinds of body conditioning. Massage therapists work in an array of settings, such as spas, franchised clinics, physicians' offices, hotels, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage. Others work out of their own homes. Clients view the massage experience as a positive contribution to their overall health.

Carrington College's Massage Therapy certificate program prepares students for entry-level employment as massage therapists and/or to enter private practice. The program covers massage therapy principles and techniques for assessing and addressing clients' problem areas and concerns. Techniques include Swedish massage, sports massage, and deep tissue applications, Shiatsu, chair massage, dry room spa techniques, and a variety of site-specific treatments. Anatomy and physiology, terminology, function, and structure of the body's skeletal, muscular, and internal systems, the ethical, legal, and business concerns of the profession, personal care, communication skills, and practice management and success skills are woven throughout the curriculum. The Massage Therapy program at all locations prepares students for the Massage and Bodywork Licensing Exam (MBLEx)\* through the Federation of State Massage Therapy Boards (FSMTB). The program culminates in a Certificate of Achievement. Graduates of the Certificate of Achievement program are eligible to attain an Associate of Science degree via Carrington College's Health Studies online degree completion option.

## Offered to new students at:

- **Albuquerque**
- **Boise**
- **Portland**
- **Spokane**
- **Stockton**
- **Tucson**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Massage Therapy program are: Massage Therapists (31-9011.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers. CPR certification is required for licensure/certification.

Attendance and/or graduation from a California Massage Therapy Council (CAMTC) approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

# MASSAGE THERAPY

## Program Learning Outcomes

Upon completion of the Massage Therapy program, graduates will be able to:

- Complete massage procedures competently and safely in a variety of settings.
- Compare the benefits of a variety of massage techniques
- Explain pathologies as it relates to human anatomy and physiology.

Training in CPR is provided as required by location.

## Admission Requirements

In addition to meeting the College’s standard admission requirements, prior to starting the program, candidates must:

- Have a current valid government-issued photographic identification (such as driver’s license, state issued identification card, military identification card, permanent resident card, or passport).

## Campus-Based

Program Requirements – Albuquerque, Boise, Portland, Spokane, Stockton, and Tucson

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS AT THE PORTLAND, SPOKANE, AND STOCKTON CAMPUSES**

<b>Massage Therapy TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MT1.2	Massage Therapy Theory 1	60	0	0	4
MT101.2	Massage Applications and Lab 1	0	60	0	2
MT2.2	Massage Therapy Theory 2	60	0	0	4
MT102.2	Massage Applications and Lab 2	0	60	0	2
MT3.2	Massage Therapy Theory 3	60	0	0	4
MT103.2	Massage Applications and Lab 3	0	60	0	2
MT4.2	Massage Therapy Theory 4	60	0	0	4
MT104.2	Massage Applications and Lab 4	0	60	0	2
MT5.2	Massage Therapy Theory 5	60	0	0	4
MT105.2	Massage Applications and Lab 5	0	60	0	2
CDV198.2	* Career Development Seminar	30	0	0	2
MT502.2	Externship	0	0	135	3
<b>Total for Certificate</b>		<b>330</b>	<b>300</b>	<b>135</b>	<b>35<sup>†</sup></b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

<sup>†</sup>765 Contact hours

Note: Course descriptions begin on page 143.

# MASSAGE THERAPY

## Progression Requirements

The applicant must be eighteen (18) years of age or older on the date the application for licensure is submitted.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as massage tables, massage chairs, anatomical software, skeletons, hot stones kit, thermal blankets, and exercise balls.

## Universal Precautions Including Sanitation and Hygiene:

- All students are expected to read and understand the Dress Code and Hygiene protocols outlined in the Student Handbook located at <http://students.carrington.edu/student-handbook/>.
- Patient-care items are categorized as critical, semi-critical, or noncritical, depending on the potential risk for infection associated with their intended use.
- Critical items are used to penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. Critical items have the greatest risk of transmitting infection and should be sterilized by heat.
- Semi-critical items contact mucous membranes or non-intact skin but do not penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. They have a lower risk of transmission.

Noncritical patient-care items pose the least risk of transmission of infection because they only contact intact skin, which can serve as an effective barrier to microorganisms. In the majority of cases, cleaning, or if visibly soiled, cleaning followed by disinfection with an EPA-registered hospital disinfectant is adequate. When the item is visibly contaminated with blood or OTHER POTENTIALLY INFECTIOUS MATERIALS, an EPA-registered hospital disinfectant with a tuberculocidal claim (i.e., intermediate-level disinfectant) should be used. Cleaning or disinfection of certain noncritical patient-care items can be difficult or damage the surfaces; therefore, the use of disposable barrier protection of these surfaces might be a preferred alternative.

FDA-cleared sterilant and high-level disinfectants and EPA-registered disinfectants must have clear label claims for intended use, and manufacturer instructions for use must be followed.

## Rules and Regulations for Massage Therapy in the State of New Mexico

MASSAGE THERAPY STUDENT: The following general provisions are for massage therapy students in the State of New Mexico pursuant to 16.7.7.8 NMAC:

- A. Students not yet licensed may not charge for massage therapy services.
  - (1) Students may only accept voluntary, unsolicited tips, gratuities and donations while practicing massage therapy under school endorsed functions, under the supervision of a registered massage therapy instructor.
  - (2) Students may not suggest either verbally or in writing, amounts of tips, gratuities or donations.
- B. Students may distribute identification cards, which must include the school's name, address, and phone number; the student's name, and the word "student."
- C. Student complaints:
  - (1) Complaints concerning the registered massage therapy school, instructor(s), or other student(s) should first be addressed through the registered massage therapy school's complaint policy.
  - (2) If the school does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the board in accordance with 16.7.14.8 NMAC.

# MASSAGE THERAPY

- D. Students will comply with 16.7.2 NMAC, Professional Conduct. [7-28-96; 16.7.7.8NMAC- Rn, 16 NMAC 7.7.8, 06-28-01; A, 09-04-09]

A minimum of 100 hours of hands-on training must be completed before a student may begin clinical practicum pursuant to Subsection B. (2) b. of 16.7.5.8 NMAC).

## State of New Mexico Code of Professional Conduct

The following is the Code of Professional Conduct pursuant to 16.7.2.8 NMAC for all massage therapists practicing in the State of New Mexico:

### A. Competence:

- (1) Each licensee will limit practice and instruction to the areas of competence in which proficiency has been gained through education, training, and/or experience and refer clients to other health professionals when appropriate.
- (2) The licensee will acknowledge the limitations of and contraindications to massage therapy and will not encourage unnecessary or unjustified treatment.
- (3) Each licensee will not delegate professional responsibilities to a person who is not qualified or licensed to perform them.

B. Dual relationship: It is presumed that a power imbalance exists in professional relationships between licensees and clients. Therefore, each licensee, in interacting with a client or former client to whom the licensee has at any time within the previous three (3) months rendered massage therapy services or instruction, shall not:

- (1) Engage in any verbally or physically abusive behavior; or
- (2) Engage in sexual conduct; or
- (3) Take unfair advantage of the client for financial gain.

### C. Client welfare:

- (1) Licensees will conduct their business and professional activities with honesty and integrity.
- (2) Each licensee shall obtain prior informed consent of the client regarding draping and treatment to ensure the safety, comfort, and privacy of the client.
- (3) Each licensee will provide privacy for the client while the client is dressing or undressing.
- (4) Each licensee will modify or terminate treatment at the client's request, regardless of prior consent.
- (5) Each licensee may refuse to treat any person or part of the body for just and reasonable cause.
- (6) Each licensee will not undertake or continue treatment with a client when the licensee is impaired due to mental, emotional, or physiologic conditions, including substance or alcohol abuse.
- (7) Each licensee will maintain clean equipment, linens, clothing, and work areas.

D. Confidentiality of clients: Each licensee shall safeguard confidential information of the client unless disclosure is required by law, court order, authorized by the client, or absolutely necessary for the protection of the public.

### E. Representation of services:

- (1) Each licensee shall disclose to the client the schedule of fees for services prior to treatment.
- (2) Each licensee shall not misrepresent directly or by implication his/her professional qualifications such as type of licensure, education, experience, or areas of competence.
- (3) Each licensee shall not falsify professional records.
- (4) Each licensee will include in any advertisement for massage:
  - (a) his/her full name as licensed with the board and license number; and
  - (b) the designation or abbreviation as a "licensed massage therapist" or "LMT"; "registered massage therapy instructor" or "RMTI"; and "registered massage therapy school" or "RMTS."
- (5) When offering gratuitous services or discounts in connection with professional services, each licensee must clearly and conspicuously state whether or not additional charges may be incurred by related services and the possible range of such additional charges.
- (6) Each licensee will not advertise massage therapy services or instruction, which contains: (a) a false, fraudulent, misleading, deceptive statement; or (b) suggestion of sexual stimulation.

# MASSAGE THERAPY

## F. Violation of the law:

- (1) Each licensee shall not violate any applicable statute or administrative regulation governing the practice of massage therapy.
- (2) Each licensee shall not use fraud, misrepresentation, or deception in obtaining a massage therapy license or renewal, in passing a massage therapy licensing examination, in assisting another to obtain a massage therapy license or to pass a massage therapy licensing examination, in providing massage therapy services, or in conducting any other activity related to the practice of massage therapy.

## G. Resolving professional conduct issues:

- (1) Each licensee has an obligation to be familiar with this part. Lack of knowledge of professional conduct standard is not itself a defense to a charge of unethical conduct.
- (2) Each licensee will cooperate with investigations, proceedings, and resulting requirements of this part. Failure to cooperate is itself an ethics violation. [1-11-96; 5-11-97; 12-24-99; 16.7.2.8 NMAC- Rn, 16 NMAC 7.2.8, 06-28-01]

### CLINICAL PRACTICUM:

The definition of 'Clinical Practicum' pursuant to section 16.7.5.A NMAC:

"clinical practicum" means that a student is providing hands-on massage therapy to members of the public under the supervision of a current registered massage therapy instructor. That instructor must be physically present on the premises for advice and assistance. The student must be enrolled at a registered massage therapy school or being trained by a registered massage therapy instructor. Clinical practicum does not include classroom practice.

### DRAPING POLICY:

Draping will be used during all sessions. Only the area being worked on will be uncovered at any given time. Clients under the age of 18 must be accompanied by a parent or legal guardian during the entire session. Informed written consent must be provided by a legal guardian for any client under the age of 18.

### Federation of State Massage Therapy Boards-Massage & Bodywork Licensing Examination (MBLEx) Application & Documentation Requirements:

Before you submit an application to take the MBLEx, you must make sure that you meet the criteria for eligibility. The FSMTB has established two pathways of eligibility to take the MBLEx. The first is for individuals who apply directly to the FSMTB. The second is for those who apply directly through a State Licensing Board or Agency. Individuals may qualify to take the FSMTB examination by meeting all of the requirements specified under either one of the two pathways. Each of these eligibility pathways is outlined below. MBLEx applications do not require the submission of a massage school transcript; however, FSMTB reserves the right to request verification of education at any time.

### How to Apply

The Massage & Bodywork Licensing Examination Candidate Handbook <https://fsmtb.org/mblex-process-requirements-2/> is the source of information for those applying to take the Massage & Bodywork Licensing Examination (MBLEx). In the Candidate Handbook you will find information on eligibility requirements, application procedures, fees, scheduling, exam content and results.

# MASSAGE THERAPY

## California Massage Therapy Council

### Requirements for Certification-California

In order to obtain CAMTC Certification as a Certified Massage Therapist, an applicant shall submit an application in its entirety and provide satisfactory evidence that he or she meets all of the following requirements:

- Be 18 years of age or older.
- Pay the certification fee by selecting the CAMTC Fee Schedule.
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at Request for Live Scan Service (the authorized agencies charge a fee for this service) and pass a criminal background check. Have all schools attended for massage training submit official transcripts directly to CAMTC in accordance with CAMTC's Policies and Procedures for Approval of Schools. Schools must send the official school transcripts directly to CAMTC electronically via email to [transcripts@camtc.org](mailto:transcripts@camtc.org). Transcripts must demonstrate successful completion of a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. (See below for more information about closed schools and out-of-state-education.) Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics.
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- Provide a legible copy of the front and back of a valid driver's license or official state identification.
- Obtain a passport photo.

#### Closed School Policy:

CAMTC will accept education for CAMTC certification purposes from schools closed on or before June 30, 2016, with either no lawful custodian of records or a lawful custodian of records that is not a CAMTC approved school as long as all of the following conditions are met:

- 1) The education occurred at a time when the closed school was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
- 2) The closed school is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC, or other massage or school-related entities;
- 3) The applicant for CAMTC certification provides verifiable proof that the education received at the closed school meets minimum standards for training and curriculum and the statutory education requirements for certification; and

**Out-of-State Education:** Please see the Policies and Procedures for Evaluation of Out-of-Sate Education on the CAMTC website (<https://www.camtc.org/requirements-to-certify/>).

**Out-of-Country Education:** Please see the Policies and Procedures for Evaluation of Out-of-Country Education North America on the CAMTC website (<https://www.camtc.org/requirements-to-certify/>).

# MASSAGE THERAPY

## New Mexico Massage Therapy Board

The Massage Therapy Practice Act requires that persons must be licensed as massage therapists in order to advertise and offer massage therapy services.

### GENERAL PROVISIONS FOR LICENSURE: 16.7.4.10 NMAC

- A. Age: The applicant must be eighteen (18) years of age or older on the date the application is submitted.
- B. Pre-requisite education to massage therapy training: The applicant must have completed high school or its equivalent.
- C. Photograph: The applicant must provide a 2" x 2" head and shoulders frontal view photograph taken of the applicant within the six (6)-months prior to making an application for licensure.
- D. Application fee: The applicant must pay the required application-processing fee as set forth in Subsection D of 16.7.3.8 NMAC of the board's regulations.
- E. Board-approved application form: The applicant must provide a completed, legible board-approved application form that must either be typed or printed in black ink, along with any other documents required in the board's application process. (1) Incomplete application for licensure forms will be returned to the applicant for completion. (2) Faxed application for licensure forms will not be accepted.
- F. First aid and Cardiopulmonary Resuscitation (CPR): The applicant must have completed four (4) contact course hours of cardiopulmonary resuscitation (CPR) to include automatic external defibrillator (CPR/AED) and four (4) contact course hours of first aid and must provide proof, with the application, of current certification in basic life support accepted by EMS safety services, the American Heart Association or the American Red Cross. No online courses will be accepted. Courses must be maintained in current standing. [16.7.4.10 NMAC - Rp, 16.7.4.8 NMAC, 07-28-05; A, 09-04-09; A, 3/31/15]

### STUDENT MESSAGE LICENSURE PROCESS:

Students must complete at least six hundred and fifty (650) hours in a program of massage therapy training in order to be eligible for licensure in the State of New Mexico (16.7.4.12 NMAC).

Students will receive three (3) copies of their school transcript for the following:

1. Sealed transcript mailed to the New Mexico Board with the licensure application.
2. Sealed transcript mailed or uploaded to the FSMTB.

Applications for the New Mexico Massage Therapy Board must be completed with a 2x2 student photo, a copy of the CPR card, and a copy of the High School Diploma. All items must be mailed with a notarized application to the massage board with appropriate fees. In addition, students must request an official MBLEx score report to be mailed directly to the Massage Therapy Board office.

### JURISPRUDENCE EXAMINATION:

All applicants are required to take a Jurisprudence Examination.

A copy of Massage Therapy Rules and Regulations (16.7 NMAC) and the Massage Therapy Practice Act (Chapter 61, Article 12C) will accompany the Jurisprudence Exam when Board staff sends it to after review of your application. Applicants for massage therapy licensure must successfully pass the MBLEx.

For more information, contact:  
Massage Therapy Board  
Toney Anaya Building  
2550 Cerrillos Road, Second Floor  
Santa Fe, NM 85705

# MASSAGE THERAPY

Mailing address:

PO BOX 25101

Santa Fe, NM 87504

(505) 476-4870

(505) 476-4645-Fax

[massage.board@rld.nm.gov](mailto:massage.board@rld.nm.gov)

For Applications: Massage Therapy Board Website: [http://www.rld.state.nm.us/boards/massage\\_therapy.aspx](http://www.rld.state.nm.us/boards/massage_therapy.aspx)

## LICENSURE EXEMPTIONS:

The following are exempt from licensure by the board pursuant to Section 61-12C-5.1 of the Massage Therapy Practice Act.

- A. Other professionals licensed in or regulated by another New Mexico licensing board or agency rendering services within the scope of their authorizing law or regulation, provided they do not represent themselves as massage therapists.
- B. Massage therapy students who are rendering massage therapy services within the course of study of a registered massage therapy school or under the supervision of a registered massage therapy instructor.
- C. Massage therapy instructors visiting New Mexico who has met the requirements set forth in 16.7.6.11 NMAC.
- D. Sobadores; Hispanic traditional healers; Native American healers; reflexologists whose practices are limited to hands, feet, and ears; practitioners of polarity, Trager approach, Feldenkrais method, craniosacral therapy, Rolfing structural integration, reiki, ortho-bionomy or ch'i gung; or practitioners of healing modalities not listed in this subsection who do not manipulate the soft tissues for therapeutic purposes from practicing those skills. However, if any of these persons applies for and is granted a license pursuant to the Massage Therapy Practice Act, that person shall comply with all licensure requirements and be subject to the provisions of the boards' statute and regulations. [16.7.4.9 NMAC - N,07-28-05; A, 09-04-09]



# MEDICAL ADMINISTRATIVE ASSISTANT

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments, and obtaining referrals. They also assist the medical practice with daily office operations, including ordering supplies, bookkeeping, and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

Carrington College's Medical Administrative Assistant certificate program prepares students for entry-level employment in a medical or dental office or another health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical, and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development, and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement.

## Offered to new students online

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Administrative Assistant program are: Medical Secretaries and Administrative Assistants (43-6013.00), Receptionist and Information Clerks (43-4171.00), Billing and Posting Clerks (43-3021.00), File Clerks (43-4071.00), and Office Clerks, General (43-9061.00) More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# MEDICAL ADMINISTRATIVE ASSISTANT

## Program Learning Outcomes

Upon completion of the Medical Administrative Assistant program, graduates will be able to:

- Prioritize the skills required to manage medical office processes and procedures.
- Explain information and instructions to patients, professionals, clients, and visitors.
- Demonstrate ethical behavior consistent with state laws and regulations related to privacy and safe practices.

## Online (Certificate conferred from the Sacramento campus)

### Program Requirements

<b>Medical Administrative Assistant TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Semester Credit Hours
MAA1	Anatomy, Physiology, and Terminology	54	0	3.5
MAA101	Health Care Clinical Applications	23	31	2.5
MAA2	Computer Operations	54	0	3.5
MAA102	Computer Office Applications	23	31	2.5
MAA3	Medical and Dental Insurance	54	0	3.5
MAA103	Insurance Applications	23	31	2.5
MAA4	Health Care Office Procedures 1	54	0	3.5
MAA104	Health Care Office Procedures Applications 1	23	31	2.5
MAA5	Health Care Office Procedures 2	54	0	3.5
MAA105	Health Care Office Procedures Applications 2	23	31	2.5
MAA502	Capstone Project – Medical Administrative Assistant	45	30	4
CDV198.2 *	Career Development Seminar	30	0	2
<b>Total for Certificate</b>		<b>460</b>	<b>185</b>	<b>36<sup>†</sup></b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*General education course.

† 645 Contact hours.

Note: Course descriptions begin on page 143.

# MEDICAL ADMINISTRATIVE ASSISTANT

## National Healthcareer Association

### (Medical Administrative Assistant Certification CMAA exam) Certification Eligibility

To be eligible to sit for an NHA certification exam\*\* (other than the ExCPT Pharmacy Technician exam) and receive certification, each candidate must:

- A. Possess a high school diploma or the equivalent, such as the General Education Development (GED®) test or other equivalency test recognized by the candidate's state of residency or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.) GED® is a registered trademark of the American Council on Education (ACE).
- B. Successfully complete a training program or have relevant work experience as described below:

**Training Program** - Candidates must satisfy at least one of the following criteria:\*

1. Successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or
2. Successfully complete a formal training program in the health field covered by the NHA certification exam offered by any branch of the U.S. Military.

**Work Experience** - Candidates who have completed at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years satisfy the work experience requirement.

\* Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the application date must also have the relevant work experience described above.

\*\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

### Exam Application and Fee Information

\* Candidates can apply online at: <http://www.nhanow.com/certifications/medical-administrative-assistant>

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as Dental models, scales, LCD computers, projectors, and screens.

# MEDICAL ASSISTING

Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. They work in medical clinics, private practices, and hospitals to help keep operations running smoothly and efficiently.

The Medical Assisting program at Carrington College is comprised of three educational areas: Clinical, Administrative, and Externship. Students enhance skills such as word-processing, typing, and keyboarding. Throughout the program, professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice, and proper communication skills are emphasized. Graduates are prepared to function competently at an entry-level in a variety of medical settings. Online certificate: All courses in this program are offered in an online format, except the in-person externship that is completed at an approved healthcare setting.

The program culminates in a Certificate of Achievement. Graduates of the Medical Assisting program at all locations including online are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam\*. Graduates at all locations except online are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential\*. Graduates of the program at all campuses except online are eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential\*. Credential preparation varies by location.

## Offered to new students online and at:

- **Albuquerque**
- **Boise**
- **Las Vegas**
- **Mesa**
- **Phoenix**
  - **Glendale Learning Center\*\***
- **Pleasant Hill**
- **Portland**
- **Reno**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Assisting program are: Medical Assistants (31-9092.00), Medical Records Specialists (29-2072.00), and Medical Secretaries and Administrative Assistants (43-6013.00). One additional employment position determined in field to calculate the graduation rates required by the state of California, for graduates of the Medical Assisting Degree program is: Community Health Workers (21-1094.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*\*Students enrolled in a blended program at the Phoenix Campus fall under the purview of that campus, which includes administering and delivering all aspects of this program. The certificate is conferred from the Phoenix Campus. For students attending courses at the Glendale Learning Center, courses are a blended offering of online and on campus instruction along with, the hands-on laboratory courses are offered at the Glendale Learning Center, an auxiliary learning site to the Phoenix Campus.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers.

# MEDICAL ASSISTING

## Program Learning Outcomes

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions, and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials, and techniques within the scope of practice
- Explain routine patient procedures and care as they relate to a medical setting.
- Identify the process to maintain supplies and equipment as it relates to a medical setting.

## Program Goal

The goal of Carrington College’s Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## Additional Admission Requirements

In addition to meeting the College’s standard admission requirements, prior to starting the program, candidates must:

- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.

## Campus-Based

**Program Requirements** – Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

Medical Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MA10	MA Clinical Theory 1	54	0	0	3.5
MA101	MA Clinical Applications 1	23	31	0	2.5
MA20	MA Clinical Theory 2	54	0	0	3.5
MA102	MA Clinical Applications 2	23	31	0	2.5
MA30	MA Clinical Theory 3	54	0	0	3.5
MA103	MA Clinical Applications 3	23	31	0	2.5
MA40	MA Administration Theory 1	54	0	0	3.5
MA104	MA Administration Applications 1	23	31	0	2.5
MA50	MA Administration Theory 2	54	0	0	3.5
MA105	MA Administration Applications 2	23	31	0	2.5
MA501	Externship	0	0	180	4
CDV198.2 *	Career Development Seminar	30	0	0	2
<b>Total for Certificate</b>		<b>415</b>	<b>155</b>	<b>180</b>	<b>36<sup>†</sup></b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Online general education course

† 750 Contact hours

Note: Course descriptions begin on page 143.

# MEDICAL ASSISTING

## Blended

**Program Requirements** – Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Pleasant Hill, Phoenix, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson.

<b>Medical Assisting TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MA10.H †	MA Clinical Theory 1	54	0	0	3.5
MA101	MA Clinical Applications 1	23	31	0	2.5
MA20.H †	MA Clinical Theory 2	54	0	0	3.5
MA102	MA Clinical Applications 2	23	31	0	2.5
MA30.H †	MA Clinical Theory 3	54	0	0	3.5
MA103	MA Clinical Applications 3	23	31	0	2.5
MA40.H †	MA Administration Theory 1	54	0	0	3.5
MA104	MA Administration Applications 1	23	31	0	2.5
MA50.H †	MA Administration Theory 2	54	0	0	3.5
MA105	MA Administration Applications 2	23	31	0	2.5
MA501	Externship	0	0	180	4
CDV198.2 *	Career Development Seminar	30	0	0	2
<b>Total for Certificate</b>		<b>415</b>	<b>155</b>	<b>180</b>	<b>36‡</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†Blended course

‡ 750 Contact hours

Note: Course descriptions begin on page 143.

# MEDICAL ASSISTING

Online (Certificate conferred from the Sacramento campus and Spokane campus)

Medical Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MAO10	MA Clinical Theory 1	60	0	0	4
MAO101	MA Clinical Applications 1	0	45	0	1.5
MAO20	MA Clinical Theory 2	60	0	0	4
MAO102	MA Clinical Applications 2	0	45	0	1.5
MAO30	MA Clinical Theory 3	60	0	0	4
MAO103	MA Clinical Applications 3	0	60	0	2
MAO40	MA Clinical Theory 4	60	0	0	4
MAO401 †	Externship 1	0	0	135	3
MAO50	MA Clinical Theory 5	60	0	0	4
MAO105	MA Clinical Applications 5	0	45	0	1.5
MAO501 †	Externship 2	0	0	180	4
CDV198.2 *	Career Development Seminar	30	0	0	2
<b>Total for Certificate</b>		<b>330</b>	<b>195</b>	<b>315</b>	<b>35.5‡</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†Field experience in a healthcare setting

‡ 840 Contact hours

Note: Course descriptions begin on page 143.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as venipuncture chairs/stations, EKG machines, exam tables, microscopes, incubators, autoclaves, eyewash stations, stethoscopes, blood pressure cuffs, urine, blood, and hematocrit centrifuge.

# MEDICAL ASSISTING

## Exam Eligibility Requirements

### American Medical Technologists (AMT)

(Registered Medical Assistant (RMA) exam)

Applicants must meet one of the following routes to be eligible for RMA certification. All applicants must pass the AMT examination for RMA, to become certified.

#### Education

Applicant shall be a recent graduate (within the past 4 years) of, or be scheduled to graduate from, either an accredited MA program or a program that is housed within an accredited institution, provided that, the program includes a minimum of 720 clock-hours (or equivalent) of training, including 160 hours of externship. Program or institution must be accredited by a regional or national accreditation agency approved by the US Department of Education, The Council for Higher Education Accreditation, or otherwise approved by AMT.

Additional information can be found at: <https://americanmedtech.org>

### National Healthcareer Association (NHA)

(Certified Clinical Medical Assistant (CCMA) exam)

To sit for an NHA exam, you must:

1. Possess a high school diploma or the equivalent, such as the General Education Development (GED®) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request). Candidates that do not currently meet this requirement but will be able to do so within twelve months may be eligible for a Provisional Certification. GED® is a registered trademark of the American Council on Education (ACE).

2. Successfully complete a training program or have relevant work experience as described below:

**Training Program:** Candidates must successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider.

**Military:** Formal medical services training in the health field covered by the NHA certification exam offered by any branch of the U.S. Military fulfills the Training Program. Candidates whose date of graduation or completion from their training program is five years or more prior to the date of application, also must have relevant work experience as described below.

**Work Experience:** Candidates must have at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the past three (3) years.

Additional information can be found at: <https://www.nhanow.com/>



# MEDICAL ASSISTING

## American Association of Medical Assistants (AAMA)

### (CMA Certification/Recertification Examination)

To be eligible for the CMA Certification/Recertification Examination, the candidate must meet the criteria for one of three eligibility categories:

#### Candidate Eligibility Categories

**Category 1** | Completing student or recent graduate of a CAAHEP or ABHES accredited medical assisting program. The candidate must have graduated from or be about to complete a medical assisting program accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES).

**Completing students** may take the CMA Exam no more than 30 days prior to completing their formal education and practicum.

**Recent graduates** are those who apply for the exam within 12 months of graduation.

**Category 2** | Nonrecent graduate of a CAAHEP or ABHES accredited medical assisting program

A candidate who applies for the exam more than 12 months after graduation is a nonrecent graduate. *Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited, are eligible to apply for the CMA (AAMA) exam under Category 1 or 2.*

**Category 3** | CMA (AAMA) recertification the candidate must have previously passed the CMA (AAMA) Certification Exam and is applying to recertify the CMA (AAMA) credential.

#### Accreditation Periods

Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited, are eligible to apply for the CMA exam under Category 1 or 2. The 12-month period for student or recent graduate fee eligibility begins on the date that the program is granted CAAHEP or ABHES accreditation.

**Additional information can be found at:** <http://www.aama-ntl.org/>

#### Universal Precautions Including Sanitation and Hygiene:

All students are expected to read and understand the Dress Code and Hygiene protocols outlined in the Student Handbook located at <http://students.carrington.edu/student-handbook/>.

Patient-care items are categorized as critical, semi-critical, or noncritical, depending on the potential risk for infection associated with their intended use.

Critical items are used to penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. Critical items have the greatest risk of transmitting infection and should be sterilized by heat.

Semi-critical items contact mucous membranes or non-intact skin but do not penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. They have a lower risk of transmission.

# MEDICAL ASSISTING

Noncritical patient-care items pose the least risk of transmission of infection because they only contact intact skin, which can serve as an effective barrier to microorganisms. In the majority of cases, cleaning, or if visibly soiled, cleaning followed by disinfection with an EPA-registered hospital disinfectant is adequate. When the item is visibly contaminated with blood or OTHER POTENTIALLY INFECTIOUS MATERIALS, an EPA-registered hospital disinfectant with a tuberculocidal claim (i.e., intermediate-level disinfectant) should be used. Cleaning or disinfection of certain noncritical patient-care items can be difficult or damage the surfaces; therefore, the use of disposable barrier protection of these surfaces might be a preferred alternative.

FDA-cleared sterilant and high-level disinfectants and EPA-registered disinfectants must have clear label claims for intended use, and manufacturer instructions for use must be followed.

# MEDICAL BILLING AND CODING

The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients' symptoms, medical history, x-ray and laboratory test results, diagnoses, and healthcare-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses, and obtain supplementary information to update patients' files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington College's Medical Billing and Coding certificate programs prepares students for entry-level employment in a medical or dental office, clinic, or by independent billing companies. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical, and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of healthcare providers, as well as to document and code the information for submission to insurance companies. This program is offered online and culminates in a Certificate of Achievement. All courses in this program are offered in an online format except the in-person externship that is completed at an approved healthcare setting. Graduates of the Medical Billing and Coding certificate program are eligible to sit for the National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS) exam\*\*.

## Offered to new students Online \*

\*Certificate is conferred from the Sacramento campus and Spokane campus (Washington residents)

\*\*Carrington College prepares students to take appropriate certificate and licensure exams related to their individual majors.

The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Billing and Coding program are: Medical Secretaries and Administrative Assistants (43-6013.00), Medical Records Specialists (29-2072.00), Bill and Account Collectors (43-3011.00), and Office Clerks, General (43-9061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# MEDICAL BILLING AND CODING

## Program Learning Outcomes

Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Prioritize the skills and knowledge necessary to perform medical coding and insurance billing and claims.
- Explain information to patients and healthcare professionals related to medical billing and coding.
- Demonstrate ethical behavior consistent with state and federal laws and regulations related to privacy and safe practices.

## Online (Certificate conferred from the Sacramento campus and Spokane campus)

### Program Requirements

Medical Billing and Coding TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MBC10	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC101	Applications 1	23	31	0	2.5
MBC20	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC102	Applications 2	23	31	0	2.5
MBC30	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC103	Applications 3	23	31	0	2.5
MBC40	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC104	Applications 4	23	31	0	2.5
MBC50	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC105	Applications 5	23	31	0	2.5
MBC501	Externship	0	0	180	4
CDV198.2 *	Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36 †

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†750 Contact hours

Note: Course descriptions begin on page 143.

# MEDICAL BILLING AND CODING

THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS

## Blended Online (Certificate conferred from the Sacramento campus and Spokane campus)

Home Campus services delivered from – Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson.

Medical Billing and Coding TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MBC10.H	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC101	Applications 1	23	31	0	2.5
MBC20.H	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC102	Applications 2	23	31	0	2.5
MBC30.H	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC103	Applications 3	23	31	0	2.5
MBC40.H	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC104	Applications 4	23	31	0	2.5
MBC50.H	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC105	Applications 5	23	31	0	2.5
MBC501	Externship	0	0	180	4
CDV198.2 *	Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36 †

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†750 Contact hours

Note: Course descriptions begin on page 143.

# MEDICAL BILLING AND CODING

## Regarding the Medical Billing and Coding program in the state of California:

The Medical Billing and Coding program at campuses in the state of California does not currently possess programmatic accreditation. The lack of programmatic accreditation has no known negative impact on graduate outcomes.

## National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS)

### Certification Eligibility

To be eligible to sit for an NHA certification exam (other than the ExCPT Pharmacy Technician exam) and receive certification, each candidate must:

- A. Possess a high school diploma or the equivalent, such as the General Education Development (GED®) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.) GED® is a registered trademark of the American Council on Education (ACE).
- B. Successfully complete a training program or have relevant work experience as described below:

**Training Program** - Candidates must satisfy at least one of the following criteria: \*

1. Successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or
2. Successfully complete a formal training program in the health field covered by the NHA certification exam offered by any branch of the U.S. Military.

**Work Experience** - Candidates who have completed at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years satisfy the work experience requirement.

\* Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the application date must also have the relevant work experience described above.

### Exam Application and Fee

Additional information can be found at: <http://www.nhanow.com>

## American Academy of Professional Coders (AAPC)

### Certified Professional Biller (CPB)

#### Certification Requirements:

- AAPC recommends having an associate degree.
- Pay examination fee at the time of application submission.
- Maintain current membership with the AAPC. New members must submit membership payment with examination application.
- Renewing members must have a current membership at the time of submission and when exam results are released.

Additional information can be found at: <https://www.aapc.com/>

# NURSING BRIDGE

Registered nurses provide some of the most critical health care available to patients. Whether it's taking medical histories, recording vital signs and symptoms, performing diagnostic tests, drawing blood, giving injections, or other tasks, they work in conjunction with other healthcare professionals to serve the sick or injured. They have a significantly expanded scope of practice, education, and clinical education than do licensed practical nurses.

This program provides theoretical content and clinical experiences in nursing and incorporates knowledge from related disciplines. Graduates of the Nursing Bridge program earn an Associate of Science degree and are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)\*. In addition, the program provides graduates with a foundation for upward mobility into higher levels of nursing education.

## Offered to new students at:

- **Boise**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Nursing Bridge program are: Registered Nurses (29-1141.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# NURSING BRIDGE

## Program Learning Outcomes

Upon completion of the Nursing Bridge program, graduates will be able to:

- Justify a plan of care that provides safe, quality patient centered care to persons throughout the lifespan and across the health/wellness continuum that creates an environment promoting caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Apply scientific evidence-based knowledge to concepts in the care of patients throughout the lifespan and across the health/wellness continuum.
- Validate effective communication and behaviors with healthcare stakeholders that is consistent with the nursing scope of practice and adhering to legal and ethical frameworks.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Be at least 18 years of age.
- Pass the ATI TEAS Admission Assessment with a combined score of 58%. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Have a current LPN license for the State of Idaho that is in good standing or a multistate compact LPN license that includes the State of Idaho that is in good standing.
- Submit to and pass a background check, which includes an FBI fingerprint screen and drug screening completed no more than 90 days prior to enrollment (at the applicant's expense).
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Submit proof of the following immunizations must be provided by students:
  - Hepatitis B - Proof of 3 doses of vaccine or titer showing positive immunity
  - Measles, mumps, and rubella (MMR) - Proof of 2 doses or titer showing positive immunity
  - Varicella - Proof of 2 doses, positive titer, or healthcare provider documentation of disease history
  - Tetanus, diphtheria, and pertussis (Tdap) - Proof of 1 dose within the previous ten years
  - Tuberculosis (TB) - Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
    - Initial PPD placement
    - Read in 48-72 hours
    - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.
    - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest x-ray and physician follow-up documenting no evidence of active tuberculosis is required
    - or lab results showing interferon globulin results is required
  - Influenza - Proof of annual flu vaccination completed in the current calendar year, and annual follow up is required while in the program.



# NURSING BRIDGE

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance TEAS exam total score.
- Entrance TEAS exam scores in Math, Science, Reading, and English.
- Entrance TEAS exam number of attempts.
- Entrance interview with the nursing department (if applicable).
- The previous degree earned.
- Transcript evaluation (if applicable). To be completed by the Dean of Nursing upon meeting enrollment criteria.

## Campus-Based

### Program Requirements – Boise

		<b>Nursing Bridge</b>				Semester
		<b>TECHNICAL AND GENERAL</b>	Lecture	Lab	Clinical	Credit
		<b>EDUCATION COURSES</b>	Hours	Hours	Hours	Hours
NUR224		Professional Nursing Throughout the Life Span	30	0	0	2
NUR222		Transition LPN/RN - Professional Nursing Health Assessment	15	30	0	2
AP103	†	Advanced Anatomy and Physiology	45	30	0	4
ENG101	*	English Writing and Composition	45	0	0	3
BIO205	†	Microbiology with Lab	45	30	0	4
NUR259		Medical-Surgical Nursing III	45	0	90	5
NUR208		Nutrition	45	0	0	3
NUR206		Pharmacology	45	0	0	3
PSY101	*	Introduction to Psychology	45	0	0	3
MAT151	*	College Algebra	45	0	0	3
SOC101	*	Introduction to Sociology	45	0	0	3
NUR263		Medical-Surgical Nursing IV	45	0	90	5
NUR265		NCLEX-RN Review	0	60	0	2
SPH205	*	Interpersonal Communications	45	0	0	3
Total for Nursing Bridge Coursework			540	150	180	45
Transferred from Practical Nursing Program						27
Total for Degree						72

Approximate time to complete Nursing Bridge coursework: 48 weeks (not including breaks)

\*Online general education course

† Science-based general education course

Note: Course descriptions begin on page 143.

# NURSING BRIDGE

## Progression Requirements

All courses in the nursing program must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester.

For nursing courses that combine theory, lab, or clinical components, students must pass all components to earn a passing grade for the course. Students will earn a passing grade for the course when the following academic standards are met:

- A minimum grade of 75%
- A “pass” grade in clinical
- A “pass” grade in lab

Students who must repeat a course are subject to seat and clinical site availability and GPA ranking. In the event that there are more students needing to repeat than seats available, students are ranked based on their cumulative GPA.

Student will be withdrawn from the program should either of the below thresholds occur:

- Less than a 2.0 term GPA
- Maximum of 3 withdrawal grades

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as patient transfer equipment, adult high-fidelity manikins, birthing manikins, child manikins, and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers - anatomical arms for starting IV, infusion pumps and medication administration models for IM and SQ injections.

# PHARMACY TECHNOLOGY

Pharmacy technicians\* receive and fill prescriptions under the supervision of licensed pharmacists in settings that include hospitals, pharmacies, drug stores, grocery stores, retail stores, and mail-order pharmacies. Duties related to the daily operation of the pharmacy are often parts of the job, such as answering phones, creating prescription labels, maintaining patient profiles and prescription histories, completing cash register transactions, preparing insurance claim forms and inventory tasks.

The Pharmacy Technology program provides both theory and practical training, which enables technicians, upon licensure, to function as competent entry-level assistant to a licensed pharmacist. Students gain basic knowledge of pharmacy calculations, drug distribution systems, chemical and physical characteristics of drugs, and preparation of sterile dosage forms, as well as a thorough knowledge of pharmaceutical and medical terminology, abbreviations, and symbols used in prescribing, dispensing, and documenting medications. Standards of ethics and law as they pertain to pharmacy practice and drug distribution methods are also included in the curriculum. The program culminates in a Certificate of Achievement. Graduates are eligible and prepared to sit for the Certified Pharmacy Technician (CPhT) national certification exam and Certified Pharmacy Technician (ExPT) through the National Healthcareer Association (NHA)\*\*.

## Offered to new students at:

- **Albuquerque**
- **Boise**
- **Mesa**
- **Phoenix**
- **Pleasant Hill**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Pharmacy Technology program are: Pharmacy Technicians (29-2052.00) and Pharmacy Aides (31-9095.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

\*\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

# PHARMACY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Pharmacy Technology program, graduates will be able to:

- Prioritize the skills and knowledge necessary to function as a competent entry level technician to a licensed pharmacist.
- Utilize safe practice techniques in all aspects of pharmacy technology.
- Demonstrate ethical behavior consistent with state laws and regulations.

## Campus-Based

**Program Requirements** – Albuquerque, Boise, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS AT THE PORTLAND CAMPUS

Pharmacy Technology TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PHM111T	Nervous System, Anti-Infectives and Retail Operations Theory	54	0	0	3.5
PHM111L	Retail Operations Lab	15	45	0	2.5
PHM112T	Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory	54	0	0	3.5
PHM112L	Prescription Processing and Pharmacy Calculations Lab	15	45	0	2.5
PHM113T	Pharmacy Calculations, Body Systems and Repackaging Theory	54	0	0	3.5
PHM113L	Pharmacy Calculations and Unit Dose Lab	15	45	0	2.5
PHM114T	Compounding, Pharmacy Calculations and Body Systems Theory	54	0	0	3.5
PHM114L	Compounding and Pharmacy Calculations Lab	15	45	0	2.5
PHM115T	Hospital Operations and Parenteral Dosage Calculations Theory	54	0	0	3.5
PHM115L	Hospital Operations and Parenteral Dosage Calculations Lab	15	45	0	2.5
CDV198.2 *	Career Development Seminar	30	0	0	2
XTP200	Externship	0	0	240	4
Total for Certificate		375	225	240	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Online general education course

Note: Course descriptions begin on page 143.

# PHARMACY TECHNOLOGY

## Blended

**Program Requirements** – Albuquerque, Boise, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS AT THE PORTLAND CAMPUS**

Pharmacy Technology TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PHM111T.H †	Nervous System, Anti-Infectives and Retail Operations Theory	54	0	0	3.5
PHM111L	Retail Operations Lab	15	45	0	2.5
PHM112T.H †	Prescription Processing, Pharmacy Software, and Pharmacy Calculations Theory	54	0	0	3.5
PHM112L	Prescription Processing and Pharmacy Calculations Lab	15	45	0	2.5
PHM113T.H †	Pharmacy Calculations, Body Systems and Repackaging Theory	54	0	0	3.5
PHM113L	Pharmacy Calculations and Unit Dose Lab	15	45	0	2.5
PHM114T.H †	Compounding, Pharmacy Calculations, and Body Systems Theory	54	0	0	3.5
PHM114L	Compounding and Pharmacy Calculations Lab	15	45	0	2.5
PHM115T.H †	Hospital Operations and Parenteral Dosage Calculations Theory	54	0	0	3.5
PHM115L	Hospital Operations and Parenteral Dosage Calculations Lab	15	45	0	2.5
CDV198.2 *	Career Development Seminar	30	0	0	2
XTP200	Externship	0	0	240	4
Total for Certificate		375	225	240	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

† Blended course

Note: Course descriptions begin on page 143.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as cash register, crash cart, medication cart, med dispense, set of compounding supplies, balance/scale, beakers, Rx bottles, labels, and pill counting trays.

# PHARMACY TECHNOLOGY

## Certification, Licensure, and Practice Information

States vary in terms of certification, licensure, and scope of practice for pharmacy technicians. Generally, students must register with their state's Board to become a pharmacy technician in training. Timeframes for completion vary by state, but all states require that pharmacy technicians attain licensure.

Graduates of the Spokane program are approved to practice in the State of Washington.

## California State Licensure Requirements:

To be licensed as a Pharmacy Technician in California, you must qualify under A, B, or C and meet the additional requirements listed below.

Affidavit of Completed Coursework or Graduation: The program director, school registrar, or pharmacist must complete and sign the affidavit on the California State Board of Pharmacy – Pharmacy Technician application. Copies or stamped signatures are not accepted. The school seal must be embossed on the affidavit, and/or you must attach a pharmacist's business card with the license number. An affidavit is required for one of the following:

- A. An Associate Degree in Pharmacy Technology;
- B. Any other course that provides a minimum of 240 hours of instruction as required;
- C. A training course accredited by the American Society of Health-System Pharmacists (ASHP); or

Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE).

If you are certified by the Pharmacy Technician Certification Board (PTCB), you must submit a true certified copy of your PTCB certificate or the original certificate with your application. (A true certified copy is a copy that has been notarized as a true copy).

Additional information can be found at: <http://www.ptcb.org/>

If you are qualifying by training provided by a branch of the federal armed services, you must submit a copy of your DD214 documenting evidence of your pharmacy technician training with your application.

## Additional requirements:

- Be a high school graduate or possess a General Educational Development (GED®) certificate. GED® is a registered trademark of the American Council on Education (ACE).
- Self-Query Report from the National Practitioner Data Bank (NPDB), dated within 60 days of filing the application.

## Reference Links:

- California State Board of Pharmacy: <http://www.pharmacy.ca.gov/>

# PHLEBOTOMY TECHNICIAN

Phlebotomists are vital to the contribution of high-quality patient care. As an essential part of a healthcare team, phlebotomists procure blood samples for laboratory analysis. Through direct patient interaction, a phlebotomist must be knowledgeable in areas such as body system anatomy and function and proper selection of equipment. They are skilled professionals that understand their role is crucial to patient care and the assurance of quality laboratory reports.

Phlebotomists typically do the following:

- Draw blood from patients and blood donors.
- Talk with patients and donors to help them feel less nervous about having their blood drawn.
- Verify a patient's or donor's identity to ensure proper labeling of the blood.
- Label the drawn blood for testing or processing.
- Enter patient information into a database.
- Assemble and maintain medical instruments such as needles, test tubes, and blood vials.

The Phlebotomy Technician course culminates in a Certificate of Completion. The Phlebotomy Technician course prepares students to sit for the National Healthcareer Association Phlebotomy Technician Certification (CPT) exam\*.

## Offered to new students at:

- **Reno**
- **Spokane**

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing to attain occupational licensure/certification or employment, and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Pharmacy Technology program are: Phlebotomists (31-9097.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the course. Credential preparation varies by location.

# PHLEBOTOMY TECHNICIAN

## Program Learning Outcomes

Upon successful completion of the Phlebotomy Technician course, graduates will be able to:

- Competently collect, transport, and process blood specimens from a diverse patient population.
- Practice accepted standards for infection control, safety, and disposal of biological waste as mandated by OSHA and other agencies.
- Demonstrate professional conduct and ethical behavior consistent with state laws and regulations with other healthcare personnel and the public.

**Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.**

## Progression Requirements

Required documentation must be submitted to the instructor no later than the completion of week two of instruction.

- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Must be 18 years old upon course start date.
- Proof of the following immunizations must be provided by students:
  - Negative 2-step PPD test results (positive 2-step PPD test results require documentation of a negative chest x-ray and physician follow-up documenting no evidence of active tuberculosis.
  - Measles, mumps, and rubella (MMR) immunization records of MMR booster per CDC guidelines or positive titer.
  - Hepatitis B vaccination or positive titer.
  - Varicella immunization or positive titer.
  - Tetanus, diphtheria, and pertussis (Tdap) booster within the previous ten years.

## Blended

**Course Requirements** – Reno and Spokane

Phlebotomy Technician TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PHL12 †	Basic and Advanced Procedures in Phlebotomy with lab	40	10	50	0
	Total	40	10	50	0

Course length: 12 weeks (not including breaks)

† Lecture hours are completed online, and lab hours and clinical are completed on site.

Note: Course descriptions begin on page 143.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as syringes, tourniquets, blood glucose strips, butterfly needles, draw station chairs, Coban wraps, and simulated arms.



# PHYSICAL THERAPIST ASSISTANT

Physical therapist assistants work under the supervision of physical therapists to help patients whose ability to move is impaired and provide practical assistance to the elderly, injured athletes, children, and countless others in hospitals, home care agencies, rehabilitation facilities, outpatient clinics, and nursing homes.

Carrington College's Physical Therapist Assistant (PTA) program prepares students to function as entry-level practitioners under the supervision of a physical therapist. The program concludes with offsite clinical experiences during which students practice physical therapy interventions on patients in a variety of healthcare settings. Students who successfully complete the Physical Therapist Assistant program are eligible to take the National Physical Therapy Examination (NPTE) for PTAs\*. To work as a physical therapist assistant in California, graduates must also pass the California Law Examination (CLE), which relates to the practice of physical therapy. This program culminates in an Associate of Science degree.

## Offered to new students at:

- **Las Vegas**
- **Pleasant Hill**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Physical Therapist Assistant program are: Physical Therapist Assistants (31- 2021.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# PHYSICAL THERAPIST ASSISTANT

## Program Learning Outcomes

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate ability to document data collection, interventions, and patient/client responses.
- Interact skillfully with patients, families, and other healthcare providers while promoting optimal outcomes.
- Differentiate the appropriate actions to employ in emergency situations.
- Exhibit the appropriate skills necessary to perform routine entry-level physical therapist assisting in a professional setting.
- Demonstrate ethical behavior consistent with valuing the differences among patients, families, and other healthcare providers.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Attend a mandatory information session.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.
- Be able to lift 50 lbs.
- Submit to and pass a background checks and drug screening completed no more than 90 days prior to enrollment, the results of which could affect enrollment in the program.

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance exam score.
- Work or volunteer-related experience in a physical therapy facility.
- The previous degree earned.

# PHYSICAL THERAPIST ASSISTANT

## Campus-Based

Program Requirements – Las Vegas and Pleasant Hill

Physical Therapist Assistant TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG101 *	English Writing and Composition	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
BIO107 † **	Human Anatomy and Physiology I	45	30	0	4
SPH205 *	Interpersonal Communications	45	0	0	3
BIO207 †	Human Anatomy and Physiology II	45	30	0	4
SOC101 *	Introduction to Sociology (Pleasant Hill only)	45	0	0	3
BIO223 † **	Therapeutic Exercise Prescription	30	30	0	3
GOV141 *	Nevada and US Constitutions (Las Vegas only)	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
BIO222 † **	Clinical Kinesiology	45	30	0	4
PTA112	Fundamentals of Physical Therapist Assisting	30	30	0	3
PTA224	Physical Therapy Data Collection and Documentation	30	30	0	3
PTA189	Pathophysiology for the PTA	45	0	0	3
PTA153.1	Physical Agents and Soft Tissue Mobilization	30	30	0	3
PTA177	Management of Orthopedic Disorders	45	30	0	4
PTA210	Management of Neurologic Disorders	45	30	0	4
PTA240	Ethics and Jurisprudence	30	0	0	2
PTA297	Licensure Review	0	0	60	3
PTA223	Advanced Concepts for PTA	45	30	0	4
PTA230	Clinical Applications Across the Lifespan	30	0	0	2
PTA258	Clinical Education II	0	0	320	6
PTA289	Clinical Education III	0	0	320	6
Total for Degree		720	300	700	73

Approximate time to complete degree program: 80 weeks (not including breaks)

Technical courses must be taken in the sequence listed.

\*Online General education course; these may be taken in any order except when determined by prerequisite.

†Science-based general education course

\*\*BIO107, BIO222, and BIO223 will not be eligible for transfer credits and must be taken at Carrington College.

General education courses must be completed for progression into the technical portion of the PTA program.

Note: Course descriptions begin on page 143.

# PHYSICAL THERAPIST ASSISTANT

## Campus-Based

Program Requirements – Las Vegas

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Physical Therapist Assistant</b>		Lecture	Lab	Clinical	Semester
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>		Hours	Hours	Hours	Credit Hours
ENG101 *	English Writing and Composition	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
BIO107 † **	Human Anatomy and Physiology I	45	30	0	4
SPH205 *	Interpersonal Communications	45	0	0	3
BIO207 †	Human Anatomy and Physiology II	45	30	0	4
SOC101 *	Introduction to Sociology (Boise, Mesa, and Pleasant Hill only)	45	0	0	3
PHY222 *	Physics	45	0	0	3
GOV141 *	Nevada and US Constitutions (Las Vegas only)	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
BIO222 † **	Clinical Kinesiology	45	30	0	4
PTA112	Fundamentals of Physical Therapist Assisting	30	30	0	3
PTA224	Physical Therapy Data Collection and Documentation	30	30	0	3
PTA189	Pathophysiology for the PTA	45	0	0	3
PTA153.1	Physical Agents and Soft Tissue Mobilization	30	30	0	3
PTA177	Management of Orthopedic Disorders	45	30	0	4
PTA210	Management of Neurologic Disorders	45	30	0	4
PTA240	Ethics and Jurisprudence	30	0	0	2
PTA199	Clinical Education I	0	0	90	2
PTA223	Advanced Concepts for PTA	45	30	0	4
PTA230	Clinical Applications Across the Lifespan	30	0	0	2
PTA259	Clinical Education II	0	0	280	6
PTA298	Licensure Review	30	0	0	2
PTA289	Clinical Education III	0	0	320	6
Total for Degree		765	270	690	74

Approximate time to complete degree program: 80 weeks (not including breaks)

Technical courses must be taken in the sequence listed.

\*Online General education course; these may be taken in any order except when determined by prerequisite.

†Science-based general education course

\*\*BIO107 and BIO222 will not be eligible for transfer credits and must be taken at Carrington College.

General education courses must be completed for progression into the technical portion of the PTA program.

Note: Course descriptions begin on page 143.

# PHYSICAL THERAPIST ASSISTANT

## Standards of Progression

In addition to the College's Standards of Progression and the PTA Clinical Progression Requirements, PTA students must meet the following academic standards in each PTA core course. PTA courses must be taken in sequence due to the progressive and hierarchal nature of the curriculum. Inability to meet these standards will result in withdrawal from the program. Course Level (Failure to meet any of the standards below will result in an 'F' grade for the entire course.)

- Minimum average grade of 70% on written examination.
- Minimum average grade of 70% on written quizzes and assignments.
- Successfully pass the practical examination(s) in each lab class. (See Skill Competency and Practical Exam Policy in the PTA program handbook).
- Minimum grade of 70% in all PTA technical and science-based general education courses.
- A 'Pass' grade in all clinical education courses.

Program Level (Failure to meet the standards below will result in withdrawal from the program.)

- Minimum term GPA 2.0.
- Demonstrates an ability to consistently meet academic and professional standards.
- Refusing to participate as a student practitioner on human subjects will prevent the student from successfully completing the program.

Students may also be withdrawn from the PTA program for the following reasons:

- Failure to complete the PTA program within 150% of the normal time frame: five terms or 80 weeks.
- Unprofessional conduct in the clinical area, including but not limited to unsafe clinical practice.
- Failure to comply with the rules and regulations of the PTA program, Carrington College, or an affiliating agency.
- Failure to comply with professional behavior as outlined in the Carrington College Student Handbook or PTA program handbook.
- The final decision for dismissal will be made by the Program Director after consultation with the faculty.
- A course grade can only be assigned once the completed Skills Competency Checklist has been submitted and all practical examinations and competency testing has been successfully passed.
- Students must achieve a Pass grade for Clinical Education I in order to progress to Clinical Education II and a Pass Grade in Clinical Education II in order to progress to Clinical Education III.  
The Academic Coordinator of Clinical Education (ACCE) or Director of Clinical Education (DCE) is responsible for grading all clinical education courses).
- Demonstrates an ability to consistently meet academic and professional standards.
- Students who fail a course may not be able to progress in the program, and seat and class availability may vary.

## Clinical Progression Requirements

Students who do not receive appropriate clearance or meet the clinical progression requirements may be unable to complete the required clinical experiences, will be unable to complete the requirements for the PTA program, and will be withdrawn. The following are additional requirements for this program prior to students participating in clinical education:

- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Students may be required to undergo a physical exam.
- Proof of health insurance.

# PHYSICAL THERAPIST ASSISTANT

- Provide proof of current immunizations or titers showing immunity as follows:
  - Measles, mumps, and rubella (MMR) series.
  - Varicella zoster series.
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). If applicants have a history of a positive TB test, a chest x-ray is required.
  - Tetanus, diphtheria, pertussis (Tdap) within the previous 10 years.
  - Hepatitis B series vaccination or signed declination. Signed declination could affect eligibility to participate in clinical rotations.
- Submit to and pass drug screening and background checks.
- Students should note that they may be subject to additional immunization, background check, and drug screening requirements in accordance with facility requirements.
- Students are financially responsible for all costs related to the background check, drug screenings, physical exams, and immunizations. There may be an additional requirement for a Department of Public Safety fingerprint clearance card, depending upon clinical site requirements in semesters four and five (please see your Program Director or Director of Clinical Education).

## Re-Enrollment in the PTA Program:

Students who are withdrawn will be given one opportunity to re-enter/re-enroll into the PTA program. PTA students are required to speak with the PTA Program Director in the event they wish to re-enter/re-enroll into the PTA program. Re-entry/re-enrollment is contingent upon several criterion program capacity, student readiness, and student resolution of documented behavioral or disciplinary issues.

Re-entry/re-enrollment is contingent upon the availability of clinical/class and lab resources to accommodate returning students is the first criterion considered. If the appropriate resources are present, students requesting re-entry/re-enrollment will then be assessed for their readiness to return.

In addition to the institution's policy on re-entry/re-enrollment (Assessment of Clinical Skills for Re-Entry/Re-Enrollment), returning students to the PTA program will be required to prove theoretical knowledge, and skill competency in all PTA coursework passed prior to the time of their failure to progress. This may be achieved by either of the following:

1. Competency may be tested by PTA faculty both in a written and practical format for all PTA coursework passed prior to the time of their failure to progress prior to re-enrollment. The student must pass each assessment for re-enrollment in the program (70% for written, grade of 80% or higher on lab practical examinations).
2. Competency may be tested by auditing all PTA coursework passed prior to the time of their failure to progress. The student will be required to follow the Audit Policy and PTA standards of progression requirements.

The final criterion is if there is documentation of student behavioral or disciplinary issues at the program or campus levels, the student will be asked to address these issues.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as upright bicycle, treadmill, whirlpool tub, transportable ultrasound units, crutches, walkers, canes, model skeletons, and anatomical charts.

# PHYSICAL THERAPIST ASSISTANT

## California Licensing Requirements:

To be licensed as a physical therapist assistant (PTA) in California, applicants must meet the following requirements:

- Have graduated from a Commission on Accreditation in Physical Therapy Education (CAPTE) accredited PTA program.
- Pass the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE).

*Note: Individuals seeking approval as a Physical Therapist Assistant must submit their completed application to the Physical Therapy Board of California (PTBC) for approval to sit for the National Physical Therapy Exam (NPTE) and the California Law Exam (CLE).*

*Before applying to the PTBC, you must have graduated from an accredited PTA program and have in your possession a completed Certificate of Completion Form (P1E). The P1E form must remain in a sealed envelope and be submitted with the application. Applications received without the P1E will not be considered.*

*Additional requirements for applying to take the exams include payment of fees and fingerprinting.*

- Be over the age of 18.
- Not be addicted to alcohol or any controlled substance.
- Not have committed acts or crimes constituting grounds for denial of approval under the California Business & Professions Code Section 480.

## Reference Links:

- National Physical Therapy Exam for PTAs (NPTE): <https://www.fsbpt.org/>
- California Law Examination (CLE): <https://www.fsbpt.org/ExamCandidates/JurisprudenceExam.aspx>
- Physical Therapy Board of California (PTBC): <http://www.ptbc.ca.gov/applicants/index.shtml>

# PHYSICAL THERAPY TECHNOLOGY

Students in the Physical Therapy Technology program practice a range of skills that encompass anatomy and physiology, pathologies, medical terminology, therapeutic exercises, and a wide range of modality applications that would include ultrasound, electrical stimulation, therapeutic exercises, hydrotherapy, and others. The program includes classroom lectures, laboratory exercises, and practice and clinical training in an off-campus professional environment.

Graduates are prepared for entry-level positions to provide support to physical therapists in a variety of settings to patients who are recovering from an injury, adapting to trauma or disability. This program culminates in a Certificate of Achievement.

## Offered to new students at:

- **Mesa**
- **Tucson**

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Physical Therapy Technology program are: Physical Therapist Aides (31-2022.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.



# PHYSICAL THERAPY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Physical Therapy Technology program, graduates will be able to:

- Demonstrate the skills and knowledge to assist with various therapeutic techniques.
- Demonstrate skills required to complete a patient treatment session safely.
- Establish foundational knowledge of anatomy and physiology in relation to patient care.

## Admission Requirement

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Be able to lift 50 lbs.

## Campus-Based

Program Requirements – Mesa and Tucson

PHYSICAL THERAPY TECHNOLOGY TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PTT121T	Fundamentals of Physical Therapy Technology Theory	48	0	0	3
PTT121L	Fundamentals of Physical Therapy Technology Application	0	48	0	1.5
PTT122T	Exercise and Wellness Theory	48	0	0	3
PTT122L	Exercise and Wellness Application	0	48	0	1.5
PTT123T	Kinesiology Basics Theory	48	0	0	3
PTT123L	Kinesiology Basics Application	0	48	0	1.5
PTT114T	Physical Agents Theory	48	0	0	3
PTT114L	Physical Agents Application	0	48	0	1.5
PTT125T	Introduction to Stretching Theory	48	0	0	3
PTT125L	Introduction to Stretching Application	0	48	0	1.5
CDV198.2 *	Career Development Seminar	30	0	0	2
PTT200	Externship	0	0	180	4
Total for Certificate		270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.

# PHYSICAL THERAPY TECHNOLOGY

## Blended

Program Requirements – Mesa and Tucson

PHYSICAL THERAPY TECHNOLOGY		Lecture	Lab	Extern	Semester
TECHNICAL COURSES		Hours	Hours	Hours	Credit
					Hours
PTT121T.H †	Fundamentals of Physical Therapy Technology Theory	48	0	0	3
PTT121L	Fundamentals of Physical Therapy Technology Application	0	48	0	1.5
PTT122T.H †	Exercise and Wellness Theory	48	0	0	3
PTT122L	Exercise and Wellness Application	0	48	0	1.5
PTT123T.H †	Kinesiology Basics Theory	48	0	0	3
PTT123L	Kinesiology Basics Application	0	48	0	1.5
PTT114T.H †	Physical Agents Theory	48	0	0	3
PTT114L	Physical Agents Application	0	48	0	1.5
PTT125T.H †	Introduction to Stretching Theory	48	0	0	3
PTT125L	Introduction to Stretching Application	0	48	0	1.5
CDV198.2 *	Career Development Seminar	30	0	0	2
PTT200	Externship	0	0	180	4
Total for Certificate		270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†Blended course

Note: Course descriptions begin on page 143.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as exercise balls, anatomical charts, upright bicycle, treadmill, extremity whirlpool, patient lift, transportable ultrasound unit, skeletal models, massage tables, and braces or slings.

# PRACTICAL NURSING

Practical nurses are generalists who care for patients and work in many healthcare areas. They provide basic bedside care, measure and record patients' vital signs, and assist with bathing, dressing, and personal hygiene in nursing homes, physicians' offices, or in patients' homes. In nursing care facilities, practical nurses can help evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, their range of responsibilities may include office-related duties. In the home healthcare setting, practical nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks. This program culminates in a Certificate of Achievement.

Carrington College's Practical Nursing certificate program prepares students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of healthcare delivery settings.

Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a practical nurse. The program's combined academic and clinical training prepares students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN)\*.

## Offered to new students at:

- **Albuquerque**
- **Boise**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Practical Nursing program are: Licensed Practical and Licensed Vocational Nurses (29-2061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# PRACTICAL NURSING

## Program Learning Outcomes

Upon completion of the Practical Nursing program, graduates will be able to:

- Implement a plan of care that provides safe, quality patient centered care to persons throughout the lifespan and across the health/wellness continuum that creates an environment promoting caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Apply knowledge to concepts in the care of patients throughout the lifespan and across the health/wellness continuum.
- Demonstrate effective communication and behaviors with healthcare stakeholders that is consistent with the practical nursing scope of practice and adhering to legal and ethical frameworks.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Pass the ATI TEAS Admission Assessment with a combined score of 53%. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- The candidate must be 18 years of age.
- Submit to and pass a background checks and drug screening no more than 90 days prior to enrollment (at the applicant's expense). In New Mexico this includes a New Mexico Caregivers screening completed no more than 90 days prior to enrollment and drug screening completed no more than 90 days prior to enrollment (at the applicant's expense).
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Provide proof of the following immunizations:
  - Hepatitis B - Proof of 3 doses of vaccine or titer showing positive immunity
  - Measles, mumps, and rubella (MMR) - Proof of 2 doses or titer showing positive immunity
  - Varicella - Proof of 2 doses, positive titer, or healthcare provider documentation of disease history
  - Tetanus, diphtheria, and pertussis (Tdap) - Proof of 1 dose within the previous ten years
  - Tuberculosis (TB) - Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
    - Initial PPD placement
    - Read in 48-72 hours
    - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.
    - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest x-ray and physician follow-up documenting no evidence of active tuberculosis is required
    - or lab results showing interferon globulin results is required
  - Influenza - Proof of annual flu vaccination completed in the current calendar year, and annual follow up is required while in the program.

# PRACTICAL NURSING

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance TEAS exam total score.
- Entrance TEAS exam scores in Math, Science, Reading, and English.
- Entrance TEAS exam number of attempts.
- Entrance interview with the nursing department (if applicable).
- The previous degree earned.
- Transcript evaluation (if applicable). To be completed by the Dean of Nursing upon meeting enrollment criteria.

## Campus-Based

Program Requirements – Albuquerque and Boise

Practical Nursing			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
TECHNICAL AND GENERAL EDUCATION COURSES						
AP100 †		Basic Anatomy and Physiology	45	0	0	3
MATH104 *		Math for Dosage Calculations	15	0	0	1
MEDT120 *		Medical Terminology	15	0	0	1
NUR122		Medication Administration	15	30	0	2
NUR107.1		Fundamentals and Medical-Surgical Nursing	60	0	135	7
NUR108.1		Fundamentals and Medical-Surgical Nursing–Lab	0	60	0	2
NUR157.A		Maternal Child Nursing	30	0	45	3
NUR165.A		Pediatric Nursing	30	0	45	3
NUR158.1		Community and Mental Health Nursing	45	0	45	4
NUR159.1		Nursing Care of Specialized Populations Lab	0	30	0	1
NUR160		Concepts in Clinical Pharmacology	45	0	0	3
NUR215.A		Medical-Surgical Nursing	60	0	225	9
NUR232		NCLEX-PN Review	0	60	0	2
NUR234		Manager of Care for PN	15	0	0	1
NUR217.1		Medical-Surgical Nursing-Lab	0	30	0	1
Total for Certificate			375	210	495	43

Approximate time to complete certificate program: 48 weeks (not including breaks)

\*General education course

†Science-based general education course

Note: Course descriptions begin on page 143.

# PRACTICAL NURSING

## Campus-Based

Program Requirements – Albuquerque

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

		<b>Practical Nursing</b>	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>						
AP100	†	Basic Anatomy and Physiology	45	0	0	3
MATH104	*	Math for Dosage Calculations	15	0	0	1
MEDT120	*	Medical Terminology	15	0	0	1
NUR122		Medication Administration	15	30	0	2
NUR107.1		Fundamentals and Medical-Surgical Nursing	60	0	135	7
NUR108.1		Fundamentals and Medical-Surgical Nursing–Lab	0	60	0	2
NUR157.A		Maternal Child Nursing	30	0	45	3
NUR165.A		Pediatric Nursing	30	0	45	3
NUR158.1		Community and Mental Health Nursing	45	0	45	4
NUR159.1		Nursing Care of Specialized Populations Lab	0	30	0	1
VN203.A		Concepts in Clinical Pharmacology	45	0	0	3
NUR215.A		Medical-Surgical Nursing	60	0	225	9
NUR232		NCLEX-PN Review	0	60	0	2
NUR234		Manager of Care for PN	15	0	0	1
NUR217.1		Medical-Surgical Nursing-Lab	0	30	0	1
<b>Total for Certificate</b>			<b>375</b>	<b>210</b>	<b>495</b>	<b>43</b>

Approximate time to complete certificate program: 48 weeks (not including breaks)

\* General education course

† Science-based general education course

Note: Course descriptions begin on page 143.

# PRACTICAL NURSING

## Campus-Based

Program Requirements – Boise

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Practical Nursing</b>			Lecture	Lab	Clinical	Semester
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>			Hours	Hours	Hours	Credit Hours
AP100 †		Basic Anatomy and Physiology	45	0	0	3
MATH104 *		Math for Dosage Calculations	15	0	0	1
MEDT120 *		Medical Terminology	15	0	0	1
NUR122		Medication Administration	15	30	0	2
NUR107.1		Fundamentals and Medical-Surgical Nursing	60	0	135	7
NUR108.1		Fundamentals and Medical-Surgical Nursing – Lab	0	60	0	2
NUR157.1		Maternal Child Nursing	30	0	45	3.5
NUR165.1		Pediatric Nursing	30	0	45	3.5
NUR158.1		Community and Mental Health Nursing	45	0	45	4
NUR159.1		Nursing Care of Specialized Populations – Lab	0	30	0	1
NUR215.1		Medical-Surgical Nursing	60	0	200	9
NUR232		NCLEX-PN Review	0	60	0	2
NUR234		Manager of Care for PN	15	0	0	1
NUR217.1		Medical-Surgical Nursing – Lab	0	30	0	1
Total for Certificate			330	210	470	41

Approximate time to complete certificate program: 48 weeks (not including breaks)

\*General education course.

†Science-based general education course.

Note: Course descriptions begin on page 143.

# PRACTICAL NURSING

## Progression Requirements

All courses in the nursing program must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester.

For nursing courses that combine theory, lab, or clinical components, students must pass all components to earn a passing grade for the course. Students will earn a passing grade for the course when the following academic standards are met:

- A minimum grade of 75%
- A “pass” grade in clinical
- A “pass” grade in lab

Students who must repeat a course are subject to seat and clinical site availability and GPA ranking. In the event that there are more students needing to repeat than seats available, students are ranked based on their cumulative GPA.

Student will be withdrawn from the program should either of the below thresholds occur:

- Less than a 2.0 term GPA
- Maximum of 3 withdrawal grades

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as patient transfer equipment, adult high-fidelity manikins, birthing manikins, child and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, and an AED machine.



# LVN TO ADN

Many healthcare professionals begin their careers as licensed vocational nurses (LVNs) and later complete the requirements for becoming registered nurses (RNs). LVNs provide direct care to patients, usually working under the supervision of a physician or RN. While LVNs and RNs have many overlapping tasks, RNs' job descriptions are filled with many more complicated activities such as devising patient care plans, dispensing certain types of medications, and starting IV drips – the types of things generally requiring more training and education than LVNs receive.

The LVN to ADN program enables licensed vocational nurses to advance their skills and knowledge to become registered nurses (RNs). LVNs build on the credit received for coursework completed during licensed practical or licensed vocational nursing training. The LVN to ADN program, which culminates in an Associate of Science degree, prepares nurses with a firm conceptual and technical foundation, intuitive and insightful client interactions, advanced skills and attitudes, and solid personal and professional ethics. A 30-semester hour Certificate of Achievement option for California licensed vocational nurses is also available. See page 125 for details. Upon completion of the California Board of Registered Nursing approved program, the students are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)\*. Because this is a rigorous program that can be completed in as few as eight months, it is recommended that students not work more than 20-hours per week and maintain a flexible schedule to accommodate varying course and clinical time requirements.

## Offered to new students at:

- **Sacramento**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the LVN to ADN program are: Registered Nurses (29-1141.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical to attain occupational licensure/certification or employment and throughout their careers.

# LVN TO ADN

## Program Learning Outcomes

Upon completion of the LVN to ADN program, graduates will be able to:

- Justify a plan of care that provides safe, quality patient centered care to persons throughout the lifespan and across the health/wellness continuum that creates an environment promoting caring and professionalism with consideration for the patient’s cultural/societal beliefs and practices.
- Apply scientific evidence-based knowledge to concepts in the care of patients throughout the lifespan and across the health/wellness continuum.
- Validate effective communication and behaviors with healthcare stakeholders that is consistent with the nursing scope of practice and adhering to legal and ethical frameworks.

## Admission Requirements

In addition to meeting the College’s standard admission requirements, prior to starting the program, candidates must:

- Hold a current unencumbered LVN license.
- Must Interview with the Dean of Nursing or designee.
- Have a minimum cumulative grade point average (CGPA) of 3.0.
- Have a minimum 3.0 GPA in the following prerequisite courses:

Course/Subject Area	Credit Hours
Human Anatomy with Lab†	4
General Psychology	3
English Writing and Composition	3
Human Physiology with Lab†	4
Psychology (Developmental/Lifespan)	3
Speech (Interpersonal Communication)	3
General Microbiology with Lab†	4
Sociology (Cultural Diversity)	3
Intermediate Algebra	3

*†Science courses must have been completed within the previous seven years.*

- Pass the ATI TEAS Admission Assessment with a combined score of 58%. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Submit to and pass a criminal background checks and drug screening completed no more than 90 days prior to enrollment (at the applicant’s expense).
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Undergo a physical examination.
- Submit proof of the following immunizations (must be provided by students):
  - Hepatitis B - Proof of 3 doses of vaccine or titer showing positive immunity
  - Measles, mumps, and rubella (MMR) - Proof of 2 doses or titer showing positive immunity
  - Varicella - Proof of 2 doses, positive titer, or healthcare provider documentation of disease history
  - Tetanus, diphtheria, and pertussis (Tdap) - Proof of 1 dose within the previous ten years
  - Tuberculosis (TB) - Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
    - Initial PPD placement
    - Read in 48-72 hours
    - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.

# LVN TO ADN

- If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest x-ray and physician follow-up documenting no evidence of active tuberculosis is required
- or lab results showing interferon globulin results is required
- Influenza - Proof of annual flu vaccination completed in the current calendar year, and annual follow up is required while in the program.

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance TEAS exam total score.
- Entrance TEAS exam scores in Math, Science, Reading, and English.
- Entrance TEAS exam number of attempts.
- Entrance interview with the nursing department (if applicable).
- The previous degree earned.
- Transcript evaluation (if applicable). To be completed by the Dean of Nursing upon meeting enrollment criteria.

## Campus-Based

Program Requirements – Sacramento

		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
<b>LVN to ADN TECHNICAL COURSES</b>					
RN150	LVN to RN Transition – Theory	15	0	0	1
RN155	LVN to RN Transition – Lab	0	22.5	0	0.5
RN221	Advanced Medical/Surgical Nursing 1 – Theory	45	0	0	3
RN225	Advanced Medical/Surgical Nursing 1 – Clinical	0	0	90	2
RN210	Psychiatric and Mental Health Nursing – Theory	22.5	0	0	1.5
RN215	Psychiatric and Mental Health Nursing – Clinical	0	0	90	2
RN202	Leadership Management 1	15	0	0	1
RN231	Advanced Medical/Surgical Nursing 2 – Theory	30	0	0	2
RN241	Advanced Medical/Surgical Nursing: Care of the Older Adult – Theory	22.5	0	0	1.5
RN245	Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical	0	0	135	3
RN250	Leadership Management 2	15	0	0	1
RN305	Leadership Management 3 – Preceptorship	0	0	135	3
<b>Total for Degree</b>		<b>165</b>	<b>22.5</b>	<b>450</b>	<b>21.5</b>

Approximate time to complete degree program: 32 weeks (not including breaks).

Note: Course descriptions begin on page 143.

# LVN TO ADN

## Progression Requirements

All courses in the nursing program must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester.

For nursing courses that combine theory, lab, or clinical components, students must pass all components to earn a passing grade for the course. Students will earn a passing grade for the course when the following academic standards are met:

- A minimum grade of 75%
- A “pass” grade in clinical
- A “pass” grade in lab

Students who must repeat a course are subject to seat and clinical site availability and GPA ranking. In the event that there are more students needing to repeat than seats available, students are ranked based on their cumulative GPA.

Student will be withdrawn from the program should either of the below thresholds occur:

- Less than a 2.0 term GPA
- Maximum of 3 withdrawal grades

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as patient transfer equipment, adult high-fidelity manikins, high fidelity birthing manikins, high fidelity child manikins, and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers-anatomical arms for starting IVs and medication administration models for IM and SQ injections.

## California Licensing Requirements:

- Have a high school diploma, high school equivalency diploma, or equivalent.
- Have successfully completed the courses of instruction prescribed by the board for licensure in a program in this state accredited by the board for training registered nurses, or have successfully completed courses of instruction in a nursing school outside of this state which, in the opinion of the board at the time the application is filed with the Board of Registered Nursing, are equivalent to the minimum requirements of the board for licensure established for an accredited program in this state.
- Submit an application to the California State Board of Registered Nursing (BRN) at least 6-8 weeks before graduation.
- Have your school send the BRN your transcripts.
- Pass a fingerprint and background check.
- Take and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The exam is computerized and given continuously six days a week. (New graduates are advised to take the exam soon after graduation because research has shown there is a higher success rate for early test-takers compared with those who wait several months).
- Not be subject to denial of licensure under California Business & Professional Code § 2736, Section 480 (regarding crimes, false statements, and other dishonest acts).

## Reference links

- Board of Registered Nursing: <http://www.rn.ca.gov/applicants/lic-exam.shtml>
- National Council of State Boards of Nursing (NCSBN): <https://www.ncsbn.org/index.htm>

# LVN TO ADN

## Certificate of Achievement

### 30- SEMESTER HOUR OPTION FOR CALIFORNIA LICENSED VOCATIONAL NURSES ADMISSION REQUIREMENTS

LVNs seeking an RN license without earning an associate degree must:

- Discuss the 30-semester hour option with the Dean of Nursing (by appointment) AFTER submission of the application package.

Applicants to the 30-semester hour option must:

- Hold a current unencumbered LVN License.
- Submit to and pass a criminal background check and drug screening completed no more than 90 days prior to enrollment.
- Provide a current immunization record and physical exam results.
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.

Completion of the 30-semester hour option prepares LVNs to apply for licensure as a registered nurse as a non-graduate of Carrington College's LVN to ADN Associate Degree program. Non-graduate status provides eligibility to take the National Council Licensure Examination (NCLEX) RN licensing exam in California only. This option will limit licensure to California without the possibility of RN licensure by endorsement in other U.S. states and territories.

Admission to the 30-semester hour option in the LVN to ADN program is dependent on space availability.

Program length: 32 weeks (not including breaks).

Note: Course descriptions begin on page 143.

# RESPIRATORY CARE

Practicing under the direction of a physician, respiratory therapists perform therapeutic respiratory treatments and diagnostic procedures. They are required to exercise considerable, independent clinical judgment in the care of patients with breathing or other cardiopulmonary disorders. They consult with physicians and other healthcare professionals to help develop and modify patient care plans.

The Associate of Science degree in Respiratory Care is a three-academic-year (80 weeks) program that prepares graduates for advanced-level respiratory care. The program covers knowledge of anatomy and physiology of cardiac and respiratory systems and biochemical and cellular functions of the human body, as well as knowledge of the general principles of pharmacology and cardiopulmonary drugs, including knowledge of indications, doses, calculations, mechanisms of action, and adverse effects. Skill in patient examination, assessment, intervention, and treatment planning, especially in relation to the pathophysiology of cardiopulmonary diseases, knowledge, and skills in the principles and applications of emergency medicine, resuscitation equipment, intubation, airway clearance, chest tubes, and tracheostomy care. Students who successfully complete the Respiratory Care program are eligible for the National Board for Respiratory Care (NBRC) credentialing exams, which include the Therapist Multiple-Choice (TMC) exam and the Clinical Simulation Examination (CSE)\*.

## Offered to new students at:

- **Las Vegas**
- **Phoenix**
- **Pleasant Hill**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Respiratory Care program are: Respiratory Therapists (29-1126.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical rotations to attain occupational licensure/certification or employment and throughout their careers.

# RESPIRATORY CARE

## Program Learning Outcomes

Upon completion of the Respiratory Care program, graduates will be able to:

- Differentiate the skills and knowledge to perform entry-level respiratory care therapy in a variety of patient care settings.
- Utilize appropriate communication strategies to support data collection, intervention, and patient/client response.
- Demonstrate ethical behavior consistent with state laws and regulations related to privacy and safe practices.

## Program Goal

The goal of Carrington College's Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Submit to and pass a drug screening urinalysis completed no more than 90 days prior to enrollment.
- Submit to and pass a criminal background check for felonies completed no more than 90 days prior to enrollment.
- Applicants in Pleasant Hill will need to provide medical clearance from a physician attesting to good physical and mental health.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.

## Selection Criteria:

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance examination score.
- Work or volunteer-related experience in a healthcare facility.

# RESPIRATORY CARE

## Campus-Based

Program Requirements – Las Vegas

<b>Respiratory Care</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>					
GOV141 *	Nevada and US Constitutions	45	0	0	3
BIO108 *	Anatomy and Physiology	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
RC111	Introduction to Respiratory Care	75	30	0	6
RC110	Pharmacology	45	0	0	3
ENG101 *	English Writing and Composition	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
RC120	Clinical Laboratory Practice	0	60	0	2
RC121	Fundamentals of Respiratory Care	45	30	0	4
RC122	Respiratory Care Pathophysiology	45	0	0	3
RC130	Ventilatory Principles of Respiratory Care	30	90	0	5
RC300	Clinical Practice I	0	0	135	3
RC310	Clinical Practice II	0	0	135	3
RC140	Critical Care Principles of Respiratory Care	30	30	0	3
RC141	Neonatal and Pediatric Respiratory Care	60	90	0	7
RC142	Specialized Respiratory Care	60	30	0	5
RC151	NBRC Review	30	0	0	2
RC150	Advanced Respiratory Care	60	90	0	7
RC500	Clinical Practice III	0	0	270	6
<b>Total for Degree</b>		<b>705</b>	<b>450</b>	<b>540</b>	<b>74</b>

Approximate time to complete degree program: 80 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.



# RESPIRATORY CARE

## Campus-Based

Program Requirements – Phoenix and Pleasant Hill

<b>Respiratory Care</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
<b>TECHNICAL AND GENERAL EDUCATION COURSES</b>					
BIO108 *	Anatomy and Physiology	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
RC111	Introduction to Respiratory Care	75	30	0	6
RC110	Pharmacology	45	0	0	3
ENG101 *	English Writing and Composition	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
RC120	Clinical Laboratory Practice	0	60	0	2
RC121	Fundamentals of Respiratory Care	45	30	0	4
RC122	Respiratory Care Pathophysiology	45	0	0	3
SOC101 *	Introduction to Sociology	45	0	0	3
RC130	Ventilatory Principles of Respiratory Care	30	90	0	5
RC300	Clinical Practice I	0	0	135	3
RC310	Clinical Practice II	0	0	135	3
RC140	Critical Care Principles of Respiratory Care	30	30	0	3
RC141	Neonatal and Pediatric Respiratory Care	60	90	0	7
RC142	Specialized Respiratory Care	60	30	0	5
RC151	NBRC Review	30	0	0	2
RC150	Advanced Respiratory Care	60	90	0	7
RC500	Clinical Practice III	0	0	270	6
<b>Total for Degree</b>		<b>705</b>	<b>450</b>	<b>540</b>	<b>74</b>

Approximate time to complete degree program: 80 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.

# RESPIRATORY CARE

## Program Technical Standards

To meet program objectives and perform job duties required in the profession, RC students must:

- Possess motor, hearing, and visual skills that enable the student to meet program objectives and perform job duties required in the profession.

## Progression Requirements

- Courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses in the previous semester.
- Students who fail the same course twice are academically terminated from the program.
- Submit to and pass drug screening and background checks, the results of which could affect eligibility to participate in clinical rotations.
- Proof of health insurance (Las Vegas only).
- The following are additional requirements for this program prior to entering direct patient care; students must provide proof of current immunizations and/or titers showing immunity as follows:
  - Measles, mumps, and rubella (MMR) series.
  - Varicella zoster series
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). The QuantiFERON blood test is also a valid test.
    - If applicant has a history of a positive TB test, a chest x-ray is required.
  - Tetanus, diphtheria, pertussis (Tdap) within the previous 10 years
  - Polio
  - Hepatitis B series vaccination or signed declination. Signed declination could affect eligibility to participate in clinical experiences.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as bedside table, IV poles, emergency cart and simulator w/laptop, nebulizers, arterial arm stick kit, blood pressure cuffs, molecule model sets, articulated skeleton, incubator, and emergency carts.

## California Licensing Requirements:

An applicant for licensure in the State of California shall not receive a license without first successfully passing both National Board of Respiratory Care examinations:

- Therapist Multiple-Choice Examination (TMC), at the high cut score
- Clinical Simulation Examination (CSE)

All applicants for licensure shall have completed an education program for respiratory care that is accredited by the Commission on Accreditation for Respiratory Care (CoARC) or its successor and been awarded a minimum of an associate degree from an institution or university accredited by a regional accreditation agency or association recognized by the United States Department of Education.

Satisfactory evidence as to educational qualifications shall take the form of certified transcripts of the applicant's college record mailed directly to the board from the educational institution. However, the board may require an evaluation of educational credentials by an evaluation service approved by the board.

- Submit completed application and fee to the Respiratory Care Board (RCB) of California.
- Undergo fingerprinting and background checks.
- Complete a 3-hour Board-approved Law and Professional Ethics course.

# RESPIRATORY CARE

*Note: The RCB has approved two law and professional ethics courses, developed independently by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC). Only ONE law and professional ethics course are required to be completed prior to licensure (either the CSRC's or AARC's course).*

Submit completed application, including fee and DMV driving history report.

## Reference Links:

- Respiratory Care Board of California (RCB): <http://www.rcb.ca.gov/>
- National Board for Respiratory Care (NBRC): <https://www.nbrc.org/>
- California Society for Respiratory Care (CSRC): <http://www.csrc.org/>
- American Association for Respiratory Care (AARC): <https://www.aarc.org/>

# SURGICAL TECHNOLOGY

Surgical technologists assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. They are members of operating room teams, which are usually also made up of surgeons, anesthesiologists, and circulating nurses.

Prior to surgery, surgical technologists help prepare the operating room by setting up instruments, equipment, and sterile drapes. Surgical technologists help prepare incision sites and help the surgical team put on sterile gowns and gloves. During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants and help prepare specimens for laboratory analysis.

Carrington College's Surgical Technology program includes the academic and clinical instruction necessary to perform the duties of a surgical technologist. The program comprises the study of microbiology, anatomy, physiology, pharmacology, surgical procedures, instrumentation and techniques, preoperative and post-operative routines, and care of surgical patients. Students are expected to participate in a minimum of 120 surgical cases by the end of the program, which culminates in an Associate of Science degree in Surgical Technology. Students who successfully complete the Surgical Tehcnology program are eligible for the Certification of Surgical Technologists (CST) through the National Board for Surgical Technology and Surgical Assisting (NBSTSA)\*.

## Offered to new students at:

- **San Jose**
- **Phoenix**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Surgical Technology program are: Surgical Technologists (29-2055.00) and Surgical Assistants (29-9093.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# SURGICAL TECHNOLOGY

## Program Goals

The goal of the Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Surgical Technology program provides students with the opportunity to develop the knowledge and skills necessary for employment as entry-level surgical technologists. This is accomplished by meeting the criteria of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA) and by maintaining a curriculum that ensures achievement and is true to Carrington College's institutional program and course learning outcomes.

## Program Learning Outcomes

Upon completion of the Surgical Technology program, graduates will be able to:

### Cognitive (Knowledge)

- Explain the eligibility criteria required to successfully complete the National Certification Exam for Surgical Technologists.
- Apply the knowledge of human anatomy and physiology, microbiology, and pharmacology as it relates to a variety of surgical procedures.

### Psychomotor (Skills)

- Practice the correct solutions in applying aseptic techniques in a variety of clinical environments.
- Apply safe practice techniques with the handling of instruments, surgical supplies, and direct patient care in the surgical and sterile processing environment.
- Demonstrate the consistent application of surgical consciousness in the clinical setting.

### Affective (Behavior)

- Explain the value of accountability, competence, and character in a surgical technologist in the healthcare environment.
- Demonstrate the importance of critical thinking and communication in the surgical setting as a member of the healthcare team.
- Connect the impact of social competence, professionalism, and ethical values to display respect and advocacy for the surgical patient, healthcare team, and the college as expected from entry-level healthcare professionals.

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Submit to and pass a criminal background check for felonies completed no more than 90 days prior to enrollment.

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Personal goal statement
- Entrance examination score

# SURGICAL TECHNOLOGY

## Blended

Program Requirements – Phoenix and San Jose

<b>Surgical Technology TECHNICAL AND GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
APMT1.H	Anatomy & Physiology with Medical Terminology	60	0	0	4
MAT101 *	Principles of Mathematics	45	0	0	3
STT11.H	Introduction to Surgical Technology	60	0	0	4
STT12.H	Surgical Case Management	45	0	0	3
STL1	Surgical Case Management Lab	0	60	0	2
ENG101 *	English Writing and Composition	45	0	0	3
STT22.H	Basic Surgical Procedures	105	0	0	7
STL2	Basic Surgical Procedures Lab	0	150	0	5
SPH205 *	Interpersonal Communication	45	0	0	3
PSY101 *	Introduction to Psychology	45	0	0	3
STT33.H	Advanced Surgical Procedures	75	30	0	5
STC3	Clinical Experience 1	0	0	225	5
STT44.H	Professional Development	90	0	0	6
STC4	Clinical Experience 2	0	0	315	7
<b>Total for Degree</b>		<b>615</b>	<b>240</b>	<b>540</b>	<b>60</b>

Approximate time to complete degree program: 64 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.

# SURGICAL TECHNOLOGY

## Progression Requirements:

In addition to the College's Standards of Progression, Surgical Technology students must meet the following academic Standards in each Surgical Technology course. Surgical Technology courses must be taken in sequence due to the progressive and hierarchal nature of the curriculum.

To pass each course students must achieve the following minimum requirements. Failure to meet any of these requirements will result in an F grade for the entire course.

- Minimum grade of 70% in all Surgical Technology and science-based general education courses.
- Minimum grade of 70% on each skill competency assessment.
  - 100% of the skill competencies must be passed in each course.
  - Students who do not achieve a minimum grade of 70% on a skill competency assessment will be given one retake at that skill competency following remediation. The original skill competency assessment score will be recorded in the gradebook.

## Clinical Education Progression Requirements:

Students who do not receive appropriate clearance or meet the clinical progression requirements may be unable to complete the required clinical experiences and will be unable to complete the requirements for the ST program and will be withdrawn.

The following are additional requirements for this program prior to students participating in clinical experiences:

- Submit to and pass drug screening that could affect eligibility to participate at a clinical site.
- Provide proof of immunizations or titers showing immunity as follows:
  - Negative TB test results. If test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest x-ray is required.
  - Measles, mumps, and rubella (MMR) series.
  - Hepatitis B series vaccination or signed declination. (Signed declination could affect eligibility to participate in clinical experiences).
  - Varicella zoster series
  - Tetanus, diphtheria, pertussis (Tdap) proof of 1 dose within the previous ten years.
  - Students should note that they may be subject to additional immunization, background check, and drug screening requirements in accordance with facility requirements.

## Re-enrollment in the ST program:

- Students who must repeat a course are subject to space availability.
- Students who have two failed attempts in the same surgical technology course resulting in an FW or F grade are withdrawn from the Surgical Technology program permanently.

## Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

## Course Curriculum

The Surgical Technology program consists of classroom instruction of surgical technology theory and principles along with lab instruction for the practice of surgical technology skills. The clinical experience courses provide students the ability to practice skills and theory in an actual clinical-site operating room. Surgical Technology courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses from the previous semester.

# SURGICAL TECHNOLOGY

## **Supportive technologies and equipment list:**

Carrington College uses technologies and equipment to support the learning process, such as: fully functional O.R. table and scrub sink, IV poles, anesthesia machines, transportation gurney, manikins for mock surgery, prep trays, syringes, needles, and electrocautery knives.

## **Surgical Technology Certification options to CA program graduates:**

- **Certified Surgical Technologist (CST) exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)**

## **Establishing Eligibility to Test**

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility.

Before testing, individuals must first establish eligibility by submitting the appropriate examination application form along with the correct fees. NBSTSA does not refund processing fees for ineligible candidates.

NBSTSA accepts all properly completed applications from qualified applicants regardless of the applicant's age, sex, race, religion, marital status, disability, or national origin.

For a list of Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved surgical technology programs go to [www.caahep.org](http://www.caahep.org) or call 727 210 2350. For a list of Accrediting Bureau of Health Education Schools (ABHES) approved surgical technology programs go to [www.abhes.org](http://www.abhes.org) or call 301 291 7550.

## **Certified Surgical Technologist Eligibility Requirements**

For graduates of a Surgical Technology program accredited by CAAHEP or ABHES during their enrollment. Provide ONE of the following documents:

- A notarized letter (on institutional letterhead) from the Program Director which states your name, date of graduation, and type of degree awarded.
- A copy of your graduation certificate.
- Transcript (Transcripts do not have to be official; however, NBSTSA reserves the right to request an official transcript).

Obtained from: <https://www.nbstsa.org/cst-first-timeretake-applicants>



# TRADES STUDIES

## (ONLINE DEGREE COMPLETION)

Carrington College's Trades Studies program, which culminates in an Associate of Science Degree, provides an opportunity for individuals to build on prior education to earn the educational credential that is often needed for advancement.

Offered in an online format, students in the Trade Studies program enjoy the flexibility of attending school "anytime, anywhere" while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

### Offered to new students online

The following job categories are considered in-field to calculate the graduate employment rates required by the State of California for graduates of the Trades Studies Associate of Science Degree program. Detailed information for each Standard Occupational Classification (SOC) can be found at <https://www.onetonline.org/>.

#### Electrical Technology

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)
- Electrical Helper (47.3013.00)

#### Heating, Ventilation, Air Conditioning, and Refrigeration

- Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)

#### Maintenance Technician

- Industrial Machinery Mechanics (49-9041.00)
- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance Workers, Machinery (49-9043.00)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

# TRADES STUDIES

## (ONLINE DEGREE COMPLETION)

### Program Learning Outcomes

Upon completion of the Trade Studies program, graduates will be able to:

- Apply critical thinking skills in a variety of situations.
- Use appropriate technology to acquire, organize, analyze, and communicate information.
- Demonstrate computer literacy.
- Define personal values and ethics.
- Communicate thoughts, ideas, information, and messages in written and oral formats.
- Demonstrate knowledge of and sensitivity to a variety of cultural values and awareness of global issues.
- Value the rights, work, and contributions of others.

### Admission Requirements

In addition to meeting the College’s standard admission requirements, candidates must:

- Have earned a certificate from an accredited Institution with a minimum of 30 semester credits and at least a 2.0 GPA applicable to a trades-related program (see chart above for certificate semester credits completed and degree credits required).
- Submit an official transcript of the earned certificate program from an approved accredited institution at the time of enrollment.
- Own or have unrestricted access to a computer with reliable internet access.

### Online (Degree conferred from the Phoenix campus)

#### Program Requirements (Online Degree Completion)

<b>Trades Studies</b>		Lecture	Lab	Practical	Semester
<b>GENERAL EDUCATION COURSES</b>		Hours	Hours	Hours	Credit Hours
ENG101	English Writing and Composition	45	0	0	3
MAT101	Principles of Mathematics	45	0	0	3
PSY101	Introduction to Psychology	45	0	0	3
SOC101	Introduction to Sociology	45	0	0	3
HUM200	Ethics in Contemporary Society	45	0	0	3
ENG151	Technical Writing	45	0	0	3
SPH205	Interpersonal Communication	45	0	0	3
SCI210	Environmental Science	45	0	0	3
COL105	Critical Thinking	45	0	0	3
MAT151	College Algebra	45	0	0	3
Total for degree completion coursework*		450	0	0	30
Minimum Total Transfer Credits					30
Total for degree		450	0	0	60

Approximate time to complete degree completion coursework: 30 weeks (not including breaks).

Note: Course descriptions begin on page 143.

# TRADES STUDIES

## (ONLINE DEGREE COMPLETION)

\* The semester credits required to complete the Trades Studies Associate Degree program varies based on the number of credits completed in the trade-related certificate program.

Trade-Related Certificate Credits	Trades Studies Degree Credits Required
30 - 32	30
33 - 35	27
36 - 38	24
39 - 40	21

Please refer to the Transfer Credit Policy on page 208 for further details.

# VETERINARY ASSISTING

Veterinary assistants typically work under the supervision of a licensed veterinarian doing clinical work, such as performing various diagnostic tests and medical treatments. They also assist with dental care, prepare tissue samples and assist veterinarians in a variety of exams and procedures. Veterinary assistants work in all phases of animal care, including hospital sanitation and equipment maintenance, medical and surgical assisting, laboratory diagnostics, and office administration. Employment opportunities include positions in veterinary clinics or hospitals.

The curriculum, which may be delivered in a traditional or blended format, provides students with education in the clinical, laboratory, and administrative duties of a veterinary assistant. Courses cover animal anatomy and physiology, nursing skills, animal surgical assisting, pharmaceutical chemistry and application, animal restraint and patient services, and front office skills, such as computer basics, telephone communication requirements, and appointment scheduling. The program includes an externship that allows students to practice skills in an actual veterinary healthcare setting. This program culminates in a Certificate of Achievement.

## Offered to new students at:

- Mesa
- Phoenix Education Center
- Portland
- Spokane
- Tucson

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Veterinary Assisting program are: Veterinary Assistants and Laboratory Animal Caretakers (31-9096.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# VETERINARY ASSISTING

## Program Learning Outcomes

Upon completion of the Veterinary Assisting program, graduates will be able to:

- Complete appropriate veterinary assisting procedures related to animal husbandry, diagnostics, equipment maintenance and client care in a variety of settings.
- Apply basic knowledge of animal anatomy and physiology of multiple species in relation to animal care.
- Maintain a professional and safe work environment.

## Campus-Based

**Program Requirements** – Mesa, Phoenix Education Center, Portland, Spokane, and Tucson

<b>Veterinary Assisting TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
VAC111T	Introduction to the Veterinary Hospital	48	0	0	3
VAC111L	Hospital Practices	0	48	0	1.5
VAC112T	The Veterinary Laboratory	48	0	0	3
VAC112L	Laboratory Procedures	0	48	0	1.5
VAC113T	Animal Nursing and Care	48	0	0	3
VAC113L	Veterinary Assisting Techniques	0	48	0	1.5
VAC114T	Surgical Nursing and Specialty Care	48	0	0	3
VAC114L	Surgical and Specialty Procedures	0	48	0	1.5
VAC115T	Pharmacy and Pharmacology Calculations	48	0	0	3
VAC115L	Pharmacy Practice	0	48	0	1.5
CDV198.2 *	Career Development Seminar	30	0	0	2
VAC180	Veterinary Assisting Externship	0	0	180	4
<b>Total for Certificate</b>		<b>270</b>	<b>240</b>	<b>180</b>	<b>28.5</b>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.

# VETERINARY ASSISTING

## Blended

Program Requirements - Mesa, Phoenix Education Center, Portland, Spokane, and Tucson

Veterinary Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
VAC111T.H †	Introduction to the Veterinary Hospital	48	0	0	3
VAC111L	Hospital Practices	0	48	0	1.5
VAC112T.H †	The Veterinary Laboratory	48	0	0	3
VAC112L	Laboratory Procedures	0	48	0	1.5
VAC113T.H †	Animal Nursing and Care	48	0	0	3
VAC113L	Veterinary Assisting Techniques	0	48	0	1.5
VAC114T.H †	Surgical Nursing and Specialty Care	48	0	0	3
VAC114L	Surgical and Specialty Procedures	0	48	0	1.5
VAC115T.H †	Pharmacy and Pharmacology Calculations	48	0	0	3
VAC115L	Pharmacy Practice	0	48	0	1.5
CDV198.2 *	Career Development Seminar	30	0	0	2
VAC180	Veterinary Assisting Externship	0	0	180	4
Total for Certificate		270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†Blended course

Note: Course descriptions begin on page 143.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as model animals, anesthesia machines, autoclaves, blood pressure equipment, cardiac monitor, microchip scanner, microscopes, scales, stethoscopes, and examination tables.

# VETERINARY TECHNOLOGY

Veterinary technicians typically work under the supervision of a licensed veterinarian doing clinical work such as performing various medical tests and treating medical conditions and diseases in animals. They also perform laboratory tests and take blood samples, assist with dental care, prepare tissue samples and assist veterinarians in a variety of other diagnostic tests and procedures. Veterinary technicians work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, biomedical research institutions, and the pharmaceutical and pet-care industries.

The program, which culminates in an Associate of Science degree in Veterinary Technology, prepares students with the basic knowledge and practical training necessary to function as entry-level employees in a veterinary medical setting. The Veterinary Technology program is a balanced mix of theory and practical instruction, including clinical rotation and field experience during an externship. Fundamentals of mathematics, terminology, and anatomy and physiology are emphasized. This program prepares graduates to sit for the Veterinary Technician National Examination\*. The Veterinary Technology program has a companion animal emphasis and is not intended as a pre-veterinary program.

The mission of the Veterinary Technology program is to provide local and global veterinary communities with ethical graduates committed to lifelong learning and professional development. Graduates will have the entry-level skills and knowledge required for contemporary veterinary practice. The core program focus is companion animal practice, but all facets of veterinary medicine, including large animal medicine, biomedical research, and industry-related topics are emphasized.

## Offered to new students at:

- **Pleasant Hill**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Stockton**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Veterinary Technology program are: Veterinary Technologists and Technicians (29-2056.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# VETERINARY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Veterinary Technology program, graduates will be able to:

- Outline the essential skills as defined by the AVMA required for the practice of veterinary technology in a wide range of practice settings.
- Understand procedures to engage in a safe work environment for clients, animals, and staff.
- Demonstrate ethical behavior consistent with state laws and regulations.
- Effectively communicate with the veterinary healthcare team and clients.
- Illustrate preparedness for taking the Veterinary Technology National Licensing Exam (VTNE).

## Admission Requirement

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Be at least 18 years old on the first day of class.
- AVMA standard 4e requires students to provide proof of immunization against rabies by the end of the first week of the term (a 2 dose pre-exposure prophylaxis)

## Campus-Based

**Program Requirements** – Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton

<b>Veterinary Technology TECHNICAL AND GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
AS110	Introduction to the Veterinary Hospital	32	32	0	3
AS111	Basic Anatomy and Physiology	32	32	0	3
CLT100 *	Computer Literacy	45	0	0	3
ENG101 *	English Writing and Composition	45	0	0	3
MAT101 *	Principles of Mathematics	45	0	0	3
VT122	Clinical Procedures 1	0	96	0	3
VT123	Clinical Rotation	0	0	32	0.5
VT120	Veterinary Applied Sciences	48	0	0	3
VT121	Companion Animal Diseases	48	0	0	3
SPH205 *	Interpersonal Communications	45	0	0	3
MAT151 *	College Algebra	45	0	0	3
VT132	Clinical Procedures 2	0	96	0	3
VT133	Clinical Rotation	0	0	48	1
VT130	Surgical Assisting	48	0	0	3
VT131	Anesthesia for Veterinary Technicians	48	0	0	3
NUT200 *	Principles of Nutrition	45	0	0	3
VT142	Advanced Clinical Procedures and Surgery	24	104	0	4
VT143	Clinical Rotation	0	0	48	1
VT140	Large Animal Medicine	48	16	0	3.5
VT141	Veterinary Technology Specialties	48	16	0	3.5
VT150	Licensure Exam Comprehensive Review	64	0	0	4
VT105	VT Externship	0	0	200	4
<b>Total for Degree</b>		<b>710</b>	<b>392</b>	<b>328</b>	<b>63.5</b>

Approximate time to complete degree program: 80 weeks (not including breaks)

\*Online general education course

Note: Course descriptions begin on page 143.



# VETERINARY TECHNOLOGY

## Progression Requirements:

- Veterinary Technology core courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required discipline specific courses from the previous semester.
- Students who fail the same core course twice are academically terminated from the program.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as small and large animal skeletons, anesthesia machines, animal gurney or stretcher, cardiac monitor, blood pressure monitoring equipment, electro-surgical equipment, emergency crash kit, and restraint equipment.

## Licensing Requirements:

All registered veterinary technician candidates must pass the Veterinary Technician National Examination (VTNE) within 60 months (the 60-month timeframe begins once a candidate passes their first examination) in order to become licensed in California. It is the candidate's responsibility to meet all requirements for examination.

### VTNE:

- California candidates: If you have graduated from an AVMA accredited veterinary technology program, the American Association of Veterinary State Boards (AAVSB) will review and determine your VTNE eligibility.

## Application Link:

- Veterinary Technician National Examination (VTNE): <https://www.aavsb.org/vtneoverview>

# VOCATIONAL NURSING

Vocational nurses are generalists who care for patients in many ways and work in many health care areas. They provide basic bedside care, measure and record patients' vital signs, assist with bathing, dressing, and personal hygiene, administer medications and perform a variety of nursing skills in various healthcare settings. In nursing care facilities, vocational nurses can help evaluate residents' needs, assist in the development of care plans, and supervise the care provided by nursing assistants. In doctors' offices and clinics, their range of responsibilities may include office-related duties. In the home healthcare setting, vocational nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks.

Carrington College's Vocational Nursing degree and certificate programs prepare students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of healthcare settings. Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a vocational nurse. The program, which culminates in a Certificate of Achievement or Associate of Science degree in Vocational Nursing, combines academic and clinical training to prepare students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN)\*.

To be eligible for entrance into the Associate of Science degree program in Vocational Nursing, applicants must have earned a Certificate of Achievement in Vocational Nursing from an approved accredited program.

## Offered at:

- **Sacramento**
- **San Jose**

\*Carrington College provides students with the knowledge and skills to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or will be certified or licensed as a result of completing the program. Completion of the Vocational Nursing Associate of Science degree requirements does not guarantee acceptance into the Carrington College LVN to ADN program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Vocational Nursing program are: Licensed Practical and Licensed Vocational Nurses (29-2061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinicals to attain occupational licensure/certification or employment and throughout their careers.

# VOCATIONAL NURSING

## Program Learning Outcomes

Upon completion of the Vocational Nursing program, graduates will be able to:

- Implement the nursing process in providing care for patients in a variety of clinical settings.
- Demonstrate academic preparedness to take the NCLEX-PN examination for licensure as a vocational nurse.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Admission requirements - (Vocational Nursing Certificate Program)

Enrollment for the Vocational Nursing certificate program closes on the designated orientation day.

In addition to meeting the College's standard admission requirements, prior to starting the program, candidates must:

- Provide evidence of good physical and mental health as determined by a medical exam prior to enrollment.
- Interview with the Dean of Nursing or designee.
- Submit to and pass a background check and drug screening completed no more than 90 days prior to enrollment prior to program start.
- Pass the ATI TEAS Admission Assessment with a combined score of 53%. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Submit two letters of recommendation from former employers or professors.
- Carrington College will evaluate prior CNA education for transfer credit eligibility. Please contact the campus Dean of Nursing with any questions.
- Hold a current American Heart Association Basic Life Support (BLS) for the Healthcare Provider card.
- Transfer coursework must have been completed within the previous five years.
- Submit proof of the following immunizations must be provided by students:
  - Hepatitis B - Proof of 3 doses of vaccine or titer showing positive immunity
  - Measles, mumps, and rubella (MMR) - Proof of 2 doses or titer showing positive immunity
  - Varicella - Proof of 2 doses, positive titer, or healthcare provider documentation of disease history
  - Tetanus, diphtheria, and pertussis (Tdap) - Proof of 1 dose within the previous ten years
  - Tuberculosis (TB) - Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
    - Initial PPD placement
    - Read in 48-72 hours
    - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.
    - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest x-ray and physician follow-up documenting no evidence of active tuberculosis is required
    - or lab results showing interferon globulin results is required
  - Influenza - Proof of annual flu vaccination completed in the current calendar year, and annual follow up is required while in the program

# VOCATIONAL NURSING

## Selection Criteria

Applicants meeting all of the program requirements will be selected using points earned from the following criteria should there be more applicants than seats available:

- Entrance TEAS exam total score.
- Entrance TEAS exam scores in Math, Science, Reading, and English.
- Entrance TEAS exam number of attempts.
- Entrance interview with the nursing department (if applicable).
- The previous degree earned.
- Transcript evaluation (if applicable). To be completed by the Dean of Nursing upon meeting enrollment criteria.

## Campus-Based

Program Requirements – Sacramento and San Jose

Vocational Nursing TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
VN101	Introduction to Anatomy and Physiology	52	0	0	3
VN102	Foundations of Nursing 1	66	50	48	5
VN103	Foundations of Nursing 2	66	80	144	8
VN104	Mental Health Nursing Care	35	0	0	2
VN201	Medical Surgical Nursing 1	96	32	240	12
VN202	Health Data Collection	50	48	0	3
VN203	Concepts in Clinical Pharmacology	54	0	0	3
VN301	Introduction to Maternity and Pediatric Nursing	44	48	40	5
VN302	Medical Surgical Nursing 2	113	80	144	11
A required workshop for NCLEX-PN preparation will be provided to students for 30 hours					
Total for Certificate		576	338	616	52 †

Approximate time to complete certificate program: 48 weeks (not including breaks)

†1530 Contact hours

Note: Course descriptions begin on page 143.

# VOCATIONAL NURSING

**THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS**

## Campus-Based

Program Requirements – Sacramento and San Jose

Vocational Nursing TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
VN101	Introduction to Anatomy and Physiology	52	0	0	3
VN102	Foundations of Nursing 1	66	50	48	5
VN103	Foundations of Nursing 2	66	80	144	8
VN104	Mental Health Nursing Care	35	0	0	2
VN201	Medical Surgical Nursing 1	96	32	240	12
VN202	Health Data Collection	50	48	0	3
VN203	Concepts in Clinical Pharmacology	54	0	0	3
VN301	Introduction to Maternity and Pediatric Nursing	44	48	40	5
VN302	Medical Surgical Nursing 2	113	80	144	11
VN303	NCLEX-PN Review	30	0	0	2
Total for Certificate		606	338	616	54 †

Approximate time to complete certificate program: 48 weeks (not including breaks)

†1560 Contact hours

Note: Course descriptions begin on page 143.

## Progression Requirements (Vocational Nursing Certificate Program)

All courses in the nursing program must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester.

For nursing courses that combine theory, lab, or clinical components, students must pass all components to earn a passing grade for the course. Students will earn a passing grade for the course when the following academic standards are met:

- A minimum grade of 75%
- A “pass” grade in clinical
- A “pass” grade in lab

Students who must repeat a course are subject to seat and clinical site availability and GPA ranking. In the event that there are more students needing to repeat than seats available, students are ranked based on their cumulative GPA.

Student will be withdrawn from the program should either of the below thresholds occur:

- Less than a 2.0 term GPA

# VOCATIONAL NURSING

- Maximum of 3 withdrawal grades

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as Patient transfer equipment, adult high fidelity manikins, birthing manikins, child and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, and an AED machine.

## Board of Vocational Nursing and Psychiatric Technicians (BVNPT) Licensing Requirements:

1. Minimum Age - 17 years old.
2. Completion of High School or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure."
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check and fingerprints (note: A license will not be issued until the Board receives the background information from DOJ).
6. Attach the appropriate non-refundable fee made payable to the "BVNPT."
7. Successful completion of a written examination titled the National Council Licensure Examination for Practical (Vocational) Nursing (NCLEX-PN).
8. When the requirements of Steps 1-7 have been met, the Board will advise students of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process a license.
9. Successful completion of a California Approved Vocational Nursing Program.

## Reference Links:

- Board of Vocational Nursing and Psychiatric Technicians (BVNPT): <http://www.bvnpt.ca.gov/>
- National Council of State Boards of Nursing (NCSBN): <https://www.ncsbn.org/index.htm>

# VOCATIONAL NURSING

## Admission Requirements (Vocational Nursing Science Emphasis)

In addition to the College's standard admission requirements, candidates to the Vocational Nursing Science Emphasis program must:

- Have earned a vocational nursing certificate from an approved accredited institution. An official transcript from an approved accredited institution must be submitted evidencing the earned certificate at the time of enrollment.

## Campus-Based

Program Requirements – Sacramento, San Jose

Vocational Nursing (science emphasis*)			Lecture	Lab	Clinical	Semester
GENERAL EDUCATION COURSES			Hours	Hours	Hours	Credit Hours
BIO14	†	Microbiology with Lab	45	30	0	4
BIO25	†	Human Anatomy and Physiology 1 with Lab	45	30	0	4
BIO26	†	Human Anatomy and Physiology 2 with Lab	45	30	0	4
CHEM6	†	Inorganic Chemistry with Lab	45	30	0	4
ENG101	**	English Writing and Composition	45	0	0	3
MAT101	**	Principles of Mathematics	45	0	0	3
MAT151	**	College Algebra	45	0	0	3
MAT201	**	Intermediate College Algebra	45	0	0	3
PSY101	**	Introduction to Psychology	45	0	0	3
PSY155	**	Human Development across the Lifespan 1	45	0	0	3
SPH205	**	Interpersonal Communication	45	0	0	3
SOC101	**	Introduction to Sociology	45	0	0	3
CLT100	**	Computer Literacy	45	0	0	3
Total for degree completion coursework			585	120	0	43
Total from Certificate			606	338	616	54***
Total for Science Emphasis Degree			1191	458	616	97

Approximate time to complete degree completion coursework: 64 weeks (not including breaks)

Combined certificate and degree completion option length: 112 weeks (not including breaks)

\*This curriculum fulfills course prerequisites for application to Carrington College's LVN to ADN program.

\*\*Online general education course

\*\*\* Completion of an approved certificate may range in credit and will be transferred in as block credit to the Vocational Nursing Science Emphasis Degree program to meet the minimum requirements for completion of an Associate Degree.

† Science-based general education courses are held on campus

Students must complete at least 25% of the program requirements at Carrington College.

Note: Course descriptions begin on page 143.

# VOCATIONAL NURSING



# GENERAL EDUCATION AND TRAINING COURSES

## GENERAL EDUCATION FOR NON-DEGREE SEEKING STUDENTS

**General Education options for non-degree-seeking students have been added as set forth below:**

Carrington College offers the following General Education courses to students seeking to complete prerequisites to enroll in a Carrington College program or to apply to a program at another institution.

Completion of a program's general education requirements at Carrington College does not guarantee entry into any of the programs. If you intend to transfer Carrington College courses to another institution, you must contact that institution directly to determine the transferability of units. Accepting transfer credits is always and only up to the receiving institution.

### Prerequisite Courses

Prerequisite courses are courses that must be completed prior to enrolling in specific Carrington College programs or programs at another institution. Not all Carrington College programs have prerequisites, and prerequisite courses may vary by program\*. Some general education (GE) courses may also be available online.

Enrollment in standalone GE prerequisite courses is independent of any Carrington College program enrollment and will be treated separately. The cost for GE prerequisite courses is not eligible for financial aid. Payment is the sole responsibility of the student, and payments must be made as agreed upon in the student's Retail Installment Contract. See tables for the cost of individual courses.

### Science Courses

Science courses are offered as standalone courses and are sixteen weeks in length at the Sacramento campus. Please see the program description of interest for information regarding prerequisites. Note: Course descriptions begin on page 143.

#### Science Emphasis on Campus General Education Courses

Courses	Course Length	Credits	Course Total
BIO14 Microbiology with Lab	16 Weeks	4.0	\$3,106
BIO25 Human Anatomy and Physiology 1 with Lab	16 Weeks	4.0	\$2,876
BIO26 Human Anatomy and Physiology 2 with Lab	16 Weeks	4.0	\$2,876
CHEM6 Inorganic Chemistry with Lab	16 Weeks	4.0	\$3,106
CHEM8.1 Organic and Biological Chemistry with Lab	16 Weeks	4.0	\$3,106

### Dates for science emphasis general education courses

#### Sacramento

February 26, 2024 – June 14, 2024

June 24, 2024 – October 11, 2024

October 14, 2024 – February 7, 2025

February 10, 2025 - May 30, 2025

# GENERAL EDUCATION AND TRAINING COURSES

## Online General Education Courses

Online General Education courses are six weeks in length and are offered online at the Sacramento campus.

Online General Education Courses				
Courses		Course Length	Credits	Course Total
CLT100	Computer Literacy	6 Weeks	3.0	\$1,642
COL105	Critical Thinking	6 Weeks	3.0	\$1,642
ENG101	English Writing and Composition	6 Weeks	3.0	\$1,642
ENG151	Technical Writing	6 Weeks	3.0	\$1,642
HUM200	Ethics in Contemporary Society	6 Weeks	3.0	\$1,642
HUM250	Introduction to Humanities	6 Weeks	3.0	\$1,642
MAT101	Principles of Mathematics	6 Weeks	3.0	\$1,642
MAT151	College Algebra	6 Weeks	3.0	\$1,642
MAT201	Intermediate College Algebra	6 Weeks	3.0	\$1,642
NUT200	Principles of Nutrition	6 Weeks	3.0	\$1,642
PSY101	Introduction to Psychology	6 Weeks	3.0	\$1,642
PSY155	Human Development Across the Lifespan 1	6 Weeks	3.0	\$1,642
SCI210	Environmental Science	6 Weeks	3.0	\$1,642
SOC101	Introduction to Sociology	6 Weeks	3.0	\$1,642
SPH205	Interpersonal Communication	6 Weeks	3.0	\$1,642

## Dates for general education courses

*Online course conferred from the Sacramento campus*

May 27, 2024 – July 5, 2024

July 8, 2024 – August 16, 2024

August 19, 2024 – September 27, 2024

September 30, 2024 – November 8, 2024

November 11, 2024 – December 20, 2024

December 30, 2024 – February 7, 2025

February 10, 2025 – March 21, 2025

March 24, 2025 – May 2, 2025

May 5, 2025 – June 13, 2025

## TRAINING COURSES

# GENERAL EDUCATION AND TRAINING COURSES

## Certificate Program Courses for Non-Degree Seeking Students

A non-degree student takes individual course(s) within a term without pursuing a full certificate or degree program. Should any individual course the student is seeking to enroll in require a pre-requisite course to be completed, the student must complete the pre-requisite course and submit the official transcript showing the successful completion of the course prior to enrollment.

Enrollment in a course(s) is independent of any Carrington College program enrollment and will be treated separately. The cost of the course(s) is not eligible for financial aid. Payment is the sole responsibility of the student, and payments must be made as agreed upon in the student's Retail Installment Contract.

Completion of course(s) as a non-degree student at Carrington College does not guarantee entry into any of the programs. If you intend to transfer Carrington College courses to another institution, you must contact the institution directly to determine the transferability of units. Accepting transfer credits is always and only up to the receiving institution.

Please refer to the Start Dates section for the available term dates. Not all courses are available each term. Please Contact an Enrollment Services Representative at the desired campus for course availability.

Certificate Program Courses	Location	Cost Per Term
Dental Assisting	Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Portland, Spokane, Tucson	\$3,456
Dental Assisting	Pleasant Hill, Sacramento, San Jose, San Leandro, Stockton	\$4,042
Electrical Technology	Phoenix Trades Education Center	\$3,639
Electrical Technology	Sacramento	\$3,957
HVAC-R	Phoenix Trades Education Center	\$3,211
Maintenance Technician	Phoenix Trades Education Center	\$4,735
Medical Assisting	Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Portland, Reno, Spokane, Tucson	\$3,351
Medical Assisting	Pleasant Hill, Sacramento, San Jose, San Leandro, Stockton, Online	\$3,734
Medical Administrative Assistant	Online	\$2,981
Medical Billing and Coding	Online	\$3,706
Massage Therapy	Albuquerque, Boise, Tucson	\$3,119
Pharmacy Technology	Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Spokane, Tucson	\$3,256
Pharmacy Technology	Pleasant Hill, Sacramento, San Jose, San Leandro, Stockton	\$3,697
Physical Therapy Technology	Mesa, Tucson	\$3,256
Veterinary Assisting	Mesa, Phoenix, Portland, Spokane, Tucson	\$3,254

# GENERAL EDUCATION AND TRAINING COURSES

## General Education Requirements

General education coursework is integral to Carrington College's degree-granting curricula and extends the range of learning while providing a context for specialized study. To this end, communication skills, social sciences, and math and science courses are included in the Associate of Science and Bachelor of Science curricula to help broaden students' perspectives. Such courses also help develop skills and competencies that enhance students' academic success, as well as graduates' personal and professional potential.

Upon completion of General Education coursework, students will be able to:

- Apply critical thinking skills in a variety of situations.
- Use appropriate technology to acquire, organize, analyze, and communicate information
- Demonstrate computer literacy.
- Communicate thoughts, ideas, information, and messages in written and oral formats.
- Demonstrate knowledge of and sensitivity to a variety of cultural values and awareness of global issues.
- Value the rights, work, and contributions of others.

Semester credit hours they awarded and prerequisites and co-requisites when applicable are noted after each course description. Courses may be taken only by students admitted to the program in which the courses are offered.

Course prerequisites are subject to change based on industry standards. Students should contact the Program Director or Campus Academic Dean for additional information regarding prerequisites and co-requisites.

## Disclaimer

Completion of the program's general education requirements at Carrington College does not guarantee entry into any of the programs. If you intend to transfer Carrington College courses to another institution, you must contact that institution directly to determine the transferability of units. Accepting transfer credits is always and only up to the receiving institution.

## Campus-Based and Degree Completion Programs

Carrington College integrates a strong general education with a basic emphasis on specialty studies. To ensure that students benefit from both areas of learning, Carrington College's general education is oriented toward challenges and issues of the contemporary world. General education courses provide the fundamental principles and skills of their fields but freely use applications drawn from students' career-related interests. Technical courses, in turn, reinforce general education competencies through assignments requiring applied research, teamwork, written and oral communication, and consideration of ethics. This well-rounded education prepares Carrington College graduates to live full and satisfying lives and to participate meaningfully as citizens in a diverse and dynamic society.

# COURSE DESCRIPTIONS

## **ACT301 Accounting Principles I**

This course will provide students with knowledge and experience in basic accounting. Emphasis will be placed on transaction analysis, journalizing, posting, preparing trial balances and simple financial statements, and simple adjusting and closing entries for a service industry sole proprietorship. This is an upper division online course. *3 Credit Hours*

## **ACT302 Accounting Principles II**

This course will provide further development of journalizing and posting activities using both general and special journals. Particular emphasis will be given to completing the accounting cycle for a merchandising business, including purchase, sale, and valuation of inventory. Additionally, knowledge of internal controls and procedures for accounting for cash will be provided. Prerequisite: ACT301. This is an upper division online course. *3 Credit Hours*

## **ACT310 Managerial Accounting**

This course will provide students an introduction to terminology and procedures used to develop and use accounting information for managerial purposes. Emphasis will be placed on cost classifications and behavior, operation of job and process cost accounting systems and budgeting and decision making tools. This is an upper division online course. *3 Credit Hours*

## **ACT315 Principles of Fraud and Ethics**

This course will provide an examination of accounting fraud and explore ethical practices as they apply to companies. Students will gain an understanding of the most common and frequently used methods of accounting fraud and how they may be used to misstate a company's financial position. Students will examine the ethical dilemmas of fraudulent organizations and explore how individuals justify their unethical behavior. This is an upper division online course. *3 Credit Hours*

## **AP100 Basic Anatomy and Physiology**

This course examines basic anatomical structures and physiological functions of the human body. Basic principles of biology, chemistry, and microbiology are also introduced. The course serves as a foundation on which students build physical assessment skills, assessment being the first step of the nursing process. *3 Credit Hours*

## **AP103 Advanced Anatomy and Physiology**

With an emphasis on body systems, this course examines anatomical structures and physiological functions of the human body. Body systems are presented through comparison of physiological mechanisms in both health and disease. Coursework addresses how the human body functions to maintain homeostasis. *4 Credit Hours*

## **APMT 1.H Anatomy & Physiology with Medical Terminology**

This course provides an overview of medical terminology including basic word construction, abbreviations and symbols used in the profession. An extensive study of the human body includes basic chemistry, organization, cells, tissues, membranes and human diseases. Emphasis is placed on the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. This is a blended course. *4 Credit Hours*

## **AS110 Introduction to the Veterinary Hospital**

This course introduces basic concepts pertaining to the veterinary hospital including, safety, terminology, and basic math. Students apply this knowledge to practice in breed identification, animal handling and restraint, animal behavior, client communication, law and ethics, and preventive medicine are covered. *3 Credit Hours*

## **AS111 Basic Anatomy and Physiology**

This course introduces students to the basic sciences including chemistry and biology. In addition, anatomy and physiology and terminology of the integumentary, skeletal, muscular, cardiovascular, digestive, reproductive, endocrine, urinary, and nervous systems. Students will also discuss concepts associated with these systems that include nutrition and metabolism, genetics, pregnancy, development, and lactation, as well as the sense organs that include sight, smell, taste, hearing, and equilibrium. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **BIO14 Microbiology with Lab**

This course introduces concepts of microbiology. Microbes are studied with emphasis on morphology, physiology, genetics, taxonomy, ecology, growth and cell specialization. Relationships among bacteria, fungi, molds, protozoans and arthropods are also examined in a medical context such as immunology and control of microbial growth and their relationship to disease in humans and other animals. DADS Prerequisite: CHEM8.1. *4 Credit Hours*

## **BIO25 Human Anatomy and Physiology 1 with Lab**

This course is the first half of the two-semester sequence that covers the major systems of the human body. It introduces such topics as body organization, general and biochemical principles, cells and tissues and the integumentary, skeletal, muscular, and nervous systems. This is a science-based general education course. *4 Credit Hours*

## **BIO26 Human Anatomy and Physiology 2 with Lab**

This course is the second part of the two-semester sequence and covers the gross and microscopic structure and function of the cardiovascular, respiratory, renal and digestive systems. Also emphasized are integration and homeostatic control mechanisms. Prerequisite: BIO25. *4 Credit Hours*

## **BIO105 Human Anatomy and Physiology I**

This course is the first of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. *4 Credit Hours*

## **BIO107 Human Anatomy and Physiology I**

This course is the first of a two-part series. This course begins with the concepts of cellular organization of the body, the chemical structure and function of the body, and homeostasis. Course work addresses basic anatomy and physiology of body systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. The body systems included in this course are integumentary, musculoskeletal, and nervous. Lessons are supported by required lab exercises. *4 Credit Hours*

## **BIO108 Anatomy and Physiology**

This course begins with the concepts of cellular organization of the body, the chemical structure and function of the body, and homeostasis. Course work addresses basic anatomy and physiology of the body systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. All body systems are included in this course. This is an online course. *3 Credit Hours*

## **BIO121 Human Anatomy and Physiology I with Lab**

Students in this course study structure and function of the human body. Topics include cells, tissues and integumentary, skeletal, muscular and nervous systems. Lectures are supported by required lab exercises. *4 Credit Hours*

## **BIO124 Human Anatomy and Physiology II with Lab**

Students in this course study structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, and fluid and electrolyte balance. Lectures are supported by required lab exercises. Prerequisite: BIO121 *4 Credit Hours*

# COURSE DESCRIPTIONS

## **BIO205 Microbiology with Lab**

This course provides students with a foundation in basic microbiology, emphasizing form and function. Topics include methods for studying microorganisms, microbial and viral morphology physiology, metabolism and genetics, classification of microorganisms and viruses, physical and chemical control of microorganisms and viruses, infection and disease, immunization, microbial and viral diseases of medical and dental importance and AIDS. Lectures are supported by required laboratory experiences. *4 Credit Hours*

## **BIO206 Human Anatomy and Physiology II**

This course is the second of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO105 *4 Credit Hours*

## **BIO207 Human Anatomy and Physiology II**

This course is the second of a two-part series. Coursework primarily focuses on the anatomy and physiology of systems, such as the endocrine, circulatory, immune, respiratory, digestive, urinary, and reproductive systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO107 *4 Credit Hours*

## **BIO222 Clinical Kinesiology**

This course introduces the science of human movement from a rehabilitative physical therapy perspective. Students assess biomechanical forces on the body, as well as the concepts of locomotion, forces, and levers. Foundations in therapeutic exercise, including stretching and strengthening of key muscular motions throughout the human body, are set forth. Detailed exploration on osteokinematic and arthrokinematic motions are also covered at each major joint in the human body. Topics include origins, insertions, innervations, and actions of prime movers of the musculoskeletal system in lecture and extensive surface and deep ligamentous, tendinous, and musculoskeletal palpations in laboratory. Lectures are supported by required lab exercises. Prerequisites: BIO107 *4 Credit Hours*

## **BIO223 Therapeutic Exercise Prescription**

Students are introduced to therapeutic exercise concepts for people across the health and wellness continuum. Topics will include range of motion, bioenergetics, physiological adaptations to exercise, types of movement, progression principles, program variables and how to program based on specific goals. In addition, students will be able to create an exercise program based on a patient's plan of care. Prerequisite: BIO222 *4 Credit Hours*

## **BIO300 Functional Anatomy**

The study of the structure and functional significance of the human body – with emphasis on neural, musculoskeletal and cardiopulmonary systems. Introduction to clinical application of relevant anatomy, with respect to some common conditions seen in a health/medical rehabilitative profession. This is an upper division online course. *4 Credit Hours*

## **BIO301 General Biology with Lab**

As an introductory biology course, this class provides an overview of the fundamental principles of biological science. Through lectures and laboratory experiments the course will emphasize and unify common attributes of all living organisms. Topics addressed include the nature of science, the scientific method, chemical structure of living matter, cell structure and function of the cell, metabolism, DNA structure and gene expression, reproduction, genetics, evolution, and ecology. This is an upper division online course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **BIO302 Microbiology with Lab**

This course provides students with a foundation in basic microbiology, emphasizing form and function. Topics include methods for studying microorganisms, microbial and viral morphology physiology, metabolism and genetics, classification of microorganisms and viruses, physical and chemical control of microorganisms and viruses, infection and disease, immunization, microbial and viral diseases of medical and dental importance and AIDS. Lectures are supported by required laboratory experiences. This is an upper division online course. *4 Credit Hours*

## **BIO305 Microbiology with Lab**

Students in this course study microorganisms, with emphasis on their structure, development, physiology, classification, and identification. Lab exercises include culturing, identifying, and controlling microorganisms, as well as provide study of the role of microorganisms in infectious disease. *4 Credit Hours*

## **BIO331 Pathophysiology**

This course examines the pathophysiological disruptions in a variety of disease processes across the lifespan. The etiology, manifestations, and risk factors of disease are explored as well as the interventions that support the patient in achieving optimal levels of wellness. Prerequisite: Anatomy & Physiology I & II. This is an upper division online course. *3 Credit Hours*

## **BUS301 Human Resource Management**

This course is designed to give students a working knowledge of human resources management in medium to large businesses, small entrepreneurial environments, and global industries. Students learn the fundamentals of labor studies, job descriptions, recruitment, the interview process, background investigation, testing candidates, and the hiring process. Post hiring topics include: training and developing employees, performance appraisal, coaching, motivation of employees, and safety and health. The financial aspects of human resource management are also covered in the development of pay rates, employee incentives, and benefits packages. Broader topics include strategic planning, legal obligations, ethics, fair treatment, employee rights, and the unionization process. This is an upper division online course. *3 Credit Hours*

## **BUS305 Human Relations in Business**

This course introduces students to the importance of human relations in the business environment. Focus is placed on the interpersonal skills needed to be prepared to handle a wide range of human relations issues. From a leadership role or a Human Resource Management perspective, the student explores the value of the non-technical work skills, history, theory, and the wide range of these skills needed in today's workplace. This is an upper division online course. *3 Credit Hours*

## **BUS310 Business Communication**

This course is designed to teach the student how to communicate effectively in the business world. Both written and oral communication is covered. Special emphasis is placed on "how to" communicate effectively: paying attention to visuals, words selected, sentence structure, fonts used, movement, tone, modulation, etc. This is an upper division online course. *3 Credit Hours*

## **BUS315 Principles of Management**

This course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective. This is an upper division online course. *3 Credit Hours*



# COURSE DESCRIPTIONS

## **BUS320 Organizational Behavior**

This course examines organizational behavior as it relates to employees and management domestically and internationally. Studies of organization and behavioral theories, structures, and cultures provide the student greater understanding of business perspectives. Job satisfaction and the individual perspective of organizational cultures are explored. The course provides a comprehensive review of individual, group and organizational performance in relation to contemporary business settings. This is an upper division online course. *3 Credit Hours*

## **C120 Chemistry with Lab**

This course presents basic principles of inorganic and organic chemistry and biochemistry in health and disease. Lectures are supported by laboratory exercises. *4 Credit Hours*

## **CDV198.2 Career Development Seminar**

In this course, students assess personal strengths and identify areas of opportunity using specific self- assessment and goal-setting tools as they prepare for professional employment. In addition, they develop resume writing skills, create cover letters, participate in mock interviews, and apply research, evaluation and networking skills to execute job searches and enhance their general financial awareness. This is an online course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *2 Credit Hours*

## **CHE110 Chemistry for Health Care Professionals**

This course builds the foundational chemistry knowledge to enable students to integrate concepts taught in physiology and microbiology and bridge that knowledge into pathophysiology and pharmacology. The focus is on application in the allied health fields and understanding of medical laboratory results. Essential principles of inorganic, organic and biochemistry will be covered. *2 Credit Hours*

## **CHEM6 Inorganic Chemistry with Lab**

This is an introductory chemistry course. Topics include physical and chemical changes, energy, atomic structure, bonding, nomenclature, chemical calculations, and reactions (including solubility, neutralization, and oxidation- reduction), gas laws, solutions, equilibrium and nuclear chemistry. Laboratory exercises support the topics above including both qualitative and quantitative experiments and analysis of data. Recommended: Completion of MAT201 or co-requisite. This is a science-based general education course. *4 Credit Hours*

## **CHEM8.1 Organic and Biological Chemistry with Lab**

This continuation of CHEM6 is a course in introductory organic chemistry. Topics include the structure, properties, composition, reactions and preparation of carbon-based compounds, hydrocarbons, and their derivatives. Emphasis is on the specific functional groups found in carbohydrates, proteins, lipids, and nucleic acids and the reactions they undergo related to human physiology and health. Laboratory work involves basic techniques of preparation, separation, identification, isolation, purification, and synthesis. This is a science-based general education course. Prerequisite: CHEM6 *4 Credit Hours*

## **CHEM301 Organic and Biological Chemistry with Lab**

This course is an examination of organic and biological chemistry which includes the structure, properties, composition, reactions and preparation of carbon-based compounds, hydrocarbons and their derivatives. Emphasis is on the specific functional groups found in carbohydrates, proteins, lipids, and nucleic acids and the reactions they undergo related to human physiology and health. Laboratory work involves basic techniques of preparation, separation, identification, isolation, purification and synthesis. This is an upper division online course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **CHEM302 Inorganic Chemistry with Lab**

This is an introductory chemistry course. Topics include physical and chemical changes, energy, atomic structure, bonding, nomenclature, chemical calculations and reactions (including solubility, neutralization, and oxidation-reduction), gas laws, solutions, equilibrium, and nuclear chemistry. Laboratory exercises support the topics above including both qualitative and quantitative experiments and analysis of data. This is an upper division online course. *4 Credit Hours*

## **CLT100 Computer Literacy**

This course introduces basic concepts and principles of widely used productivity tools such as word processors, spreadsheets, e-mail, and web browsers. Students also learn basic computer terminology and concepts. This is an online course. *3 Credit Hours*

## **COL105 Critical Thinking**

This course provides instruction and practice in the areas of critical thinking, problem solving and use of research as a problem-solving tool. Course objectives are addressed through problem-solving methodologies, critical analysis of information, cooperative learning, and research strategies. The course also assists students in identifying and articulating the skills necessary to be successful academically and professionally. Ethical and values considerations are included within the critical-thinking and problem-solving framework. This is an online course. *3 Credit Hours*

## **DA21.3 Dental Science**

Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operator, dental materials and instrumentation, as well as dental restorative procedures are also covered. *4 Credit Hours*

## **DA21.3.H Dental Science**

Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operator, dental materials and instrumentation, as well as dental restorative procedures are also covered. This course is a blended course. *4 Credit Hours*

## **DA22.3 Dental Office Protocols**

Concepts and principles of microbiology and asepsis, sterilization, and proper methods of infection control, including Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, HIPAA, ethics, jurisprudence, and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. *4 Credit Hours*

## **DA22.3.H Dental Office Protocols**

Concepts and principles of microbiology and asepsis, sterilization, and proper methods of infection control, including Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, HIPAA, ethics, jurisprudence and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is a blended course. *4 Credit Hours*

## **DA23.3 Dental Radiology**

This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **DA23.3.H Dental Radiology**

This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. This is a blended course. *4 Credit Hours*

## **DA24.3 Preventive Dentistry**

Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. *4 Credit Hours*

## **DA24.3.H Preventive Dentistry**

Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. This is a blended course. *4 Credit Hours*

## **DA25.3 Dental Specialties**

This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics, and the associated dental assistant duties allowable by state are explored. *4 Credit Hours*

## **DA25.3.H Dental Specialties**

This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics, and the associated dental assistant duties allowable by state are explored. This is a blended course. *4 Credit Hours*

## **DA201.3 Dental Assisting Procedures 1**

This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operator. *2 Credit Hours*

## **DA202.3 Dental Assisting Procedures 2**

This course focuses on infection control and laboratory procedures, temporary restorations, and other lab procedures. *2 Credit Hours*

## **DA203.3 Dental Assisting Procedures 3**

Dental radiography (x-ray) techniques, including safety practices and darkroom procedures, are the emphasis of this course. Students learn about exposing, processing, mounting, and evaluating dental films and practice specialized techniques used in dental practices. *2 Credit Hours*

## **DA204.3 Dental Assisting Procedures 4**

The emphasis of this class is the practice of coronal polishing techniques and pit and fissure sealant placement on manikins and clinical patients. *2 Credit Hours*

## **DA205.3 Dental Assisting Procedures 5**

Dental specialty procedures performed by dental assistants are practiced in this class. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **DA502.3 Externship**

Students gain experience in a dental office or clinic under direct supervision of a dentist, professional office manager or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations.

Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

## **DH10 Introduction to Clinical Dental Hygiene**

This course introduces students to the dental hygiene process of care, including the principles underlying the phases of patient assessment, problem identification, planning of dental hygiene care, implementation of preventive and therapeutic procedures and evaluation of dental hygiene care and goal attainment. Topics include risk assessment, medical history assessment, the principles of disease transmission, infection control, examination and charting of extraoral and intraoral conditions, prevention and management of common medical emergencies, theory of basic instrumentation procedures and techniques of instrument sharpening, polishing and fluoride application. *2 Credit Hours*

## **DH11 Oral Radiology**

Fundamentals of radiology as applied to the study of teeth and surrounding structures are presented. The radiographic appearance of normal and abnormal features of the oral cavity is covered, as are contemporary alternative imaging modalities. *2 Credit Hours*

## **DH12 Oral Biology**

This course presents the development, structure, and function of dental and periodontal tissues, with emphasis on their relationship to the clinical practice of dental hygiene care. Included is the application of oral microbiology to etiology and pathogenesis of caries and gingival and periodontal diseases. *2 Credit Hours*

## **DH13 Head and Neck Anatomy**

Students in this course learn about the gross anatomical structures and function of the human head and neck, including the bones, muscles, nerves, glands, and vasculature of the orofacial region. Laboratory exercises and discussion relate structures to clinical practice. *3 Credit Hours*

## **DH14.1 Dental Morphology**

This course is an in-depth study of the morphologic features of crowns and roots of individual primary and permanent dentitions, emphasizing aspects related to dental hygiene care such as root morphology. Also included are such topics as tooth and arch alignments and intercuspal relationships. *2 Credit Hours*

## **DH15 Preventive Dentistry**

Basic concepts of prevention of oral diseases are addressed, with emphasis on mechanical and chemical methods of plaque control, the mechanism of action of chemotherapeutic agents, especially fluoride and dietary counseling. Also covered is the application of preventive regimes to caries management. *2 Credit Hours*

## **DH20.1 Clinical Dental Hygiene Seminar**

This course examines preventive procedures, such as the placement of sealants, tobacco cessation counseling and nutritional assessment and counseling. In addition, it provides a forum for discussion of patient care responsibilities and clinic policies and procedures. *2 Credit Hours*

## **DH21.1 Local Anesthesia**

In this course, students learn about the anatomical, physiological and pharmacological aspects of the administration of local anesthetics and nitrous oxide-oxygen sedation, including the prevention and management of emergencies. Laboratory and pre-clinical activities emphasize injection techniques. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **DH22 General and Oral Pathology**

The pathological processes of inflammation, wound healing, repair, regeneration, immunological responses and neoplasia are introduced. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity and commonly encountered diseases and disorders of the head and neck are covered, with emphasis on the recognition of deviations from normal. *3 Credit Hours*

## **DH23 Periodontics**

This course provides in-depth study of the clinical features, etiology, pathogenesis, classification and epidemiology of periodontal diseases and the role of genetics, tobacco use and systemic diseases. Also covered are principles of periodontal therapy, including the biological basis and rationale of non-surgical and surgical treatment. *3 Credit Hours*

## **DH24 Dental Hygiene Care for Patients with Special Needs**

Methods of providing dental hygiene to patients with medical, physical, and psychological conditions are explored. Included are discussions of modifications in the areas of communication and appointment planning, as well as environmental considerations, individualized home care and safety precautions in treatment. *2 Credit Hours*

## **DH25 Behavioral Foundations of Dental Hygiene Care**

Students learn to apply behavioral principles to patient education at various stages of human development and within diverse cultural environments. Emphasis is placed on communication techniques, listening skills and theories of learning and motivation. *1 Credit Hour*

## **DH30 Advanced Clinical Dental Hygiene Seminar**

Study of advanced principles of clinical dental hygiene care is the focus of this course. Advanced instrumentation techniques, ultrasonic instrumentation, soft tissue curettage, air-power polishing, gingival irrigation, local application of antimicrobial and desensitizing agents, placement of periodontal dressings and implant care are covered. *2 Credit Hours*

## **DH31 Dental Materials**

This course introduces the physical, chemical and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. *1 Credit Hour*

## **DH32 Pharmacology**

This course provides an overview of the physical and chemical properties of drugs used in dental practice, as well as modes of administration, therapeutic/adverse effects, and drug actions/interactions. *3 Credit Hours*

## **DHM32 General and Oral Pathology**

This course introduces pathological processes of inflammation, wound healing, repair, regeneration, immunological responses, and neoplasia. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity and commonly encountered diseases and disorders of the head and neck are covered. *3 Credit Hours*

## **DH33 Community Oral Health**

Principles and issues in community health and their relationship to the delivery of dental care to the public sector are explored. Topics also include utilization of healthcare services, healthcare financing, government regulations and epidemiology of oral diseases. Also examined is the role of the dental hygienist as an innovator of, and an educator in, community disease prevention and health promotion activities. *2 Credit Hours*

## **DHM33 Periodontology**

This course offers in-depth study of clinical features, etiology, pathogenesis, classification and epidemiology of periodontal diseases and the role of genetics, tobacco use and systemic diseases. Also covered are principles of periodontal therapy including the biological basis and rationale of non-surgical and surgical treatment. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **DH34 Dental Specialties**

Students learn about various dental specialties such as cosmetic dentistry, endodontics, forensic dentistry, implant dentistry, oral and maxillofacial surgery, orthodontics, pediatric dentistry, prosthodontics, public health dentistry and veterinary dentistry. Craniofacial anomalies, endodontics, oral facial pain, oral medicine, and temporomandibular disorders are also covered. Emphasis is placed on current trends in treatment. *2 Credit Hours*

## **DH37 Local Anesthesia**

The anatomical, physiological, and pharmacological aspects of local anesthetics are presented in this class. In the lab portion, students gain experience with injection techniques and nitrous oxide sedation. Prerequisites: DHM120, DH150 *3 Credit Hours*

## **DH40 Advanced Clinical Dental Hygiene Seminar**

Analysis and discussion of patient preventive and treatment needs are presented through case studies from clinical practice. Students give class presentations and participate in discussions of patients' specific problems. *2 Credit Hours*

## **DH41 Pharmacology**

This course addresses physical and chemical properties of drugs, modes of administration, therapeutic and adverse effects and drug actions and interactions. Emphasized are drugs used in dental practice as well as those that are medically prescribed and require dental treatment modification. Prerequisite: C120 *3 Credit Hours*

## **DH41.1 Community Oral Health Practicum**

Students gain practical experience in the development, implementation, and evaluation of dental health programs in a variety of community settings. *2 Credit Hours*

## **DH42 Scientific Methods**

This course introduces students to the fundamental concepts and skills needed to understand, interpret, and critique professional literature. Study areas include types of research, research methods and design and statistical analysis. *1 Credit Hour*

## **DH43 Ethics, Jurisprudence and Dental Hygiene Practice**

Ethical and legal considerations of dental hygiene practice are presented, including the factors addressed in each state's Dental Practice Act and the code of ethics of the American Dental Hygienists' Association. Also covered are child abuse legislature, elements of practice management, employment opportunities and strategies and the professional organization. Students also participate in ethical decision-making exercises. *3 Credit Hours*

## **DH44 Dental Hygiene Review**

This course provides a review of all material in the dental hygiene curriculum in preparation for the Dental Hygiene National Board Examination. *2 Credit Hours*

## **DH68 Dental Hygiene National Board Preparation**

This course provides students with a comprehensive review of program content to prepare students to take the Dental Hygiene National Board Examination. *2 Credit Hours*

## **DH100 Introduction to Clinical Dental Hygiene**

This course presents a historical perspective of principles and application of dental hygiene procedures and basic instrumentation. Clinical sessions familiarize students with instruments, charting and total patient care. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **DH100.1 Introduction to Clinical Dental Hygiene Lab**

Students apply concepts presented in DH10 in laboratory and pre-clinical settings, with emphasis on development of basic instrumentation skills. *2 Credit Hours*

## **DH110 Oral Radiology Lab**

Students apply concepts presented in DH11, gaining pre-clinical lab and clinical experiences in the exposure, processing, mounting, evaluating, and interpreting dental radiographs. *1 Credit Hour*

## **DHB110 Introduction to Principles and Procedures of Dental Hygiene**

This course examines dental hygiene procedures as well as basic instrumentation. Coursework addresses history and scope of the dental hygiene and dental assisting professions and provides a perspective on these professionals' role on the dental team. In clinical sessions, students gain proficiency in using dental hygiene instruments, dental charting, and total patient care. Additional topics include professionalism, ethics, infection control, equipment maintenance, patient assessment, dental emergencies, patient/clinician positioning, oral health, preventive dentistry theory, retraction, four-handed dentistry, tobacco cessation and oral prophylactic procedures. *4 Credit Hours*

## **DH120 Head and Neck Anatomy**

Students in this course examine structure and function of the head and neck. Coursework includes study of the orofacial region's bones, muscles and vascular and nervous systems. *2 Credit Hours*

## **DH130 Oral Anatomy, Embryology and Histology**

This course examines external and internal morphology of the primary and permanent dentition, provides a comprehensive study of embryonic, fetal and postnatal development and addresses microanatomy of cells and tissues that comprise the head, neck and oral cavity. *3 Credit Hours*

## **DH150 Clinical Dental Hygiene I**

This course builds on content from DH100, emphasizing oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application, dietary counseling, and tobacco cessation programs. Ultrasonic instrumentation and air polishing are introduced, as is periodontal treatment and use of chemotherapeutics. Techniques taught are implemented in the clinic setting. Prerequisite: DH100 *4 Credit Hours*

## **DH151 Dental Hygiene I**

This course builds on knowledge gained in the introductory dental hygiene course, DH110. Emphasis is placed on basic instrumentation, comprehensive patient care, professionalism, oral prophylaxis, oral inspection of soft and hard tissues, treatment planning and basic preventive measures. Students gain experience in a pre-clinical setting, as well as by practicing on manikins and student patients. Prerequisite: DH110 *4 Credit Hours*

## **DH160 Dental Materials**

This course enhances students' ability to make clinical judgments regarding use and care of dental materials based on how materials react in the oral environment. Addressed are dental material standards and properties, gypsum products, mouth guards, whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct and indirect restorative materials, dental restoration polishing procedures, removable prostheses, sealants, and implants. In the lab, students apply pit and fissure sealants, insert restorative materials, polish, take alginate impressions and pour and trim study models. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **DH170 Dental Radiography**

This course provides fundamental knowledge of the nature, physical behavior, and biological effects of radiation to maximize understanding of proper safety procedures in exposing, processing, mounting, and interpreting diagnostic radiographs of teeth and their surrounding structures. Lectures address radiation physics, biology and safety, infection control, radiographic need, quality assurance and interpretation, imaging theory, principles of digital radiography and legal issues of dental radiography. In the lab, students operate x-ray units and digital sensors and expose, process, mount and interpret radiographs. *4 Credit Hours*

## **DH180 Periodontology**

This course examines periodontology principles pertinent to dental hygiene practice. Topics include periodontium tissues, epidemiology and etiology of periodontal diseases, classification of periodontal disease, disease prevention, treatment and management, drug therapy, immunology and host defense mechanisms, microorganisms associated with periodontology, surgical and non-surgical treatment, implantology and maintenance and periodontal/endodontic emergencies. *3 Credit Hours*

## **DH200 Clinical Dental Hygiene Care**

Students engage in clinical application of the dental hygiene process for providing patient-centered care. The course provides them with an opportunity to refine skills associated with oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application and dietary counseling. *2 Credit Hours*

## **DH205 Dental Hygiene II**

This course advances students' dental hygiene skills and builds on knowledge gained in previous coursework. Students practice on patients in a clinical setting, focusing on instrumentation, prophylaxis techniques, oral health education and patient assessment and treatment. Further experience is gained in the dental treatment plan. Students adhere to ethical, professional, and compassionate patient care, developing a sense of responsibility in the clinical setting. Prerequisites: DH151 and DH110 *5 Credit Hours*

## **DH210 General and Oral Pathology**

This course addresses principles of general pathology in relation to diseases of the teeth, soft tissue and supporting structures of the oral cavity, as well as general pathologic conditions affecting the head and neck. Topics include terminology, diagnostic procedures, abnormal conditions, benign conditions of unknown cause, inflammation and repair, caries and pulpal pathology, immune response, oral diseases with immunological pathogenesis, autoimmune and infectious diseases, embryology of the head and neck, developmental disorders of the soft tissues and teeth, developmental cysts, neoplasia, odontogenic and other oral structure tumors, genetics, genetic syndromes and diseases of the head and neck, general pathologic conditions affecting oral structures, temporomandibular disorders and dental implants. *3 Credit Hours*

## **DH230 Dental Materials with Lab**

Students in this course are introduced to the physical, chemical, and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. Lab exercises familiarize students with manipulation of the various materials used in general and preventive dentistry. *2 Credit Hours*

## **DH234 Legal and Ethical Aspects**

This course examines basic dental ethical and legal terms and concepts. Students gain understanding and appreciation of the history of Western philosophical thought and its relevance in modern dental, ethical and legal concepts, and applications. Students apply their knowledge in various scenarios. *1 Credit Hour*



# COURSE DESCRIPTIONS

## **DH236 Pain Management**

This course addresses theory and technique of administering local anesthetic and nitrous oxide sedation, as well as recognition and early treatment of medical emergencies in the dental office. Prerequisite: All previous semester coursework. *2 Credit Hours*

## **DH247 Dental Hygiene III**

This course introduces dental hygiene treatment of patients with special needs as well as case-based learning tools. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional, and state client-care-focused examinations. Prerequisites: DH110, DH151, and DH205 *6 Credit Hours*

## **DH250 Community Dental Health Lecture**

This course examines basic dental public-health procedures and dental health instruction as they apply in clinical and community settings. Topics include bio-statistics, epidemiological methods, structure, planning and operation of community dental health programs, teaching methods and education media. Also addressed are communication skills and motivation techniques related to oral health education. *2 Credit Hours*

## **DH251 Community Dental Health Lab**

This course prepares students to promote oral health and prevent oral disease in the community. Students gain hands-on understanding of the healthcare system and develop an objective view of the significant social, political, cultural, and economic forces driving the system. Students apply topics addressed in Community Dental Health Lecture to community dental health services. Prerequisite: DH250 *1 Credit Hour*

## **DH270 Nutritional and Biochemical Foundations for Dental Hygienists**

This course examines biochemical aspects of nutrition as well as organic chemistry as applied to the practice of dentistry. Addressed are basic principles of nutrition, nutritional and biochemical aspects of carbohydrates, proteins, lipids, DNA, RNA, vitamins, minerals and water, nutrients in foods and their use by the body, nutritional counseling, control of nutritional disorders in the oral cavity and nutritional needs at various stages in the human lifecycle. Prerequisite: All previous semester coursework. *2 Credit Hours*

## **DH275 Advanced Clinical Dental Hygiene**

This course continues the study of dental hygiene treatment including special needs patients. Additional topics familiarize students with administrative aspects of dental office employment and prepare them for job-seeking. Students will continue to develop clinical skills in preparation for board exams. Prerequisite: DHM250 *6 Credit Hours*

## **DH289 Dental Hygiene IV**

This course continues study of dental hygiene treatment of patients with special needs. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional and state client-care-focused examinations. Additional topics include business administration, digital and manual management of schedules, appointments, records, recall systems, accounts payable and receivable, collection and payment plans and inventory control, dental insurance, CDT codes, electronic filing, purchasing, résumé-writing and interview and job preparation. Prerequisites: DH110, DH151, DH 204, and DH247 *6 Credit Hours*

## **DH290 Dental Pharmacology**

This course introduces principles of basic pharmacology as they pertain to dentistry and dental hygiene. Coursework emphasizes actions and reactions of medications commonly used by dental patients. Topics include terminology, pharmaceutical references, prescriptions, abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, drugs used in dental emergencies and drug abuse. Prerequisite: All previous semester coursework. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **DH298 Senior Seminar**

This course reviews material relevant to the National Board Dental Hygiene Examination. Coursework provides students with a comprehensive review of dental hygiene courses completed throughout the program. This is a credit/no credit course. Prerequisite: All didactic and lab/clinical coursework. *2 Credit Hours*

## **DH300 Advanced Clinical Dental Hygiene Care**

Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control and prevention and treatment of oral diseases. *4 Credit Hours*

## **DH310 Dental Materials Lab**

Students gain laboratory experience with course material presented in DH31 by manipulating various materials used in restorative and preventive dentistry. *1 Credit Hour*

## **DH400 Advanced Clinical Dental Hygiene Care**

Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control and prevention of oral diseases. *5 Credit Hours*

## **DHM21 Oral Biology**

A detailed study of the external and internal morphology of primary and permanent dentition and microanatomy of the cells and tissues that comprise the head, neck and oral cavity is presented in this course. *3 Credit Hours*

## **DHM54 Ethics, Jurisprudence and Dental Hygiene Practice**

This course provides students with an understanding of basic dental ethical, legal terms and concepts. Students will learn to apply their knowledge of modern dental ethical/legal concepts to a variety of relevant situations and scenarios. *1 Credit Hour*

## **DHM61 Community Oral Health**

This course integrates basic dental public-health procedures and dental-health instruction as they apply in clinical and community settings. Topics include biostatistics, epidemiological methods, the structure, planning and operation of community dental health programs and methods of teaching and educational media. The course also covers communication skills and motivational techniques. Prerequisite: SPH205. *2 Credit Hours*

## **DHM 62 Community Dental Services**

This course provides students with enrichment experiences providing pediatric, adolescent, adult and geriatric patients with oral health education Prerequisite: DHM61. *1 Credit Hour*

## **DHM110 Oral Radiology with Lab**

This course provides an overview of diagnostic radiographic procedures of teeth and their surrounding structures. Lectures are supported by lab experience in operating x-ray units and digital sensors, exposing, processing, mounting, and interpreting diagnostically acceptable radiographs. Prerequisite: DHM120 *3 Credit Hours*

## **DHM120 Head and Neck Anatomy**

This course presents the structure and function of the head and neck focusing on the bones, muscles, vascular system, nervous system, glandular system, lymphatics and spaces and fascia of the orofacial region. *2 Credit Hours*

## **DHM200 Intermediate Clinical Dental Hygiene I**

In this course, students practice on patients in a clinical setting with focus on instrumentation, prophylaxis technique, oral health education, patient assessment and treatment. Prerequisites: DH33, DH150 and DH100 *5 Credit Hours*

# COURSE DESCRIPTIONS

## **DHM250 Intermediate Clinical Dental Hygiene II**

This course introduces students to dental hygiene treatment of special-needs patients via case studies. In addition, students are prepared to take national, regional, and state examinations with a client-care focus. Prerequisites: DHM37, DHM200 *6 Credit Hours*

## **ENG101 English Writing and Composition**

This course strengthens reading and writing skills of students entering the writing sequence and enrolling in other standard Carrington College courses. An integrated approach links reading with writing and addresses basic matters as they arise from assignments. This is an online course. *3 Credit Hours*

## **ENG151 Technical Writing**

This course provides a foundation for the planning, writing, and editing of technical documents in scientific and technical fields. Students in this course will learn effective strategies in documenting design, written collaboration, document selection and editing, and effectively using graphics. Students will learn the basics to create technical communication that has a clear purpose and specific audience. This is an online course. *3 Credit Hours*

## **ET100 OSHA Standards for the Construction Industry**

This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card. Students will be trained in CPR and First Aid. *3 Credit Hours*

## **ET105 OSHA Standards for the Construction Industry**

This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card. Students will be trained in CPR and First Aid. This is a blended course. *5 Credit Hours*

## **ET110 Electrical Conduit Bending**

This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine-type bending equipment. *2 Credit Hours*

## **ET115 Electrical Conduit Bending**

This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine-type bending equipment. This is a blended course. *5 Credit Hours*

## **ET120 Blueprint Reading for Electricians**

This course is designed to introduce students to architectural plans utilized in the construction industry for residential and commercial construction with a focus on the electrical trade. Students will develop the skills needed to interpret information conveyed on blueprints and apply these skills in subsequent coursework. *5 Credit Hours*

## **ET130 Technical Math and Electric Circuits**

This course is a study of mathematics used in the electrical trade with an application of direct and alternating current. *10 Credit Hours.*

# COURSE DESCRIPTIONS

## **ET135 Electrical Circuits**

This course is a study of mathematics used in the electrical trade with application of direct and alternating current. This is a blended course. *5 Credit Hours*

## **ET200 Commercial Wiring**

This course covers the theory and application of commercial electrical buildings inclusive of general wiring, electrical systems, alternating current motors, transformers, lighting systems and load calculations, all in adherence to the requirements of the National Electrical Code. Prerequisite: ET100, ET110, ET120, ET130 in the 40 week program and ET105, ET115, ET135 in the 36 week blended program. *5 Credit Hours*

## **ET210 Industrial Wiring**

This course covers the theory and application of industrial electrical buildings inclusive of general wiring, electrical systems, alternating current motors, transformers, lighting systems and load calculations, all in adherence to the requirements of the National Electrical Code. Prerequisite: ET100, ET110, ET120, ET130 *5 Credit Hours*

## **ET215 Industrial Wiring**

This course covers the theory and application of industrial electrical buildings inclusive of general wiring, electrical systems, alternating current motors, transformers, lighting systems and load calculations, all in adherence of the requirements of the National Electrical Code. Prerequisite: ET105, ET115, ET135. This is a blended course. *2 Credit Hours*

## **ET220 Residential Wiring**

This course introduces the student to the elements of residential-type construction with an emphasis on wiring principles and basic residential design. This course also allows the student to perform a “hands-on” component of wiring a basic residential structure. Both components of this course are completed in strict accordance with the requirements of the National Electrical Code. Prerequisite: ET100, ET110, ET120, ET130 in the 40 week program and ET105, ET115, ET135 in the 36 week blended program. *5 Credit Hours*

## **ET230 Programmable Logic Controllers/Industrial Electronics**

This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications, and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. Prerequisite: ET100, ET110, ET120, ET130 *5 Credit Hours*

## **ET235 Programmable Logic Controllers/Industrial Electronics**

This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications, and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. Prerequisite: ET105, ET115, ET135. This is a blended course. *3 Credit Hours*

## **GOV141 Nevada and US Constitutions**

This course introduces the constitutions of Nevada and the United States with additional attention to principles and current problems of government. The course satisfies the Nevada Constitution Associate requirement. This is an online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **HCA301 Interprofessional Healthcare**

This course is designed to provide students in healthcare professional programs with introductory knowledge of interprofessional teamwork within an evolving healthcare system. The course will introduce concepts in interprofessional education for collaborative patient, family, and community healthcare. Students will explore the philosophical and theoretical foundations of interprofessional healthcare and each profession's contribution to healthcare. This is an upper division online course. *3 Credit Hours*

## **HCA310 Healthcare Reimbursement Models**

This course will examine the historical funding of healthcare from private pay to indemnity insurance. The development and status of governmental funding for the elderly and disabled through Medicare, and for the poor through Medicaid will be discussed. Consideration will also be given to billing and reimbursement requirements and procedures for various types of insurance. This is an upper division online course. *3 Credit Hours*

## **HCA311 Critical Thinking for Health Professionals**

This course presents concepts and principles of thinking and decision-making. Through application and evaluation, students practice problem solving and investigative, research, and persuasive skills. Emphasis is placed on applying critical thinking skills to practical issues applicable to healthcare administration, and the evaluation and development of solutions. This is an upper division online course. *3 Credit Hours*

## **HCA320 Leadership and Management in Healthcare**

In this course, students will study the critical role of leaders and managers in healthcare organizations. Areas of study will include leadership styles, decision-making models, allocation of resources, and strategic planning. A case study approach to leadership situations will be used to analyze and apply theory in practice. Students will complete a leadership evaluation. This is an upper division online course. *3 Credit Hours*

## **HCA326 Data Applications and Healthcare Quality**

In the context of quality assessment, students explore use of information technologies for data search and access. Principles of clinical quality, utilization review, and risk management are introduced, as are organizational approaches, and regulatory and accreditation implications of quality assessment activities. Methods, tools, and procedures for analyzing data for variations and deficiencies are examined and used. Research techniques and statistical methods are applied to transform data into effective information displays and reports to support a quality improvement program. This is an upper division online course. *3 Credit Hours*

## **HCA329 Health Insurance and Reimbursement**

Students explore reimbursement and payment methodologies applicable to healthcare provided in various settings in the United States. Forms, processes, practices, and the roles of health information professionals are examined. Concepts related to insurance products, third party, and prospective payment and managed care capitation are explored. Issues of data exchange among patient, provider, and insurer are analyzed in terms of organizational policy, regulatory issues, and information technology operating systems. Management of the chargemaster and the importance of coding integrity are emphasized. This is an upper division online course. *3 Credit Hours*

## **HCA330 Introduction to Billing and Coding**

This course is designed to familiarize students with computerized procedures such as accounts receivable, insurance billing and appointment management. Emphasis will be placed on the use of medical software for patient information, billing, insurance claims and reports. This is an upper division online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **HCA335 Legal, Ethical, and Regulatory Issues in Health Information**

Legal and regulatory issues in healthcare are examined, with an emphasis on their application to healthcare information services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a healthcare context. Legal terminology pertaining to civil liability and the judicial and legislative processes is covered. Laws and regulations addressing release of information and retention of records are examined, as are the legal and regulatory issues surrounding confidentiality of information. This is an upper division online course. *3 Credit Hours*

## **HCA340 Medical Office Management**

Students will apply principles of resource management to a medical practice office setting. A variety of medical office systems, including patient scheduling, purchasing, inventory management, finance and accounting systems, and medical records will be discussed. Students will explore legal and ethical issues in healthcare, and gain an awareness of federal and state laws and the agencies that enforce them. This is an upper division online course. *3 Credit Hours*

## **HCA350 Quality Improvement in Healthcare**

Students will apply principles of continuous quality improvement to a healthcare setting. Topics will include accreditation standards, patient safety, operations, and increasing patient and customer satisfaction levels. The role of the healthcare administrator in directing and managing project teams will be explored. This is an upper division online course. *3 Credit Hours*

## **HCA355 Quality and Advanced Medical Records**

Students will study advanced concepts in the field of medical records, such as quality improvement, utilization review, and health facility licensure and accreditation standards. This is an upper division online course. *3 Credit Hours*

## **HCA375 Medical Record Operating Systems**

Students learn about health information content, record format and forms control and use of patient registries and indexes. The course includes simulated experience with medical record systems. This is an upper division online course. *3 Credit Hours*

## **HCA380 Healthcare Marketing**

This course will examine the role and function of marketing and strategy development in healthcare. Marketing concepts including market research, segmentation, branding and promotion are studied. Strategy development includes the role of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution. This is an upper division online course. *3 Credit Hours*

## **HCA385 Healthcare Strategic Management**

In this course students will gain an understanding of the changes shaping healthcare today and the development and reasons for strategic management. The analysis of current healthcare businesses, challenges and plans provides a relevant, reality based approach to strategic planning in this quickly changing industry. This is an upper division online course. *3 Credit Hours*

## **HCA390 Public and Community Health**

This course provides the student with a solid understanding of global and local community health issues, regulations and preventative measures. The course covers global health organizations, epidemiology, leading causes of death, underserved populations and the emerging communities and health concerns of the 21st century. Much focus is placed on the global and local environmental issues associated with water and air quality, waste management, communicable disease, and occupational health issues. This is an upper division online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **HIS150 US Government**

This course explores American government with a particular focus on the institutions and processes of national government. Taught from both a historical and a social perspective, students learn the principles and problems that American government was designed to address, enabling them to better understand how our government functions and ways in which it has changed over time. This is an online course. *3 Credit Hours*

## **HUM200 Ethics in Contemporary Society**

This course examines the problems of ethics and the nature of ethical decisions and solutions. Emphasis is placed on the application of ethical theory and contemporary social issues. Moral issues such as abortion, euthanasia, discrimination, and animal rights are addressed. Where appropriate, career-specific issues are examined. This course is equivalent to the prior version course code PHIL2. This is an online course. *3 Credit Hours*

## **HUM250 Introduction to Humanities**

This course introduces areas of the humanities such as history, philosophy, literature and the visual and performing arts. Students analyze and evaluate cultural artifacts such as paintings, poetry, music, dance, film and architecture and develop connections among these works and their historical and philosophical contexts. Discussions, writings, oral presentations, and group activities prepare students for more advanced inquiry in subsequent courses. This is an online course. *3 Credit Hours*

## **HVACR100 Theory and Application of Air Conditioning**

This course introduces, discusses, and demonstrates the practical applications of the physical properties of air, (psychometrics), blueprint interpretation, floor plan layout, calculating building heat loads, air distribution systems, types of air conditioning equipment and systems, codes, and installations. This course also introduces various heating systems and EPA, Section 608. *5 Credit Hours*

## **HVACR101 Theory and Applications of Refrigeration**

This course introduces, discusses, and practices the physical laws of matter, heat transfer, gas laws and equations, pressure and temperature conversions, refrigerants and refrigerant recovery-recycle-reclaim methods and equipment. The refrigeration cycle, basic refrigerating systems and applications, codes, installation, safety practices, and EPA information are topics covered in this course. This course discusses and applies the principles of theory and fundamentals to problem analysis and diagnostics for residential, light commercial, and commercial refrigeration systems. Students will practice the basics of brazing. *5 Credit Hours*

## **HVACR102 Theory and Applications of Electricity**

This course introduces, discusses, and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits. This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practices electrical drafting skills, interpretation of pictorial and ladder wiring diagrams, and problem analysis, using various diagnostic techniques for domestic and light-commercial ventilation, refrigeration, and air conditioning systems. *10 Credit Hours*

## **HVACR103 Advanced Air Conditioning**

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of air conditioning and heating units. Students will work with gas and propane furnaces, refrigerant recovery/recycle practices, proper evacuation procedures, major component replacement and brazing techniques, leak testing methods, system charging procedures, system performance analysis, problem analysis, diagnostics and repair procedures for heating and air conditioning systems including heat pumps. *5 Credit Hours*

# COURSE DESCRIPTIONS

## **HVACR104 Advanced Refrigeration**

This course applies the principles of theory and fundamentals to problem analysis and diagnostics for light commercial refrigeration systems. Students will describe typical commercial refrigeration problems and the possible factors that make the problems occur. Both self-contained and remote refrigeration systems are analyzed under proper performance and typical running conditions and compared to systems with air-flow problems, undercharge conditions, overcharge conditions and box temperature controls (both pressure and temperature) along with system safety switches and flow controls. *5 Credit Hours*

## **HVACR105 Advanced Electricity**

This course applies pictorial and schematic wiring diagrams, interpretation, problem analysis and the application of diagnostic troubleshooting techniques for domestic and light commercial refrigeration and air conditioning circuits. *5 Credit Hours*

## **HVACR106 Air Distribution Systems**

This course identifies and discusses the diagnostic and analysis of residential and commercial air distribution issues. Students will take basic air pressure measurements measuring air quantities and be able to identify and describe all different types of air-measuring devices. Students will be able to determine adequate duct sizing and placement to properly condition a given space. *5 Credit Hours*

## **IT101 Basic Industrial Electricity**

This seven-part course discusses the elements and applications of electricity that are common to any industrial facility. In strict accordance with the National Electric Code, this course will introduce students to electrical theory with an emphasis in those energy sources developed for commercial and manufacturing use. *10 Credit Hours*

## **IT110 Power Transmission**

This course includes the operation, maintenance, safety, and troubleshooting of machinery, industrial bearings, industrial drive gears and gear systems, shaft joining and coupling devices. *5 Credit Hours*

## **IT120 Fluid Power**

This course presents basic concepts and operation of fluid power, demonstrating knowledge in maintenance, safety, and troubleshooting. Students will perform fluid power operation in the use of hydraulic power systems, symbols and schematic interpretation, industrial hydraulics, pressure control valves, directional control valves, check valves, flow control valves, actuators, pumps, oil conditioners and measuring instruments. *5 Credit Hours*

## **IT201 Programmable Logic Controllers**

This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications, and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. *10 Credit Hours*

## **MA10 MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. *3.5 Credit Hours*



# COURSE DESCRIPTIONS

## **MA10.H MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. This is a blended course. *3.5 Credit Hours*

## **MA20 MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. *3.5 Credit Hours*

## **MA20.H MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. This is a blended course. *3.5 Credit Hours*

## **MA30 MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. *3.5 Credit Hours*

## **MA30.H MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. This is a blended course. *3.5 Credit Hours*

## **MA40 MA Administration Theory 1**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. *3.5 Credit Hours*

## **MA40.H MA Administration Theory 1**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. This is a blended course. *3.5 Credit Hours*

## **MA50 MA Administration Theory 2**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. *3.5 Credit Hours*

## **MA50.H MA Administration Theory 2**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. This is a blended course. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **MA101 MA Clinical Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer, and electrocardiography. *2.5 Credit Hours*

## **MA102 MA Clinical Applications 2**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system and identification of major muscles of the human body. *2.5 Credit Hours*

## **MA103 MA Clinical Applications 3**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, venipuncture, electrocardiography, administering parenteral medications, administering oral medications, pediatric measuring, growth charts, pediatric and adult immunizations, microbiology testing, community resources and patient care documentation. *2.5 Credit Hours*

## **MA104 MA Administration Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, telephone techniques, computers, medical correspondence, appointment scheduling, medical records, email, filing, office flyers and alphabetizing, administering parenteral medications, venipuncture, and EKG. *2.5 Credit Hours*

## **MA105 Administration Applications 2**

This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, risk management, inventory control, IDC and CPT coding, claim forms, referrals and authorizations, usage of canes, crutches and walkers, bandaging, wound cleaning and suture removal, administering injections, venipuncture and EKG, bookkeeping, banking procedures, petty cash and accounts payable. *2.5 Credit Hours*

## **MA501 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Student hours are tracked on a weekly time sheet that is submitted to the campus at the end of each week. Prerequisite: Successful completion of all technical coursework and a 2.0 GPA. This is a credit/no credit course. *4 Credit Hours*

## **MAA1 Anatomy, Physiology and Terminology**

The basic structure and function of the numerous systems of the human body are presented in this course. Students learn anatomy and physiology in a systems approach, along with related terminology and associated health office procedures. This is an online course. *3.5 Credit Hours*

## **MAA2 Computer Operations**

Students are introduced to health-care office management software. Classroom activities familiarize them with computers and word processing applications. This is an online course. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **MAA3 Medical and Dental Insurance**

This course presents a historical overview of medical care, including discussions of current controversies and advances. Students learn about medical, surgical, and dental specialties, methods of practice and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD-10), Current Procedural Terminology (CPT) and the Healthcare Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy and charting as it pertains to insurance billing and administration. This is an online course. *3.5 Credit Hours*

## **MAA4 Health Care Office Procedures 1**

This course is an overview of the daily operation of healthcare offices, including office technology, telephone techniques, scheduling, protocols, legal issues, and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. This is an online course. *3.5 Credit Hours*

## **MAA5 Health Care Office Procedures 2**

This course introduces documentation, recordkeeping, and office communications. Emphasis is placed on accuracy, confidentiality, and concise written communication. Students create original documents, transcribe patient histories and chart notes and gain proficiency in medical documentation. This is an online course. *3.5 Credit Hours*

## **MAA101 Health Care Clinical Applications**

Students learn to take and record vital signs and study about blood-borne pathogens and precautionary techniques. Office emergencies and federal Occupational Safety and Health Administration (OSHA) regulations are presented. *2.5 Credit Hours*

## **MAA102 Computer Office Applications**

In this course, students engage in workplace-related computer projects using medical management software. *2.5 Credit Hours*

## **MAA103 Insurance Applications**

In this course, students gain familiarity with various types of health insurance and billing processes. Practice on the completion and submission of typical paperwork for common types of coverage is included. *2.5 Credit Hours*

## **MAA104 Health Care Office Procedures Applications 1**

This course covers accounting practices involving the recording and analysis of financial data in the healthcare setting. Students participate in projects related to the daily operations of the healthcare office. *2.5 Credit Hours*

## **MAA105 Health Care Office Procedures Applications 2**

Students participate in projects related to the daily operations of the healthcare office. Written records, scheduling, billing, bookkeeping and patient-related projects are covered. *2.5 Credit Hours*

## **MAA501 Externship**

In this course, students gain field experience that provides them with an opportunity to practice their professional skills under direct supervision in the workplace. This is a credit/no credit course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **MAO10 MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO20 MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO30 MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO40 MA Clinical Theory 4**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. This is an online course. Prerequisite: Successful completion of MAO50 and MAO105. *4 Credit Hours.*

## **MAO50 MA Clinical Theory 5**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. This is an online course. *4 Credit Hours.*

## **MAO101 MA Clinical Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer, and electrocardiography. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *1.5 Credit Hours.*

## **MAO102 MA Clinical Applications 2**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system and identification of major muscles of the human body. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *1.5 Credit Hours*

# COURSE DESCRIPTIONS

## **MAO103 MA Clinical Applications 3**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, venipuncture, electrocardiography, administering parenteral medications, administering oral medications, pediatric measuring, growth charts, pediatric and adult immunizations, microbiology testing, community resources and patient care documentation. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *2 Credit Hours.*

## **MAO105 MA Clinical Applications 5**

This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, risk management, inventory control, IDC and CPT coding, claim forms, referrals and authorizations, usage of canes, crutches and walkers, bandaging, wound cleaning and suture removal, administering injections, venipuncture and EKG, bookkeeping, banking procedures, petty cash and accounts payable. This is an online course. *1.5 Credit Hours.*

## **MAO401 Externship 1**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Prerequisite: Successful completion of MAO50 and MAO105. This is a credit/no credit course. *3 Credit Hours.*

## **MAO501 Externship 2**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Prerequisite: Successful completion of all technical coursework with a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours.*

## **MAT101 Principles of Mathematics**

This course provides students with critical elements of algebra for linear equations and polynomials. Starting with a foundation of real numbers, the course presents the addition and multiplication rules of solving linear equations. This is an online course. *3 Credit Hours*

## **MAT151 College Algebra**

This course provides students with the analytical skills necessary to solve a variety of basic algebra problems, focusing on factoring skills and using technology to solve problems. The course includes graphing of linear equations. Students apply their skills to a variety of problems to see the real-world nature of algebra. This is an online course. *3 Credit Hours*

## **MAT201 Intermediate College Algebra**

Students learn to solve linear equations and graph linear equations. They become familiarized with polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, identifying various functions by their graph and various application problems. This is an online course. *3 Credit Hours*

## **MAT301 Precalculus**

This course provides students with the analytical skills necessary for calculus. Concepts are presented and explored from symbolic, graphical, and numerical perspectives. Basic concepts covered include polynomial, rational, exponential, logarithmic, and trigonometric functions, complex numbers, linear systems, numerical patterns, sequences and series. Prerequisite: College Algebra. This is an upper division online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **MAT321 Statistics**

The course will provide a practical foundation in statistical concepts and practice with emphasis on acquiring the skills necessary to collect, interpret, describe, and present sample data in a clear and focused manner. This course will cover how to obtain and interpret basic descriptive statistics, and how to calculate commonly used statistics. Prerequisite: College Algebra. This is an upper division online course. *3 Credit Hours*

## **MATH104 Math for Dosage Calculations**

This course focuses on development of the math skills necessary to accurately calculate dosages for medication administration. *1 Credit Hour*

## **MBC10 Medical Billing and Coding Theory 1**

This course provides an overview of medical insurance, medical ethics, confidentiality practices and the life cycle of an insurance claim. Anatomy, physiology, and terminology units including levels of organization, anatomical position, planes and body cavities and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is an online course. *3.5 Credit Hours*

## **MBC10.H Medical Billing and Coding Theory 1**

This course provides an overview of medical insurance, medical ethics, confidentiality practices and the life cycle of an insurance claim. Anatomy, physiology, and terminology units including levels of organization, anatomical position, planes and body cavities and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is a blended course. *3.5 Credit Hours*

## **MBC20 Medical Billing and Coding Theory 2**

This course provides an overview of surgery guidelines, pathology and laboratory and medical procedures performed in the healthcare field. It also covers an overview of the International Disease Classification, 9<sup>th</sup> Revision (ICD-9) conversion to the 10<sup>th</sup> revision (ICD-10), as well as word processing and PowerPoint. An anatomy, physiology and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures, and related coding. This is an online course. *3.5 Credit Hours*

## **MBC20.H Medical Billing and Coding Theory 2**

This course provides an overview of surgery guidelines, pathology and laboratory and medical procedures performed in the healthcare field. It also covers an overview of the International Disease Classification, 9<sup>th</sup> Revision (ICD-9) conversion to the 10<sup>th</sup> revision (ICD-10), as well as word processing and PowerPoint. An anatomy, physiology and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures, and related coding. This is a blended course. *3.5 Credit Hours*

## **MBC30 Medical Billing and Coding Theory 3**

This course focuses on day-to-day medical financial practices, patient statements, collection techniques and communication skills. It addresses cultural diversity, HIV and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary, and reproductive systems. This is an online course. *3.5 Credit Hours*

## **MBC30.H Medical Billing and Coding Theory 3**

This course focuses on day-to-day medical financial practices, patient statements, collection techniques and communication skills. It addresses cultural diversity, HIV and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary, and reproductive systems. This is a blended course. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **MBC40 Medical Billing and Coding Theory 4**

This course provides students with an understanding of the various models of managed care including Medicare, Medicaid and Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is an online course. *3.5 Credit Hours*

## **MBC40.H Medical Billing and Coding Theory 4**

This course provides students with an understanding of the various models of managed care, including Medicare, Medicaid and Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is a blended course. *3.5 Credit Hours*

## **MBC50 Medical Billing and Coding Theory 5**

This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding, and written communications. Other topics include disability and worker's compensation programs and claims. This is an online course. *3.5 Credit Hours*

## **MBC50.H Medical Billing and Coding Theory 5**

This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding, and written communications. Other topics include disability and worker's compensation programs and claims. This is a blended course. *3.5 Credit Hours*

## **MBC101 Applications 1**

Application of concepts learned in MBC10 is included in this course. Students practice word processing and gain proficiency in completing and submitting insurance claims. *2.5 Credit Hours*

## **MBC102 Applications 2**

Application of content learned in MBC20 is included in this course. Students gain further experience with insurance claims, word processing, and related projects. *2.5 Credit Hours*

## **MBC103 Applications 3**

Application of concepts learned in MBC30 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC104 Applications 4**

Application of content learned in MBC40 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC105 Applications 5**

Application of concepts learned in MBC50 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC501 Externship**

The externship provides students with field experience in a professional setting. Students practice acquired skills under direct supervision. This is a credit/no credit course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **MBC502 Capstone Project – Medical Billing and Coding**

Students complete a culminating research project in this course. Prerequisite: Successful completion of all technical coursework and 2.0 CGPA. This is an online course. This is a credit/no credit course. *4 Credit Hours*

## **MEDT120 Medical Terminology**

This course introduces medical terminology commonly utilized in health science disciplines including terms, abbreviations, and symbols. *1 Credit Hour*

## **MT1.2 Massage Therapy Theory 1**

The anatomy and physiology of the skeletal and muscular systems are presented, as are the bones and major muscles of the back and pelvic and shoulder girdles. Professional development skills, including ethics, self-care and practice management are also covered. *4 Credit Hours*

## **MT2.2 Massage Therapy Theory 2**

The anatomy and physiology of the respiratory, circulatory and cardiovascular systems are presented, as are the bones and major muscles of the head, face, neck, chest and abdomen. Professional development skills, including ethics, self-care and practice management are also covered. *4 Credit Hours*

## **MT3.2 Massage Therapy Theory 3**

Sports theory and the anatomy and physiology of the integumentary (skin, hair, and nails) and nervous systems are presented, as are the bones and major muscles of the legs and feet. Professional development skills including ethics, self-care, practice management and success skills are further covered. *4 Credit Hours*

## **MT4.2 Massage Therapy Theory 4**

The anatomy and physiology of the endocrine, lymphatic and immune systems are presented, as are the bones and major muscles of the arms, forearms, and hands. Professional development skills including ethics, self-care and practice management are explored further this course. *4 Credit Hours*

## **MT5.2 Massage Therapy Theory 5**

Shiatsu theory and the anatomy and physiology of the digestive, urinary and reproductive systems are presented. Professional development skills, including ethics, self-care, and practice management, are covered. *4 Credit Hours*

## **MT101.2 Massage Applications and Lab 1**

This course presents elements of Swedish massage as applied to the body. Techniques for special populations also covered. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT102.2 Massage Applications and Lab 2**

This course presents elements of deep-tissue and trigger-point technique as applied to the body. Techniques for special populations are also covered. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT103.2 Massage Applications and Lab 3**

Sports massage, assessment, core strengthening, and movement therapies are taught in this course. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT104.2 Massage Applications and Lab 4**

Chair massage and introductory reflexology, aromatherapy and dry room spa techniques are presented during this course. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*



# COURSE DESCRIPTIONS

## **MT105.2 Massage Applications and Lab 5**

Shiatsu massage is taught in this course. Other eastern modalities are demonstrated and discussed. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT502.2 Externship**

Students are assigned to a professional or clinical office that provides work experience in massage therapy. This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Student hours are tracked on a weekly time sheet that is submitted to the campus at the end of each week. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *3 Credit Hours*

## **NUR107 Fundamentals and Medical-Surgical Nursing**

This course introduces the nursing process and critical thinking and provides a foundation for nursing practice with a focus on health assessment skills using Gordon's Functional Health Patterns. Concepts are examined from historical, educational, ethical, and legal viewpoints. Students consider gender, culture, ethnicity, sexuality, and age in relation to providing nursing care using therapeutic communication skills. Clinical competency is developed in acute-care and community settings by providing holistic adult and geriatric client care. *4 Credit Hours*

## **NUR107.1 Fundamentals and Medical-Surgical Nursing**

This course introduces the nursing process and critical thinking and provides a foundation for nursing practice with a focus on health assessment skills using Gordon's Functional Health Patterns. Concepts are examined from historical, educational, ethical, and legal viewpoints. Students consider gender, culture, ethnicity, sexuality, and age in relation to providing nursing care using therapeutic communication skills. Clinical competency is developed in acute-care and community settings by providing holistic adult and geriatric client care. *7 Credit Hours*

## **NUR108 Fundamentals and Medical-Surgical Nursing – Clinical**

This course provides the foundation upon which students build their nursing practice and develop their ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in clinical settings. Students gain clinical experience in the non-acute-care and/or acute-care setting, providing holistic care for adult and geriatric clients with predictable outcomes and are introduced to working collaboratively with members of the interdisciplinary healthcare team. *5 Credit Hours*

## **NUR108.1 Fundamentals and Medical-Surgical Nursing – Lab**

This course provides the foundation upon which students build their nursing practice and develop their ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in clinical settings. Students gain clinical experience in the non-acute-care and/or acute-care setting, providing holistic care for adult and geriatric clients with predictable outcomes and are introduced to working collaboratively with members of the interdisciplinary healthcare team. *2 Credit Hours*

## **NUR122 Medication Administration**

The course focuses on development of the knowledge, skills, and attitudes to safely administer medications. Key concepts include therapeutic communication, health teaching, preparation, and administration of medication by the topical, oral, nasogastric, intradermal, subcutaneous and intramuscular routes. Students are introduced to the administration of intravenous fluids and medications within the scope of the Nurse Practice Act. Client monitoring and the legal implication of documenting medication administration are incorporated. Focus is placed on meeting the holistic needs of clients throughout the lifespan. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR130 Fundamentals and Medical-Surgical Nursing I**

This course provides a foundation upon which students build their role as a professional nurse. Nursing concepts are examined from historical, educational, ethical, and legal perspectives. Assessment and basic nursing skills needed to provide care for adults with predictable outcomes in order to promote and restore health are introduced. Critical thinking, nursing process, and nursing judgement are identified as the foundation of professional nursing practice. Geriatric and multicultural considerations are explored in relationship to providing nursing care while utilizing effective communication skills. Course concepts enable students to acquire knowledge, skills, and abilities needed to function within the role of nurse as the professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course includes theory, lab, and clinical components.

*8 Credit Hours*

## **NUR140 Pharmacology I**

This course provides an introduction and overview of the role of the professional nurse in drug therapy. Content includes drug actions, interactions, the principles of drug administration, impact of drug abuse, over-the-counter drugs, and herbal therapy, while incorporating the math skills necessary to accurately calculate dosages for medication administration. Emphasis is placed on using the nursing process to meet the holistic needs of the patient as it relates to pharmacological administration. Nursing responsibilities, ethical considerations, and legal implications are incorporated throughout the course to facilitate critical thinking and judgment in the use of chemical agents while providing a theoretical base for the knowledge required to administer medications. *3 Credit Hours*

## **NUR157.1 Maternal Child Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the care of the well childbearing client and her family. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary healthcare team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR108.1 *3.5 Credit Hours*

## **NUR157.A Maternal Child Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the care of the well childbearing client and her family. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary healthcare team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR108.1 *3 Credit Hours*

## **NUR158.1 Community and Mental Health Nursing**

This course comprises theory and clinical components, incorporating the use of therapeutic communication, cultural aspects, socioeconomic concerns, and critical thinking in the nursing care of patients experiencing mental, psychological and psychiatric disorders. Emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients, prevention and working as a member of an interdisciplinary healthcare team. Prerequisite: NUR108 and NUR122 *4 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR159.1 Nursing Care of Specialized Populations –Lab**

This course further develops students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients with increasingly less predictable outcomes or demonstrating a change in health status. Clinical experience is gained in the acute- and non-acute-care and/or community health settings to enhance development of clinical competency in caring for clients. Working collaboratively with other members of interdisciplinary healthcare teams is emphasized. Prerequisite: NUR108 1 *Credit Hour*

## **NUR160 Concepts in Clinical Pharmacology**

This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related nursing implications are discussed. 3 *Credit Hours*

## **NUR165.1 Pediatric Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the holistic care of infants, children, adolescents, and their families. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary healthcare team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR108.1 3.5 *Credit Hours*

## **NUR165.A Pediatric Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the holistic care of infants, children, adolescents, and their families. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary healthcare team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR108.1 3 *Credit Hours*

## **NUR206 Pharmacology**

This course builds on all previously learned concepts and theories in medication dosage and solutions. An overview of the role of the professional nurse in drug therapy is provided. Content includes principal actions, therapeutic uses, and adverse effects of the major classifications of drugs utilized throughout the patient's lifespan. Nursing responsibilities, ethical considerations, legal implications, and dosage calculations are incorporated throughout the course. 3 *Credit Hours*

## **NUR208 Nutrition**

This course presents nutrients and their relationship to human growth, development, and maintenance. The structures, types, and metabolism of the six basic nutrients are examined. Practical analyses of nutrient information and application of nutritional knowledge are included, as is the role of ethnicity, culture, and age on nutrition. Emphasis is placed on the role of nutritional support for medical abnormalities. 3 *Credit Hours*

# COURSE DESCRIPTIONS

## **NUR209 Community Mental Health Nursing**

This course builds on previously learned concepts and theories, with students applying the nursing process, therapeutic communication, and critical thinking in caring for patients and their families experiencing mental, psychological and psychiatric disorders. Patient teaching and collaboration among the nurse, patients, and family members are covered. Increased emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of a professional member of a healthcare team are incorporated. The course has a theory and clinical component. *3 Credit Hours*

## **NUR215.A Medical-Surgical Nursing**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems. Collaboration with members of the multidisciplinary healthcare team to modify the client's plan of care is incorporated. Prerequisite: NUR159.1 *4 Credit Hours*

### **NUR215.1 Medical-Surgical Nursing**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems. Collaboration with members of the multidisciplinary healthcare team to modify the client's plan of care is incorporated. Prerequisite: NUR159.1 *9 Credit Hours*

## **NUR217 Medical-Surgical Nursing – Clinical**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems or who are demonstrating a change in their health status. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisite: NUR159 *6 Credit Hours*

### **NUR217.1 Medical-Surgical Nursing – Lab**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems or who are demonstrating a change in their health status. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisite: NUR159.1 *1 Credit Hour*

## **NUR222 Transition LPN/RN – Professional Nursing Health Assessment**

In this course, licensed practical nurses (LPNs) acquire knowledge, skills, and attitudes to begin the transition to the role of registered nurse (RN). Key concepts include Gordon's Functional Health Patterns to organize health assessment skills, therapeutic communication, values clarification, principles of adult learning, the nursing process, nursing theory, informatics and trends, evidence-based practice, and legal/ethical issues. This course provides further development of the student nurse as a professional provider of care, professional member within the discipline and professional manager of care within the scope of the nursing practice. In the lab, students develop advanced bedside assessment skills and devise nursing care plans for clients with predictable and unpredictable health care needs. Prerequisites: Current Practical Nursing License. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR224 Professional Nursing Throughout the Lifespan**

This course builds on previously learned concepts and theories to further enhance students' ability to use the nursing process to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner. Teaching/learning concepts, socioeconomic, cultural and community concepts are incorporated. Health promotion based on Gordon's Functional Health Patterns is presented for all ages and all populations. *2 Credit Hours*

## **NUR232 NCLEX–PN Review**

This course provides a comprehensive review of nursing theory in preparation for the National Council Licensure Examination-Practical Nurse (NCLEX-PN). Students gain experience by taking computerized examinations that simulate the NCLEX-PN test-taking experience. Emphasis is placed on development of test-taking skills and success strategies. *2 Credit Hours*

## **NUR234 Manager of Care for PN**

This course synthesizes previously learned concepts and theories and provides instruction in leadership, critical thinking, legal-ethical issues, managing a group of clients and role transition. Emphasis is placed on the application of knowledge, skills and attitudes needed as a provider of care member within the discipline and manager of care within the scope of nursing practice. *1 Credit Hour*

## **NUR240 Pediatric Nursing**

This course incorporates previously learning concepts and theories and principles of nursing judgement in the provision of safe, quality patient centered care for infants, children, and adolescents with increasingly less predictable outcomes. Emphasis is placed on the growth and development of children and the promotion of health and the prevention and management of illness in children. Patient teaching and collaboration among the nurse, health team, patient, and family members is addressed within clinical nursing practice. The course has a theory and clinical component. *3.5 Credit Hours*

## **NUR241 Pharmacology II**

This course builds on previously learned content on medication dosage and solutions and the role of the professional nurse in drug therapy. Content includes principal actions, therapeutic uses, and adverse effects of the major classifications of drugs used by patients across the lifespan. Nursing responsibilities, ethical considerations, legal implications, and dosage calculations are incorporated throughout the course. Prerequisite: NUR140. *3 Credit Hours*

## **NUR243 Medical-Surgical Nursing II**

In this course, an expanded emphasis is placed on the application of the nursing process, therapeutic communication, critical thinking, and advanced nursing skills in promoting the health of adult and geriatric patients experiencing multiple acute and chronic health problems with predictable outcomes. Collaboration with members of the multidisciplinary healthcare team to develop the patient's plan of care is incorporated. Nutrition, growth and development, pharmacology and pathophysiology are integrated throughout the course. Experience is gained in the healthcare setting to enhance the development of clinical competency in promoting the health of patients within a family and community context. Also emphasized is the acquisition of knowledge, skills and abilities needed to function as a professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR130 *5 Credit Hours*

## **NUR247 Maternal Child Nursing**

This course explores nursing care for women during the prenatal, postpartum, and neonatal periods. Emphasis is placed on the promotion of women's health and management of complications during pregnancy, the birth process, and the neonatal period. Clinical experience allows for the application of nursing skills, knowledge, therapeutic communication, collaboration, and critical thinking necessary for the safe, quality care of the obstetrical and neonatal population within a family context. The course has a theory and clinical component. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR251 Medical-Surgical Nursing III**

This course builds on the medical-surgical and pharmacology knowledge. The role of the nurse in making judgements in practice which are substantiated with evidence in provision of safe, quality care is emphasized. Clinical experience allows for early identification and prioritization of interventions for patients who demonstrate changes in health, therapeutic communication, and nursing judgment in promoting the health of adult and geriatric patients experiencing chronic and acute health problems with unpredictable outcomes. Collaboration with members of the healthcare team to contribute to and integrate nursing science in the provision of care is an area of focus. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR243 (Arizona students). *5 Credit Hours*

## **NUR259 Medical-Surgical Nursing III**

This course builds on the medical-surgical and pharmacology knowledge. The role of the nurse in making judgements in practice which are substantiated with evidence in provision of safe, quality care is emphasized. Clinical experience allows for early identification and prioritization of interventions for patients who demonstrate changes in health, therapeutic communication, and nursing judgment in promoting the health of adult and geriatric patients experiencing chronic and acute health problems with unpredictable outcomes. Collaboration with members of the healthcare team to contribute to and integrate nursing science in the provision of care is an area of focus. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course has a theory and clinical component. Prerequisites: NUR217 or equivalent (Idaho students) *5 Credit Hours*

## **NUR261 Medical-Surgical Nursing IV**

This course builds on previously learned concepts and theories to develop students' ability to apply principles of nursing judgement in the provision of safe, quality patient centered care for patients and their families across the lifespan with unpredictable outcomes or who are demonstrating a critical change in health status. Patient teaching and collaboration among the nurse, patients and family members are covered. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR251 *5 Credit Hours*

## **NUR262 Manager of Care**

This course synthesizes information presented within the nursing program into the knowledge, skills, and attitudes needed as an entry level nurse. The course will examine various roles including acting as a professional provider of patient centered care, professional member within the discipline, and professional member of a healthcare team. The scope and ethics of nursing practice and concepts are expanded upon with regard to leadership, safety, critical thinking, evidence-based knowledge, and legal and ethical issues in nursing. Methods of assessing the workload of the professional nurse, prioritization of patient needs, as well as role transition along with delegation of care will be examined. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR263 Medical-Surgical Nursing IV**

This course builds on previously learned concepts and theories to develop students' ability to apply principles of nursing judgement in the provision of safe, quality patient centered care for patients and their families across the lifespan with unpredictable outcomes or who are demonstrating a critical change in health status. Patient teaching and collaboration among the nurse, patients and family members are covered. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a healthcare team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR259 5 Credit Hours

## **NUR265 NCLEX-RN Review**

This course provides a comprehensive review of nursing theory to assist students in preparation for the National Council Licensure Examination—Registered Nurse (NCLEX-RN). Students gain experience by taking computerized examinations that simulate the NCLEX-RN test to determine strengths and weaknesses in their knowledge base. Remediation opportunities are presented, as are strategies that increase the likelihood of graduates successfully completing the NCLEX-RN examination. 2 Credit Hours

## **NUR266 NCLEX-RN Review**

This course provides a comprehensive review of nursing theory to assist students in preparation for the National Council Licensure Examination—Registered Nurse (NCLEX-RN). Students gain experience by taking computerized examinations that simulate the NCLEX-RN test to determine strengths and weaknesses in their knowledge base. Remediation opportunities are presented, as are strategies that increase the likelihood of graduates successfully completing the NCLEX-RN examination. 2 Credit Hours

## **NUR322 Nursing Informatics**

Nursing Informatics course presents the student with an overview of the advancement in sophistication and reach of information technologies to support healthcare processes, communication, and clinical thinking. The course will offer perspectives on health information technology as it is required for person-centered service across the continuum of care to positively impact patient outcomes, use of information technology to contribute to quality, interprofessional collaboration, and fundamental nursing practice. Prerequisite: Unencumbered RN license in state of residence. This is an upper division online course. 3 Credit Hours

## **NUR332 Health Assessment**

This course explores the knowledge and skills necessary to complete health assessments for patients across the lifespan. The principles and techniques of nursing assessment are presented with emphasis on history taking, review of systems, physical examination techniques, and documentation of findings. Use of clinical decision making based on assessment findings is also examined. Integration of assessment skills and ability to interpret findings along with societal and environmental considerations are emphasized. Prerequisite: Unencumbered RN license in state of residence. This is an upper division online course. 3 Credit Hours

## **NUR342 Nursing Research and Evidence Based Practice**

This course focuses on the importance of utilizing accepted research methodologies to gather and interpret statistics and other data. Focus is on the analysis and evaluation of research studies as they apply to nursing practice and the implementation of evidence-based practice. Prerequisite: RM310 and unencumbered RN license in state of residence. This is an upper division online course. 3 Credit Hours

# COURSE DESCRIPTIONS

## **NUR351 Health Policy and Ethics**

This course will examine policy decisions and related issues that shape the organization, economics, and implementation of healthcare services and delivery systems. Ethical, social, religious, and political issues that affect the provision of healthcare, nursing services, communities, and society are critically analyzed. Related roles, trends, and influences of healthcare systems, providers, consumers, government and law are also discussed. This is an upper division online course. *3 Credit Hours*

## **NUR352 Nursing Management and Leadership**

This course focuses on the knowledge, skills, and attitudes needed to be a nursing leader who can function as a contributing member of the interprofessional team. The development of transformational leadership skills, organizational theory, and management techniques needed to coordinate the provision of safe, quality person-centered leadership are highlighted. Emphasis is placed on professional behaviors, formation of personal leadership style, and communication that supports information exchange and conflict mediation in healthcare delivery while considering commitment to personal health and well being. Leadership principals and theories in multiple settings, organizational change, equity, and inclusion are discussed. Identification of role models and mentors to support professional growth are identified. Prerequisite: NUR351 and unencumbered RN license in state of residence. This is an upper division online course. *3 Credit Hours*

## **NUR361 Population Health**

This course will identify principles and methods for ethical population healthcare delivery and management, define a target population in the continuum of care and develop advocacy strategies. Identification and consideration of equity, community priorities, management, effective collaboration and mutual accountability strategies, economic impact of healthcare delivery and public health disaster response management are included. The impact of political, religious, economic, social environmental, and cultural concerns on the health of populations are examined. Focus is on vulnerable, culturally diverse, and underserved populations in epidemiological and determinants of health in public health nursing in evidence-based population health management. Prerequisite: Unencumbered RN license in state of residence. This is an upper division online course. *3 Credit Hours*

## **NUR362 Cultural Competency and Diversity**

The course will amplify cultural and linguist knowledge, philosophies, theories, and practices and explore the impact of diversity in healthcare delivery. Students will explore the impact of cultural diversity within interdisciplinary collaborative environments for the provision of person-centered care. Cultural competency includes integration of cultural knowledge and identification of personal and professional barriers and bias to support individualized care and patient education. Prerequisite: Unencumbered RN license in state of residence. This is an upper division online course. *3 Credit Hours*

## **NUR371 Nursing Theory and Systems**

This course briefly explores nursing theories of historical and international significance in the development of nursing theory. Application, evaluation, and analysis of nursing theory models within healthcare provision will be explored. The relationship between macrosystems, mesosystems and microsystems will be discussed with application in systemic approach for decision making and organizational strategic planning. Prerequisite: Unencumbered RN license in state of residence. This is an upper division online course. *3 Credit Hours*

## **NUR372 Quality and Safety**

This course will consider techniques and strategies in process establishment and improvement of evidence-based quality standardization for person-centered care delivery. Analysis of benchmarks and monitoring systems within quality improvement and risk management is explored with identification of national safety and quality standards to guide nursing practice. Prerequisite: Unencumbered RN license in state of residence. Corequisite: NUR381 This is an upper division online course. *3 Credit Hours*



# COURSE DESCRIPTIONS

## **NUR381 Capstone**

This course allows students to apply previously learned theoretical and clinical knowledge. Students will examine and identify contemporary healthcare needs and issues. Students will synthesize their learning experiences and conduct evidence-based research to develop a project that aims at impacting an identified healthcare need or issue. The project should originate from the student's area of interest in patient population, healthcare setting, and/or policy. Prerequisite: NUR342 and unencumbered RN license in state of residence. Corequisite: NUR372. This is an upper division online course. *3 Credit Hours*

## **NUT200 Principles of Nutrition**

This course presents basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and interrelationships among nutrients in the body are examined. Contemporary nutritional controversies are evaluated. This is an online course. *3 Credit Hours*

## **PHL12 Basic and Advanced Procedures in Phlebotomy with Lab**

Introduction to blood specimen collection and processing. Content areas include related body system anatomy and function, site selection, equipment and supplies, anticoagulants, specimen processing, safety, standard precautions, professionalism, ethics, and review of the healthcare delivery system. Successful completion of lecture and practicum will allow student to sit for a national certification examination. This is a blended course. *0 Credit Hours*

## **PHM111L Retail Operations Lab**

This course provides hands-on lab experience with shelf stocking, ordering systems and retail operations such as pulling and filling medication orders and packaging prescriptions for verification by pharmacists. Students also perform reconstitutions of antibiotics and become proficient in understanding drug labels and equipment used in dosage measurement. Retail pharmacy procedures, calculations and cash register operations are practiced in simulations. *2.5 Credit Hours*

## **PHM111T Nervous System, Anti-Infectives and Retail Operations Theory**

This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases such as epilepsy, Parkinson's disease and Alzheimer's disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. *3.5 Credit Hours*

## **PHM111T.H Nervous System, Anti-Infectives and Retail Operations Theory**

This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases of the nervous system such as epilepsy, Parkinson's disease and Alzheimer's disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. This is a blended course. *3.5 Credit Hours*

## **PHM112L Prescription Processing and Pharmacy Calculations Lab**

This course provides hands-on lab experiences that allow students to work with software used in a pharmacy setting. Students enter mock patient profiles, prescriptions, and physician information in addition to printing medication labels and filling prescriptions for verification by the pharmacists. Students will also work in a group setting to research the legalities to open a pharmacy, from the type of building required to startup costs. Students will transcribe handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch-typing methods. *2.5 Credit Hours*

# COURSE DESCRIPTIONS

## **PHM112T Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory**

This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating oral and parenteral drug dosages and medication-days supplies. Also covered are systems of measurement, mathematics, ratio proportions and conversions between the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to the practice of pharmacy. *3.5 Credit Hours*

## **PHM112T.H Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory**

This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating oral and parenteral drug dosages and medication-days supplies. Also covered are systems of measurement, mathematics, ratio proportions and conversions between the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to the practice of pharmacy. This is a blended course. *3.5 Credit Hours*

## **PHM113L Pharmacy Calculations and Unit Dose Lab**

This course provides hands-on lab experiences for students to transcribe and process prescriptions on a typical pharmacy computer system. Students practice filling unit-dose and crash carts as well as repackaging bulk medications into unit doses. Also covered is transcription of handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch-typing methods. *2.5 Credit Hours*

## **PHM113T Pharmacy Calculations and Body Systems Theory**

This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal, and endocrine systems. Students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. *3.5 Credit Hours*

## **PHM113T.H Pharmacy Calculations and Body Systems Theory**

This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal, and endocrine systems. Students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. This is a blended course. *3.5 Credit Hours*

## **PHM114L Compounding and Pharmacy Calculations Lab**

This course provides hands-on lab experience in transcribing and processing prescriptions on a typical pharmacy computer system. Additional hands-on training includes repackaging for long-term care, extemporaneous (non-sterile) compounding technique and law, inventory control and purchasing. *2.5 Credit Hours*

## **PHM114T Compounding, Pharmacy Calculations and Body Systems Theory**

This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology, and pharmacological effects of medications on the respiratory, digestive, and renal systems. Students gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions, and dosing considerations. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **PHM114T.H Compounding, Pharmacy Calculations and Body Systems Theory**

This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology, and pharmacological effects of medications on the respiratory, digestive, and renal systems. Students will gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions and dosing considerations. This is a blended course. *3.5 Credit Hours*

## **PHM115L Hospital Operations and Parenteral Dosage Calculations Lab**

Students in this course get hands-on lab experience in sterile product preparation under vertical and horizontal laminar flow hoods as well as proper aseptic technique while in a biological safety cabinet. Also studied are pharmaceutical calculations for intravenous drugs, chemotherapy preparation and parenteral dosages. *2.5 Credit Hours*

## **PHM115T Hospital Operations and Parenteral Dosage Calculations Theory**

This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. *3.5 Credit Hours*

## **PHM115T.H Hospital Operations and Parenteral Dosage Calculations Theory**

This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. This is a blended course. *3.5 Credit Hours*

## **PHY222 Physics**

In this conceptual survey of physics topics, students gain appreciation and understanding of the physical universe via conceptual instruction. The phenomena of motion, force, energy, matter, sound, electricity, magnetism, light, and the atom are covered. This is an online course. Prerequisites: MAT101 *3 Credit Hours*

## **PHY301 Physics I with Lab**

This course is the first part of a two part physics series. This course presents principles of kinematics, mechanics, thermodynamics, fluids, oscillations, waves and sound. Emphasis is on conceptual development and numerical problem solving. This is an upper division online course. *4 Credit Hours*

## **PHY302 Physics II with Lab**

This course is the second part of a two part physics series. This course presents principles of electricity, magnetism, geometrical and physical optics, and modern physics. This is an upper division online course. *4 Credit Hours*

## **PSY101 Introduction to Psychology**

This course provides a foundation for understanding, predicting, and directing behavior. Organized within a frame-work encompassing foundations, general topics and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, dynamics of communication, conflict resolution, motivation, leadership and group roles and processes. This is an online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **PSY155 Human Development Across the Lifespan 1**

This course focuses on the physical, cognitive, social, and emotional development of humans through all phases of life. Emphasis is placed on the practical application of developmental principles. This is an online course. *3 Credit Hours*

## **PTA112 Fundamentals of Physical Therapist Assisting**

In this course, students are introduced to the origins of physical therapy and the specific roles of physical medicine and rehabilitation professionals in the healthcare system. Topics covered are core values of the profession, the role of the physical therapist assistant, laws, regulations and policies, current issues, and the American Physical Therapy Association. In addition, students learn measurement skills, patient care and handling and universal precautions. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA189 and PTA224 *3 Credit Hours*

## **PTA153.1 Physical Agents and Soft Tissue Mobilization**

This course introduces use of evidence-based therapeutic modalities in physical therapy practice. Lectures and lab experience develop problem-solving and critical-thinking skills for use of electrical stimulation, heat, cold, ultrasound, diathermy, laser, and hydrotherapy. The technique of soft tissue mobilization as a therapeutic modality is also presented. Prerequisites: PTA112 and PTA224; co-requisite: PTA177 and PTA189 *3 Credit Hours*

## **PTA177 Management of Orthopedic Disorders**

In this course, students are introduced to management of common orthopedic disorders. Lecture and lab experience include instruction on tissue healing, gait training, therapeutic exercise, common orthopedic injuries, and management of surgical cases. Prerequisites: PTA112 and PTA224; co-requisite: PTA153 and PTA189 *4 Credit Hours*

## **PTA189 Pathophysiology for the PTA**

This course reviews signs, symptoms, and complications of disease states of the body and covers the essential nature of diseases and abnormalities of structure and function. Physical, clinical and laboratory presentation of diseases is examined. Prerequisites: Successful completion of semesters 1 and 2; co-requisites: PTA112 and PTA224 *3 Credit Hours*

## **PTA199 Clinical Education I**

This course provides students with supervised instruction in PT/PTA clinical activities. Emphasis is placed on developing professional behaviors and interpersonal skills. Students practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction and therapeutic exercise, as well as documentation of measurements and interventions. Students practice assessment techniques including goniometry, manual muscle testing and patient functional levels. Skills practiced are dependent on the clinical site and determinations of the supervising faculty. Prerequisites: Completion of all semester 3 PTA technical courses with at least a 2.0 GPA; Co-requisites: PTA210, PTA240, PTA223, and PTA230 *2 Credit Hours*

## **PTA210 Management of Neurological Disorders**

In this course, students are introduced to neurological impairments and neuro-rehabilitation concepts. Neuroanatomy and motor development are discussed, as is management of neurological conditions in children and adults. The course addresses non-progressive spinal cord and central nervous system disorders as well as progressive disorders of the central nervous system. Prerequisites: Successful completion of PTA semester 3; co-requisites: PTA240 *4 Credit Hours*

## **PTA223 Advanced Concepts for PTA**

In this course, students develop knowledge of treatment of various states and conditions such as geriatrics, pulmonary disease, amputation, integumentary disorders, age-related conditions, and arthritis. Orthotics/prosthetics, wound cleansing, dressing changes and environmental assessment are presented as they relate to these conditions. Prerequisite: Completion of semester 3 courses, PTA210 and PTA240; co-requisites: PTA230 *4 Credit Hours*

# COURSE DESCRIPTIONS

## **PTA224 Physical Therapy Data Collection and Documentation**

Students are introduced to patient measurement including joint range of motion, muscle length and muscle strength testing, patient interviews, segmental volume measurements, leg length measurements, girth measurements, deep tendon reflexes, pain assessments, vital signs assessment and sensation testing. This course also introduces students to patient confidentiality issues, medical chart review, documentation, medical terminology, and billing. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA112 and PTA189 *3 Credit Hours*

## **PTA230 Clinical Applications Across the Lifespan**

Relevant clinical cases and journal articles are presented for discussion in this course. Students are encouraged to present journal articles in class for further understanding of current treatment options. Prerequisite: Completion of semester 3 PTA courses, PTA210, and PTA240; co-requisites: PTA223 *2 Credit Hours*

## **PTA240 Ethics and Jurisprudence**

This course addresses ethical and legal issues facing physical therapist assistants. Topics presented include ethics and values, patient advocacy, professionalism, personal and professional development, access to healthcare, reimbursement, quality assurance and jurisprudence. Prerequisite: Completion of semester 3 PTA courses; co-requisites: PTA210 *2 Credit Hours*

## **PTA258 Clinical Education II**

Full-time clinical experience in which students implement therapeutic treatments learned in the academic setting. Students practice skills in a clinical setting under the supervision of a physical therapist and are expected to assume greater responsibility as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry-level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Prerequisites: Successful completion of all semesters four PTA classes. *6 Credit Hours*

## **PTA259 Clinical Education II**

This is a seven-week, full-time clinical experience in which students implement therapeutic treatments learned in the academic setting. Students practice skills in a clinical setting under the supervision of a physical therapist and are expected to assume greater responsibility as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry-level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Prerequisites: Successful completion of all semesters four PTA classes. *6 Credit Hours*

## **PTA289 Clinical Education 3 (California campuses)**

Students function as PTAs under the supervision of a physical therapist, using knowledge and skills developed in the program. In addition, students conduct an in-service presentation to the clinical staff. *6 Credit Hours*

## **PTA289 Clinical Education III**

This is an eight-week, full-time clinical experience in which students, under the supervision of a physical therapist, implement therapeutic treatments learned in the academic setting. Utilizing knowledge and skills developed in the program, students provide patient care comparable to that of an entry-level PTA while advancing competencies acquired during Clinical Education I and II. Prerequisites: Completion of all semester 4 PTA courses and PTA259 *6 Credit Hours*

# COURSE DESCRIPTIONS

## **PTA297 Licensure Review**

This course prepares students to take the National Physical Therapy Examination (NPTE) for physical therapist assistants. Students review critical concepts and State Specific Revised Statutes and Codes and complete a full-length practice examination. Students will also review clinical concepts and skills developed throughout the program. This review will include hands-on practice, clinical application, case studies, emergent procedures, and will help to prepare the student for their terminal clinical experiences in PTA259 and PTA289. Prerequisites: Successful completion of PTA210, PTA223, PTA230, and PTA240 *3 Credit Hours*

## **PTA298 Licensure Review**

This course prepares students to take the National Physical Therapy Examination (NPTE) for physical therapist assistants. Students review critical concepts and State Specific Revised Statutes and Codes and complete a full-length practice examination. Students will also review clinical concepts and skills developed throughout the program. This review will include hands-on practice, clinical application, case studies, emergent procedures, and will help to prepare the student for their terminal clinical experiences in PTA259 and PTA289. Prerequisites: Successful completion of PTA210, PTA223, PTA230, and PTA240 *2 Credit Hours*

## **PTT114L Physical Agents Application**

Students apply rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn new skills related to ultrasound, electrical stimulation and heat and cold applications. Additionally, students gain hands-on experience with various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. *1.5 Credit Hours*

## **PTT114T Physical Agents Theory**

Students explore rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn ultrasound, electrical stimulations, heat and cold applications and various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. *3 Credit Hours*

## **PTT114T.H Physical Agents Theory**

Students explore rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn ultrasound, electrical stimulations, heat and cold applications and various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. This is a blended course. *3 Credit Hours*

## **PTT121L Fundamentals of Physical Therapy Technology Application**

Students will obtain and assess specific vital signs. Students will also demonstrate the correct height of assistive devices, weight bearing statuses, various types of transfers and gait patterns using various assistive devices. Additionally, scope of practice will be discussed throughout the course. *1.5 Credit Hours*

## **PTT121T Fundamentals of Physical Therapy Technology Theory**

Students learn about the history of physical therapy and the significance of scope of practice. Student will also discuss the importance of vital sign assessment and injury management within the physical therapy clinic. Additionally, transfers and gait training protocols will be reviewed. *3 Credit Hours*

## **PTT121T.H Fundamentals of Physical Therapy Technology Theory**

Students learn about the history of physical therapy and the significance of scope of practice. Student will also discuss the importance of vital sign assessment and injury management within the physical therapy clinic. Additionally, transfers and gait training protocols will be reviewed. This is a blended course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **PTT122L Exercise and Wellness Application**

Students will be able to teach appropriate therapeutic exercises for muscle groups based on their patient's plan of care. Additionally, students will be able to create an exercise program based on the basic principles of physical training which can include cardiorespiratory endurance, muscle strength and endurance and flexibility. *1.5 Credit Hours*

## **PTT122T Exercise and Wellness Theory**

Students learn the basic principles of physical training including cardiorespiratory endurance, muscle strength, endurance, and flexibility with the goal of being a design a complete program. Students will also learn about nutrition and various other aspects of health and wellness. *3 Credit Hours*

## **PTT122T.H Exercise and Wellness Theory**

Students learn the basic principles of physical training including cardiorespiratory endurance, muscle strength, endurance, and flexibility with the goal of being a design a complete program. Students will also learn about nutrition and various other aspects of health and wellness. This is a blended course. *3 Credit Hours*

## **PTT123L Kinesiology Basics Application**

Students learn to apply various palpation techniques to locate specific bones and muscles. Students also gain experience in proper draping and positioning. They learn to effectively stretch specific groups of muscles that directly relates to working in a physical therapy office. *1.5 Credit Hours*

## **PTT123T Kinesiology Basics Theory**

Students explore the science of human movement, art of palpation, draping techniques, trigger points and stretching in relation to physical therapy. Students will learn how to locate specific bones and muscles via touch. Additionally, students will learn the origins, insertions and actions associated with the musculoskeletal system. *3 Credit Hours*

## **PTT123T.H Kinesiology Basics Theory**

Students explore the science of human movement, art of palpation, draping techniques, trigger points and stretching in relation to physical therapy. Students will learn how to locate specific bones and muscles via touch. Additionally, students will learn the origins, insertions and actions associated with the musculoskeletal system. This is a blended course. *3 Credit Hours*

**PTT125L Introduction to Stretching Application** Students will be able to demonstrate and apply appropriate stretching techniques for specific muscle groups. Students will also design a stretching program based upon a client's/patient's needs and goals utilizing various types of stretching methods. *1.5 Credit Hours*

## **PTT125T Introduction to Stretching Theory**

Students learn about the structures involved with therapeutic stretching. Different types of stretching will be discussed in addition to proprioceptive neuromuscular facilitation. Students will be able to identify specific stretches for various muscle groups. *3 Credit Hours*

## **PTT125T.H Introduction to Stretching Theory**

Students learn about the structures involved with therapeutic stretching. Different types of stretching will be discussed in addition to proprioceptive neuromuscular facilitation. Students will be able to identify specific stretches for various muscle groups. This is a blended course. *3 Credit Hours*

## **PTT200 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Prerequisite: Successful completion of all technical coursework and 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **RC110 Pharmacology**

This course will study the drugs administered to treat pulmonary disease. It will also include other classifications of drugs that have an effect on cardiopulmonary status. Areas will include drug calculations, indications, classification, proper dosage, modes of administration, the physiological actions of pharmacokinetics, pharmacodynamics, and pharmacogenetics, side effects, precautions, hazards, therapeutic effects, and patient monitoring. *3 Credit Hours*

## **RC111 Introduction to Respiratory Care**

This course provides an introduction of the physical world to students in health majors and to practices encountered within healthcare environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. *6 Credit Hours*

## **RC120 Clinical Laboratory Practice**

This course will prepare the student for their clinical rotations with various preparatory requirements. They include certifications, orientations, clinical management methods, safety procedures, and clinical seminars. *2 Credit Hours*

## **RC121 Fundamentals of Respiratory Care**

This course provides an introduction to the physical world to students in health majors and to practices encountered within healthcare environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. *4 Credit Hours*

## **RC122 Respiratory Care Pathophysiology**

The focus of this course is on the cardiopulmonary systems and the application of protocol based clinical Respiratory Therapy treatment to deliver disease-specific patient care. Respiratory pathophysiology, assessment techniques and indices, basic pharmacology as it applies to the treatment and prevention of pulmonary disease, humidity, and aerosol modalities as they apply to the treatment of pulmonary disease, electrophysiology, and correlation of acid-base and arterial blood gas interpretation are among the topics emphasized. *3 Credit Hours*

## **RC130 Ventilatory Principles of Respiratory Care**

The focus of this course is management of the airway and mechanical ventilation. Topics include endotracheal intubation, resuscitation devices, invasive and non-invasive ventilation, and initiation, monitoring, managing, and discontinuation of mechanical ventilation. Students will apply hemodynamics to positive pressure ventilation. *5 Credit Hours*

## **RC140 Critical Care Principles of Respiratory Care**

The focus of this course is on the management of the advanced and difficult airway, advanced mechanical ventilation strategies, and assisting the physician performing bedside critical care procedures. Topics include advanced airway management and tracheostomy care, advanced techniques in mechanical ventilation, advanced hemodynamic monitoring, and identification of both beneficial and adverse effects of PPV. Students will recognize how to assist a physician performing the following procedures: Bronchoscopy, Chest Tube insertion and monitoring, Arterial Line Insertion, Central-line insertion and Hemodynamic Monitoring, Conscious Sedation and Cardioversion. *3 Credit Hours*



# COURSE DESCRIPTIONS

## **RC141 Neonatal and Pediatric Respiratory Care**

The focus of this course is special applications in respiratory care, and neonatal and pediatric respiratory care. Topics include neonatal and pediatric anatomy, physiology, and pathology. Specialized diagnostics and certifications also occur during this course. *7 Credit Hours*

## **RC142 Specialized Respiratory Care**

The focus of this course is advanced pulmonary function testing and critical care with emphasis on hemodynamic monitoring. Topics include advanced physical, radiological, and clinical laboratory assessment along with invasively monitored cardiac assessment and special procedures. Routine and specialized pulmonary function tests are also covered. *5 Credit Hours*

## **RC150 Advanced Respiratory Care**

The focus of this course is insight and analysis of alternate work sites and job readiness for successful employment in Respiratory Care. Topics include patient and family education health and case management, care of the patient in alternative settings and polysomnography. Job readiness along with licensure and credentialing examination preparation will also be examined in this course. *7 Credit Hours*

## **RC151 NBRC Review**

This course provides a comprehensive review of respiratory care in preparation for the National Board for Respiratory Care (NBRC) exam. Students gain experience by taking computerized examinations that simulate the NBRC exam to determine strengths and weaknesses in their knowledge base. *2 Credit Hours*

## **RC300 Clinical Practice I**

Students will participate in clinical rotations in acute and sub-acute respiratory therapy conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *3 Credit Hours*

## **RC310 Clinical Practice II**

Students will participate in clinical rotations in adult intensive care, emergency care, and pediatric floor care conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *3 Credit Hours*

## **RC500 Clinical Practice III**

Students will participate in advanced rotations in adult, pediatric, and neonatal critical care conducted at local hospitals and medical centers. Specialized clinical experiences, as available, in respiratory home care, asthma education, pulmonary function testing, sleep studies, land/air patient transport, intra-hospital patient transport, disaster management, medical emergency team (MET) and pulmonary rehabilitation. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *6 Credit Hours*

## **RM301 Introduction to Research**

This course is designed to expose students to the fundamentals of quantitative and qualitative research. Students will learn how to identify and utilize multiple sources and resources when conducting research. Students will explore how to interpret, analyze, critique, and synthesize research related to healthcare and learn the basic principles of data collection, measurement, and assessment. This is an upper division online course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **RM310 Writing for Research**

This course is designed to provide students with the framework necessary for research writing; the course will provide guidance in creating a literary review, allowing students to focus on research pertaining to their discipline of study. The course will outline the research process, APA formatting for research writing, and the literary review process. Students will utilize peer-reviewed journals to synthesize data pertaining to their studies in preparation for their Senior Capstone Project. This is an upper division online course. *3 Credit Hours*

## **RN150 LVN to RN Transition – Theory**

This course introduces and familiarizes students with the philosophy and conceptual framework of the LVN to ADN program. Role expectations for the registered nurse as caregiver, teacher and member of the healthcare team are discussed. Correct use of the nursing process, critical thinking and technical skills are emphasized in caring for culturally diverse clients throughout the lifespan. Co-requisite: RN155 *1 Credit Hour*

## **RN155 LVN to RN Transition – Lab**

This course facilitates LVNs' transition to the role and responsibilities of the RN. Emphasis is placed on knowledge and application of the nursing process, critical thinking, communication skills, problem-solving and decision-making in the RN role. Successful completion of the course requires satisfactory demonstration of specified clinical skills and competencies prior to enrolling in subsequent RN courses. Completion of this course is required for taking the RN150 final examination. Co-requisite: RN150. This is a credit/no credit course. *0.5 Credit Hours*

## **RN202 Leadership Management 1**

This course prepares students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of healthcare settings. Prerequisites: RN150 and RN155 *1 Credit Hour*

## **RN210 Psychiatric and Mental Health Nursing – Theory**

This course discusses application of the nursing process to meet the needs of clients at all stages of life with common psychiatric and mental health disorders. Theories of psychiatric and mental health are integrated with the RN role and scope of practice, citing healthy as well as maladaptive behaviors. Critical thinking and problem-solving skills are utilized in individual and group exercises to demonstrate application of concepts. Prerequisites: RN150 and RN155. Co-requisite: RN215, successful completion of which is needed to take the RN210 final exam. *1.5 Credit Hours*

## **RN215 Psychiatric and Mental Health Nursing – Clinical**

Clinical objectives are met in acute and community-based psychiatric and mental health settings. The course focuses on application of the nursing process and theoretical concepts in the care of clients experiencing common psychiatric and mental health disorders across the lifespan. Prerequisites: RN150 and RN155; Co-requisite: RN210. This is a credit/no credit course. *2 Credit Hours*

## **RN221 Advanced Medical/Surgical Nursing 1 – Theory**

This course furthers students' knowledge of comprehensive scientific principles and integration of the nursing process in treating clients with complex, high risk or unstable medical conditions. Conceptual critical thinking and problem-solving skills at the RN level are applied through group exercises, case studies and independent study. Prerequisites: RN150 and RN155. Co-requisite: RN225, successful completion of which is needed to take the RN221 final exam. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **RN225 Advanced Medical/Surgical Nursing 1 – Clinical**

This course provides clinical experience in acute care hospitals and agencies and facilitates the application of advanced knowledge to include comprehensive scientific principles and integration of the nursing process. Students utilize the nursing process to provide nursing care, teaching, support and rehabilitation to clients across the lifespan experiencing high risk/unstable conditions. Simulation labs foster the development of critical thinking skills. This is a credit/no credit course. Prerequisites: RN150 and RN155. Co-requisite: RN221 2 *Credit Hours*

## **RN231 Advanced Medical /Surgical Nursing 2 – Theory**

This course presents comprehensive scientific principles and integration of the nursing process to treating clients of all ages with complex, high risk or unstable medical/surgical conditions. Conceptual critical thinking and problem-solving skills at the RN level are applied through individual and group exercises and case studies. Prerequisites: Completion of all Term 1 courses of the LVN to ADN program. Co-requisites: RN241 and RN245 2 *Credit Hours*

## **RN241 Advanced Medical Surgical /Nursing: Care of the Older Adult – Theory**

This course is a holistic study of older adults undergoing the aging process and the nursing process as it relates to treatment of acute and long-term health disruptions. Critical thinking and problem solving skills are employed in group exercises and independent study within the RN scope of practice. Prerequisites: Completion of all Term 1 courses the LVN to and program. Co-requisites: RN245, successful completion of which is needed to take the RN241 final exam and RN231 1.5 *Credit Hours*

## **RN245 Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical**

This course gives students the opportunity to apply their knowledge of comprehensive scientific principles and integration of the nursing process related to older adults in a clinical setting. Experiences are integrated with and related to the RN scope of practice. Completion of this course is required to take the final exam for RN231 and RN241. This is a credit/no credit course. 3 *Credit Hours*

## **RN250 Leadership Management 2**

This course is further preparation for students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of healthcare settings. The last portion of this course is concurrent with the pre-licensure RN305 (Preceptorship). Students must pass RN305 to take the RN250 final exam. Prerequisites: Completion of all term 1 courses of the LVN and ADN program. Co-requisite: RN305. 1 *Credit Hour*

## **RN305 Leadership Management 3 – Preceptorship**

The pre-licensure preceptorship prepares students to function as registered nurses. Students provide nursing care to clients under the guidance of a registered nurse (the preceptor) working in the community and the supervision of a faculty liaison. Critical thinking and problem-solving skills are used in the application of theoretical concepts in the RN scope of practice. Emphasis is placed on leadership/management, delegation, and cultural, spiritual, and legal/ethical issues during the pre-licensure preceptorship. Students must pass RN305 to take the final exam for RN250. In addition, students must pass a standardized exit exam to complete this course. This is a credit/no credit course. 3 *Credit Hours*

## **SCI210 Environmental Science**

This course draws on information from biology, chemistry, botany, geology, engineering, geography, economics, and sociology to explore key aspects and controversial environmental issues. Students identify connections among all living things, particularly between human communities and other natural systems, and consider the impact of civilization's products on the environment. This is an online course. 3 *Credit Hours*

# COURSE DESCRIPTIONS

## **SOC101 Introduction to Sociology**

This course explores the complexities of intercultural relationships in a diverse society. Students are given opportunities to share cultural experiences and to discuss cultural differences and commonalities. Students consider issues of self-identity, values clarification, cultural differences, and socialization practices. This is an online course. *3 Credit Hours*

## **SPH205 Interpersonal Communication**

This course involves practical communication skills useful for communicating in personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. This is an online course. *3 Credit Hours*

## **STC3 Clinical Experience 1**

Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC4, the student must participate in a minimum of 120 select surgical cases. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. *5 Credit Hours*

## **STC4 Clinical Experience 2**

Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC3, the student must participate in a minimum of 120 select surgical cases. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. *7 Credit Hours*

## **STL1 Surgical Case Management Lab**

In this course, students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management. *2 Credit Hours*

## **STL2 Basic Surgical Procedures Lab**

Building on the basic skills learned in STL1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room. *5 Credit Hours*

## **STT11.H Introduction to Surgical Technology**

This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied. Basic Life Support for Healthcare Providers (CPR) is included. This is a blended course. *4 Credit Hours*

## **STT12.H Surgical Case Management**

Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. This is a blended course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **STT22.H Basic Surgical Procedures**

This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric, and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic. This is a blended course. *7 Credit Hours*

## **STT33.H Advanced Surgical Procedures**

This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral, and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric. This is a blended course. *5 Credit Hours*

## **STT44.H Professional Development**

Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This is a blended course. *6 Credit Hours*

## **VAC111T Introduction to the Veterinary Hospital**

This course covers anatomy and physiology of the muscular system, skeletal system, cardiovascular system and blood, lymph, and immunity. The student will study microbiology, parasitology, and zoonotic diseases, in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. *3 Credit Hours*

## **VAC111T.H Introduction to the Veterinary Hospital**

This course covers anatomy and physiology of the muscular system, skeletal system, cardiovascular system and blood, lymph, and immunity. The student will study microbiology, parasitology, and zoonotic diseases, in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. This is a blended course. *3 Credit Hours*

## **VAC111L Hospital Practices**

This course uses hands on methods for students to explore animal body systems and basic hospital procedures. Students will practice taking patient histories and performing physical examinations, injections related to vaccinations, radiography safety and positioning, parasitology, and microbiology. *1.5 Credit Hours*

## **VAC112T Veterinary Laboratory**

This course covers anatomy and physiology of the renal, urinary, reproductive, and endocrine systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology, and cytology. A study of abbreviations, acronyms and symbols is included. *3 Credit Hours*

## **VAC112T.H Veterinary Laboratory**

This course covers anatomy and physiology of the renal, urinary, reproductive, and endocrine systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology, and cytology. A study of abbreviations, acronyms and symbols is included. This is a blended course. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **VAC112L Laboratory Procedures**

This course allows students hands on practice preparing cytology slides, examining various cytological samples, performing blood chemistries, PCV's and differentials, urinalysis, and dissection/necropsy, along with preparing samples for submission. *1.5 Credit Hours*

## **VAC113T Animal Nursing and Care**

This course introduces basic concepts pertaining to the integumentary system, nervous system, and special senses. Also covered is anatomy and physiology for avian and exotic species. Basic nursing practices will be covered that include animal behavior, breed identification, handling and restraint for canine, feline, large animal, and equine species. *3 Credit Hours*

## **VAC113T.H Animal Nursing and Care**

This course introduces basic concepts pertaining to the integumentary system, nervous system, and special senses. Also covered is anatomy and physiology for avian and exotic species. Basic nursing practices will be covered that include animal behavior, breed identification, handling and restraint for canine, feline, large animal, land equine species. This is a blended course. *3 Credit Hours*

## **VAC113L Veterinary Assisting Techniques**

In this course, students gain hands-on experience with skin assessment and treatments, handling, and restraint procedures, large animal, equine, small mammal, and exotic-species procedures. *1.5 Credit Hours*

## **VAC114T Surgical Nursing and Specialty Care**

This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system. *3 Credit Hours*

## **VAC114T.H Surgical Nursing and Specialty Care**

This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system. This is a blended course. *3 Credit Hours*

## **VAC114L Surgical and Specialty Procedures**

This course uses hands on practice for students to gain technical skills in surgical assisting techniques, cardiopulmonary cerebral resuscitation (CPCR), dental care, nutrition, and fecal analysis. *1.5 Credit Hours*

## **VAC115T Pharmacy and Pharmacology Calculations**

This course introduces students to pharmacology, medical math, inventory, and client communication. *3 Credit Hours*

## **VAC115T.H Pharmacy and Pharmacology Calculations**

This course introduces students to pharmacology, medical math, inventory, and client communication. This is a blended course. *3 Credit Hours*

## **VAC115L Pharmacy Practice**

This course uses hands-on practice to understand and fill prescriptions, calculate dosages for in-patient treatments and medication administered at home and dispensing medications to clients. *1.5 Credit Hours*

## **VAC180 Veterinary Assisting Externship**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **VN101 Introduction to Anatomy and Physiology**

This course provides an overview of anatomical terminology, structural levels of organization and an introduction to the organ systems and their physiology. *3 Credit Hours*

## **VN102 Foundations of Nursing 1**

This course presents professional vocational nursing concepts and the nursing process as they apply to well and infirm clients. Students learn accurate calculation of oral and parenteral drug dosages for medication administration as well as the basic nursing skills necessary to create and maintain a hygienic, comfortable, safe patient environment through the use of laboratory and clinical experiences. *5 Credit Hours.*

## **VN103 Foundations of Nursing 2**

This course introduces skills related to surgical asepsis, wound care, and intervention techniques for assisting clients in meeting basic nutrition, elimination, and oxygenation needs. Awareness of personal dignity, cultural and spiritual aspects, ethical or legal significance and required communication are integrated with each skill. Interpretation of drug labels, common medical abbreviations used in dosage calculations and general medication administration principles prepare students to administer medications safely. Guided laboratory experience complements theory. Prerequisite: VN102  
*8 Credit Hours*

## **VN104 Mental Health Nursing Care**

In this course, students learn to apply the nursing process to meet the needs of clients experiencing psychiatric disorders and maladaptive behaviors. Emphasis is on the community mental health-illness continuum throughout the lifespan.  
*2 Credit Hours*

## **VN201 Medical Surgical Nursing 1**

This course introduces, in theory and practice, the physical, emotional, cultural, and spiritual needs of clients with common health conditions of varying severity. Also presented are a study of human physical needs, causes of disease and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment, and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. Clinical practice in a variety of settings provides students with an opportunity to gain competence in skills and nursing care. Prerequisites: VN102 and VN103  
*12 Credit Hours*

## **VN202 Health Data Collection**

Emphasis in this course is placed on a comprehensive assessment of individuals throughout the adult lifespan. Guided observations and lab practicum facilitate student learning. *3 Credit Hours*

## **VN203 Concepts in Clinical Pharmacology**

This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related nursing implications are discussed. *3 Credit Hours*

## **VN203.A Concepts in Clinical Pharmacology**

This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related nursing implications are discussed. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **VN301 Introduction to Maternity and Pediatric Nursing**

This course addresses nursing care of pregnant women, women in labor and during birth and newborn care. Application of the nursing process and principles of growth and development of children is also covered. Applicable skills and theoretical concepts are applied in clinical and laboratory settings. Prerequisites: VN102, VN103 and VN201 *5 Credit Hours*

## **VN302 Medical Surgical Nursing 2**

This course, a continuation of VN201, furthers study through theory and practice of the physical, emotional, cultural, and spiritual needs of clients with common health conditions that vary in severity. Also presented are a study of human physical needs, causes of disease, and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment, and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. This course also includes concepts of leadership, supervision, and basic management skills. The roles and responsibilities of a professional nurse and the legal and ethical implications of practice are discussed. Students also prepare for future employment via resume-writing and learning professional presentation techniques. Clinical practice in various settings provides students with an opportunity to gain competence in skills, nursing care and leadership. Prerequisites: VN102, VN103 and VN201. *11 Credit Hours*

## **VN303 NCLEX-PN Review**

Students in this preparatory NCLEX-PN examination course learn to identify their knowledge deficits and implement strategies for reducing them. In addition, they gain computer-test-taking skills and other tools needed to effectively study for the examination. *2 Credit Hours*

## **VT105 VT Externship**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. Prerequisite: Successful completion of all previous course work and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

## **VT120 Veterinary Applied Sciences**

This course introduces concepts of practical skills essential to the veterinary technologist. Topics include medical records, physical examination, blood, lymph, and immunity, laboratory diagnostics, radiology, pharmacology, and parasitology concepts. Prerequisites: successful completion of term 1 courses. *3 Credit Hours*

## **VT121 Companion Animal Diseases**

This course provides a comprehensive study of the pathology, diagnostics, and treatments for common diseases of canines and felines. Emphasis is on the musculoskeletal, integumentary, hematologic, immunologic, urinary, reproductive, gastrointestinal, periodontal, ocular, optic, cardiovascular, respiratory, endocrine, neurologic and pansystemic systems. Prerequisites: successful completion of term 1 courses.

*3 Credit Hours*

## **VT122 Clinical Procedures 1**

This laboratory course emphasizes the development of technical skills in pharmacology, bandaging/splints, laboratory procedures, microbiology, parasitology, ocular and optic diagnostics, dentistry, diagnostic imaging, physical examinations, and necropsy. Prerequisites: successful completion of term 1 courses.

Prerequisites: successful completion of term 1 courses. *3 Credit Hours*



# COURSE DESCRIPTIONS

## **VT123 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 1 courses. This is a credit/no credit course. *0.5 Credit Hours*

## **VT130 Surgical Assisting**

This course provides a comprehensive study in the principles required in surgical and dental procedures assisting. Emphasis is placed on the identification and care of surgical instruments, maintaining aseptic technique, and preparation for a variety of surgical and dental procedures. The concepts of post-operative care, physical rehabilitation, and client communication are also explored. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

## **VT131 Anesthesia for Veterinary Technicians**

This course covers all aspects of anesthesia including anesthetic agents, adjuncts, and patient preparation. Students will continue to explore anesthetic equipment and how it relates to anesthetic monitoring. Special Techniques and considerations for various species will be covered as well as anesthetic problems and emergencies. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

## **VT132 Clinical Procedures 2**

This laboratory course emphasizes the development of technical skills for surgical assisting, anesthesia, and dentistry. Emphasis is placed on the identification and care of surgical instruments, gowning and gloving, suturing, and maintaining sterile technique. The key steps involved in administering anesthesia and troubleshooting any complications are explored. The course also covers honing the dentistry skills of scaling, polishing, radiographs, nerve blocks, extractions, and charting. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

## **VT133 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 2 courses. This is a credit/no credit course. *1 Credit Hour*

## **VT140 Large Animal Medicine**

This theory and lab course explores the medical management of various species including horses, cattle, sheep, goats, swine, and camelids. It covers a wide range of topics including general husbandry, methods of restraint and handling, techniques for collecting diagnostic samples, administering treatments, common diseases, preventive medicine, as well as anesthesia and surgical procedures specific to each species. Hands-on experience is gained through practical application. Prerequisites: successful completion of term 3 courses. *3.5 Credit Hours*

## **VT141 Veterinary Technology Specialties**

This theory and lab course introduces special aspects of veterinary medicine, including emergency care of the critically ill patient. Emphasis is placed on the general care, anatomy and physiology, and surgical and medical nursing of avian, reptile, and small mammal species. Hands-on experience is gained through practical application. Prerequisites: successful completion of term 3 courses. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **VT142 Advanced Clinical Procedures and Surgery**

This theory and lab course provides a comprehensive study of surgical nursing, anesthesia, and dentistry procedures with hands-on experience gained through performance of essential skills with real patients undergoing anesthesia procedures. This laboratory intensive course, at the heart of veterinary technology, involves mastery of essential skills. These essential skills include physical examinations, collection of samples for laboratory analysis, completion of radiographs, sterile pack and instrument preparation, client communication, drawing anesthetic drugs, and placing intravenous catheters. In addition, the skills of inducing, maintaining, and monitoring patients under general anesthesia are included. The dental procedures in this course include scaling, and polishing. Proper medical record documentation and dental charting are key components of this course. Prerequisites: successful completion of term 3 courses.

*4 Credit Hours*

## **VT143 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 3 courses. This is a credit/no credit course. *1 Credit Hour*

## **VT150 Licensure Exam Comprehensive Review**

This course helps students prepare for the Veterinary Technician National Exam as well as the State Veterinary Technician Exam by identifying knowledge deficits and implementing strategies for enhancing knowledge in a self-directed learning environment. This course reviews all content learned throughout the program. Prerequisite: successful completion of all previous course work. *4 Credit Hours*

## **XTP200 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Hours required to complete the externship course may vary by program. Please review the Program Requirements section for the specific amount of minimum required hours of externship to complete the course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

# HOLIDAY CALENDAR

## 2024 - 2025 Holiday Calendar

### Memorial Day

Monday, May 27, 2024

### Juneteenth

Wednesday, June 19, 2024

### Independence Day

Thursday, July 4, 2024

### Labor Day

Monday, September 2, 2024

### Veteran's Day

Monday, November 11, 2024

### Thanksgiving Break

November 28 – 29, 2024

### Winter Holiday

December 21, 2024 – December 29, 2024

Students should contact their Program Director or Dean of Nursing for any exceptions regarding clinical or externship requirements during this time

### New Year's Day

Wednesday, January 1, 2025

### Martin Luther King Jr. Day

Monday, January 20, 2025

# START DATES AND TERM DATES

Dates listed below are term dates for all locations offering the program. Dates in bold represent program start dates for new cohorts as well as the start of a term for continuing students (see each program's introductory page to determine program availability by campus for new students)

## Dental Assisting, Health Studies, Medical Administrative Assistant, Medical Assisting, Physical Therapy Technology, Trades Studies, Veterinary Assisting

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

## Associate Degree in Nursing

*Albuquerque, Las Vegas, Mesa, Reno Day, Tucson*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

### *Phoenix*

May 6, 2024 – August 23, 2024  
September 2, 2024 – December 20, 2024  
January 6, 2025 – April 25, 2025

### *Reno Evening*

April 22, 2024 – August 9, 2024  
August 19, 2024 – December 6, 2024  
December 9, 2024 – April 4, 2025  
April 7, 2025 – July 25, 2025

## Bachelor of Science in Healthcare Administration

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

## Bachelor of Science in Nursing

May 13, 2024 – July 5, 2024  
July 22, 2024 – September 13, 2024  
September 16, 2024 – November 8, 2024  
November 11, 2024 – January 10, 2025  
January 13, 2025 – March 7, 2025  
March 10, 2025 – May 2, 2025  
May 5, 2025 – June 27, 2025

## Dental Assisting Associate of Science Degree Science Emphasis

### *Sacramento*

February 26, 2024 – June 14, 2024  
June 24, 2024 – October 11, 2024  
October 14, 2024 – February 7, 2025  
February 10, 2025 – May 30, 2025

### *San Jose*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Dental Hygiene

### *Boise*

March 25, 2024 – July 5, 2024  
July 15, 2024 – October 25, 2024  
October 28, 2024 – February 14, 2025

### *Mesa*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

### *Sacramento*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

### *San Jose*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Electrical Technology

### *Phoenix TEC*

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

# START DATES AND TERM DATES

## Sacramento\*

*\*The Electrical Technology Certificate Program at Carrington College in Sacramento is pending approval from the California Department of Industrial Relations Electrician Certification Curriculum Committee for the program curriculum and the laboratory site.*

August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

## Heating, Ventilation, Air Conditioning, and Refrigeration

June 3, 2024 – July 5, 2024 (5 Week Term)  
July 8, 2024 – August 9, 2024 (5 Week Term)  
August 12, 2024 – September 13, 2024 (5 Week Term)  
August 12, 2024 – October 18, 2024 (10 Week Term)  
September 16, 2024 - October 18, 2024 (10 Week Term)  
October 21, 2024 – November 22, 2024 (5 Week Term)  
November 25, 2024 – December 27, 2024 (5 Week Term)  
January 6, 2025 – February 7, 2025 (5 Week Term)  
January 6, 2025 – March 14, 2025 (10 Week Term)  
February 10, 2025 – March 14, 2025 (5 Week Term)  
March 17, 2025 – April 18, 2025 (5 Week Term)  
April 21, 2025 – May 23, 2025 (5 Week Term)  
May 26, 2025 – June 27, 2025 (5 Week Term)  
May 26, 2025 – August 1, 2025 (10 Week Term)

## LVN to ADN

February 26, 2024 – June 14, 2024  
June 24, 2024 – October 11, 2024  
October 14, 2024 – February 7, 2025  
February 10, 2025 – May 30, 2025

## Maintenance Technician

April 29, 2024 – July 5, 2024 (10 Week Term)  
June 3, 2024 – July 5, 2024 (5 Week Term)  
July 8, 2024 – August 15, 2024 (5 Week Term)  
July 8, 2024 – September 13, 2024 (10 Week Term)  
August 12, 2024 – September 13, 2024 (5 Week Term)  
September 16, 2024 – October 18, 2024 (5 Week Term)  
September 16, 2024 – November 22, 2024 (10 Week Term)  
October 21, 2024 – November 22, 2024 (5 Week Term)  
November 25, 2024 – December 27, 2024 (5 Week Term)  
November 25, 2024 – February 7, 2025 (10 Week Term)  
February 10, 2025 – March 14, 2025 (5 Week Term)  
March 17, 2025 – April 18, 2025 (5 Week Term)  
April 21, 2025 – June 27, 2025 (10 Week Term)  
June 30, 2025 – August 1, 2025 (5 Week Term)

## Massage Therapy

*Albuquerque, Boise, Tucson*

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

## Massage Therapy

*Portland and Spokane*

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025

## Massage Therapy

*Stockton*

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025

## Medical Billing & Coding Online

July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

## Medical Billing & Coding Blended Online

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025

## Nursing Bridge

*Boise*

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Pharmacy Technology

*Albuquerque, Boise, Mesa, Phoenix, Pleasant Hill, Sacramento, San Jose, San Leandro, Spokane, Stockton, Tucson*

July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025  
February 10, 2025 – March, 21, 2025  
March 24, 2025 – May 2, 2025  
May 5, 2025 – June 13, 2025

# START DATES AND TERM DATES

## Pharmacy Technology

### Portland

May 27, 2024 – July 5, 2024  
July 8, 2024 – August 16, 2024  
August 19, 2024 – September 27, 2024  
September 30, 2024 – November 8, 2024  
November 11, 2024 – December 20, 2024  
December 30, 2024 – February 7, 2025

## Phlebotomy Technician

### Reno

May 27, 2024 – August 16, 2024  
August 19, 2024 – November 8, 2024  
November 11, 2024 – February 7, 2025  
February 10, 2025 – May 2, 2025  
July 28, 2025 – October 17, 2025

### Spokane

July 8, 2024 – September 27, 2024  
November 11, 2024 – February 7, 2025  
March 24, 2025 – June 13, 2025  
July 28, 2025 – October 17, 2025

## Physical Therapist Assistant

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Practical Nursing

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Respiratory Care

### Las Vegas and Phoenix

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

### Pleasant Hill

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

## Surgical Technology

February 19, 2024 – June 7, 2024  
June 17, 2024 – October 4, 2024  
October 7, 2024 – January 31, 2025  
February 3, 2025 – May 23, 2025

## Veterinary Technology

### Pleasant Hill

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

### Sacramento

April 1, 2024 – July 19, 2024  
July 29, 2024 – November 15, 2024  
November 18, 2024 – March 14, 2025  
March 17, 2025 – July 4, 2025

### San Jose and San Leandro

May 13, 2024 – August 30, 2024  
September 2, 2024 – December 20, 2024  
December 30, 2024 – April 18, 2025  
April 21, 2025 – August 8, 2025

### Stockton

April 15, 2024 – August 2, 2024  
August 12, 2024 – November 29, 2024  
December 2, 2024 – March 28, 2025  
March 31, 2025 – July 18, 2025

## Vocational Nursing Certificate

### Sacramento

February 26, 2024 – June 14, 2024  
June 24, 2024 – October 11, 2024  
October 14, 2024 – February 5, 2025  
February 10, 2025 – May 30, 2025

### San Jose

February 26, 2024 – June 14, 2024  
June 24, 2024 – October 11, 2024  
October 14, 2024 – February 7, 2025  
February 10, 2025 – May 30, 2025

## Vocational Nursing Associate of Science Degree Science Emphasis

### Sacramento

February 26, 2024 – June 14, 2024  
June 24, 2024 – October 11, 2024  
October 14, 2024 – February 7, 2025  
February 10, 2025 – May 30, 2025

### San Jose

March 11, 2024 – June 28, 2024  
July 8, 2024 – October 25, 2024  
October 28, 2024 – February 21, 2025  
February 24, 2025 – June 13, 2025

# GENERAL STUDENT INFORMATION

## Hours and Schedule

Campus hours of operation start on page 3. Program hours vary at each campus. Prospective students can obtain information and enroll whenever the school is open.

Carrington College programs are term- or semester-based. Terms vary by program and range from 5 to 18 weeks in length. New students can start classes at the beginning of a term or semester.

Generally, full-time students are required to attend three to six hours of instruction per day, depending upon the program schedule. Instruction includes classroom theory, practical lab experience, and computer skill training. A full-time externship (fieldwork experience) is also required for many programs.

Externships, in most cases, are full-time commitments. Required externship and clinical hours may vary from the schedule of classes. Students participating in externships may be required to fulfill this commitment in the evening and/or on weekends.

## Requirements for Online Study

Technology specifications listed in the next section and unlimited internet access are required for online coursework completion at Carrington College.

Students taking online courses should have administrative rights to the computer used for college coursework. Those who do not have administrative rights to the computer used for the online study (e.g., library or workplace computers) may not be able to install plug-ins or other essential components. In these cases, students will have limited support options due to access constraints on these networks, so they should check with their workplace IT departments to ensure that they can access course materials from their company's network.

Students are responsible for the completion of all homework and classwork assignments, regardless of technical issues. Those experiencing technical difficulties must contact their instructor and technical support immediately.

## Technology Specifications

Because technology changes rapidly in certain fields, students should note that PCs used to complete certain course work may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

## Technological Requirements

Computer hardware and software requirements for participation in online courses are as follows:

Windows	Mac
Microsoft Windows XP, Vista, or Windows 8.1	Macintosh® OS X or higher (in classic mode)
56K (or higher) modem	56K (or higher) modem
Screen resolution: 1024 x 768 pixels	Screen resolution: 1024 x 768 pixels
Soundcard and Speakers	Soundcard and Speakers

# GENERAL STUDENT INFORMATION

## Minimum Browser Requirements

Browsers listed below have been tested and are supported on the online platform. Users of unsupported browsers may encounter problems with the course software.

Microsoft Windows™	Mac®
Google Chrome™	Apple Safari®
Mozilla Firefox™	Mozilla Firefox 3™
	Google Chrome™



# ADMISSION REQUIREMENT AND PROCEDURES

## Change of Student Information

Students should inform Carrington College of any student demographic changes of their personal information of name, address, telephone number, or personal email address. A student requesting to change their name on their Carrington College record must submit supporting documentation of the legal name change with a copy of a marriage certificate, divorce decree, or court-ordered document along with a copy of their social security card indicating the same name as requested on the legal name change documentation.

## College Health Insurance Requirements

Students may be required by clinical sites to provide proof of health insurance coverage for the duration of clinical assignments.

## College Immunization Requirements

Many programs at Carrington College include an educational experience that may require immunizations. Students must provide proof of immunity of the required immunizations as outlined by the program. If a student is unable to provide proof of immunity this may affect the required lab, clinical, or externship activities within the program. Students can satisfy the immunization documentation requirement in one of three ways:

- Provide required immunization records or lab report proving immunity
- Provide a statement from a licensed physician stating that the individual cannot be vaccinated due to a medical condition (if applicable by program)
- Provide a statement from the individual (or parent/guardian if the individual is a minor) that they cannot be vaccinated due to their religious beliefs (if applicable by program)

Due to the COVID-19 pandemic, along with various state and federal mandates, clinical and externship sites have begun requesting information regarding COVID-19 vaccination status for students. Additionally, some states where Carrington College operates have mandated COVID-19 vaccinations and/or are requiring vaccination status updates along with weekly testing for those who are not vaccinated. Many employers of Carrington College graduates also fall into a category that requires adherence to federally mandated regulations requiring employees to be vaccinated or submit to weekly testing.

Students may be required to take one or more of the following actions in order to participate in clinical or externship courses or in order to secure employment in their field of study:

- Attest to their COVID-19 vaccination status
- Provide proof of vaccination
- Submit to weekly testing, if unvaccinated, at the student's expense

## Standard Admission Requirements

The admission process includes an interview with an Enrollment Services Representative. During the interview, the Enrollment Services Representative discusses available programs in relation to the applicant's career objectives, training needs, and motivations. An interview with department faculty may be required in some programs.

To be considered for admission, applicants must meet the following standard admission requirements:

- Applicants must be a graduate of an approved high school or have earned a General Education Diploma/High School Equivalency credential.
- Applicants must pass the Wonderlic SLE with minimum score designated by the selected program (if applicable).

# ADMISSION REQUIREMENT AND PROCEDURES

- Complete all enrollment documentation.
- Applicants must be the minimum age defined by the state in which they are attending Carrington College.
- Applicants attending on campus coursework in the state of Nevada and Oregon must meet the state immunization requirements.

**Some programs have additional age or program-specific requirements that are found in program overviews.**

**Carrington College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.**

## Proof of High School Graduation

Each student must attest to the completion of high school or high school equivalency examination on their Application for Admission and must submit their proof of an approved high school graduation or attainment of a high school equivalency diploma.

Documentation is due upon enrollment or no later than one week from the start date. If the student has not submitted proof of graduation by the end of the first week of class, the enrollment will be cancelled.

The College admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational Development GED® credential or Certificate of Proficiency equivalent to a high school diploma. Carrington College does not participate in the ability-to-benefit program. Carrington College does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student status. There are no associated charges. GED® is a registered trademark of the American Council on Education (ACE).

## Additional Requirements for Applicants with Foreign Educational Credentials

Diplomas and transcripts must be translated into English and academically evaluated for equivalency by a NACES-approved evaluation agency at the applicant's expense. The official transcript evaluation to fulfill proof of graduation must be submitted within one week of the beginning of the start date. Documents submitted for transfer credits must be provided prior to starting the program. Documents submitted to fulfill admission requirements must be submitted prior to enrollment.

Legal status documentation is not an admission requirement. All applicants who meet admission requirements are welcome to enroll. However, applicants should note that several programs offered by Carrington College require an externship at a third-party site. These third parties usually require a full background check, and standard forms of identification are typically a required component. Students who are unable to complete the background check process may be unable to complete the externship and thus will be unable to complete the program at Carrington College.

## Minimum Age Requirement

The age requirement varies by state. The minimum age requirement for attending Carrington College is 16 in Arizona and Idaho, 17 in California and Nevada, and 18 in New Mexico, Oregon, and Washington (or younger if the applicant demonstrates proficiency or is an early high school graduate). Those who are under the age of 18 at enrollment are required to have a parent or legal guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that are found in program overviews.

# ADMISSION REQUIREMENT AND PROCEDURES

Carrington College does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required.

## Admission Testing

Applicants must pass the Wonderlic Scholastic Level Exam (SLE) for admission as administered by the College. Any additional admission requirements are noted on the program page.

Any applicant achieving a Wonderlic SLE score of 13 or higher may apply for the following programs:

- Dental Assisting Certificate
- Electrical Technology Certificate
- Heating, Ventilation, Air Conditioning, and Refrigeration Certificate
- Maintenance Technician Certificate
- Massage Therapy Certificate
- Medical Administrative Assistant Certificate
- Medical Assisting Certificate
- Medical Billing and Coding Certificate
- Pharmacy Technology Certificate
- Physical Therapy Technology Certificate
- Veterinary Assisting Certificate

A minimum Wonderlic SLE score of 15 is required for admission to the following programs:

- Associate Degree in Nursing
- Bachelor of Science in Healthcare Administration (entrance with no certificate or no associate degree)
- Dental Hygiene Degree
- Physical Therapist Assistant Degree
- Practical Nursing Certificate
- Respiratory Care Degree
- Surgical Technology Degree
- Veterinary Technology Degree
- Vocational Nursing Certificate

The following programs are not required to complete a Wonderlic SLE test for admission as the applicant has demonstrated academic ability based on the program admission requirements:

- Bachelor of Science in Healthcare Administration (entrance with a certificate or an associate degree)
- Bachelor of Science in Nursing
- Dental Assisting Degree
- Health Studies Degree
- LVN to ADN (Certificate and Degree)
- Nursing Bridge Degree
- Trades Studies Degree
- Vocational Nursing Degree

# ADMISSION REQUIREMENT AND PROCEDURES

## Retesting Policy

Wonderlic SLE Process

- 2<sup>nd</sup> attempt can be taken within 24 hours (same day) from the 1<sup>st</sup> failed attempt if a non-passing score is received on the 1<sup>st</sup> attempt.
- 3<sup>rd</sup> attempt can be taken after 24 hours from the 2<sup>nd</sup> failed attempt if a non-passing score is received on the 2<sup>nd</sup> attempt.
- After three failed attempts, the applicant must wait six months to restart testing.

All prospective students can test for a second time within 24 hours of the first failed examination.

Students requiring another retest must attempt to pass the third (and final) examination within one week of the second failed attempt.

The admission process includes an interview with an Enrollment Services Representative. During the interview, the Enrollment Services Representative discusses available programs in relation to the applicant's career objectives, training needs, and motivations. An interview with department faculty may be required in some programs.

Candidates should be in good health. A background check and/or drug screening may also be required for some programs. Some programs have additional age or other program-specific requirements that are found in program overviews.

## Entrance Exam Retention

All entrance exams for those who have never enrolled are good for one year from the original test date. Exams for students in Cancel or No Show status are also good for one year from the original test date. If the student's original exam score is lower than the current requirement, the applicant must retest.

All entrance exams for students in a status of Graduate or Drop are good for five years from the last date of attendance. If the student's original exam score is lower than the current requirement, the applicant must retest.

Additionally, if a student returns after five years, the applicant will be required to retest.

## Nevada Immunization Requirements

Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of the following immunizations prior to attending courses on campus:

- Tetanus
- Diphtheria
- Measles
- Mumps
- Rubella
- Neisseria Meningitidis (only required if under 23 years old)

Students can satisfy the documentation requirement in one of three ways:

1. Provide proof of immunity.
  - a. By providing immunization records showing the following:
    - i. TD vaccine within ten years
    - ii. Two doses of measles, mumps, and rubella (MMR) vaccine
    - iii. One dose of MCV4 (if under 23 years of age)

# ADMISSION REQUIREMENT AND PROCEDURES

- b. By providing a lab report proving immunity
2. Provide a statement from a licensed physician stating that the individual cannot be vaccinated due to a medical condition.
3. Provide a statement from the individual (or parent/guardian if the individual is a minor) that they cannot be vaccinated due to their religious beliefs.

## Conditional Enrollment for Nevada Students

Students may be conditionally enrolled at Carrington College as long as the evidence is provided showing immunizations are in progress. If a student is able to show that any one of the required immunizations has been satisfied (see items under 1-a above), Carrington College will consider that student to be “in-process” of satisfying the immunization requirements, and the student will have until the first day of their 2nd term to obtain the remaining vaccinations. If a student is not able to meet the requirements by the deadline, their enrollment will be canceled, and they will receive a refund of all monies paid, subject to certain restrictions outlined in the academic catalog.

## Oregon Immunization Requirements

Oregon state law requires new students attending courses onsite at an Oregon campus to provide proof of the following immunizations prior to starting classes:

- Measles\*

The state provides three methods to satisfy the documentation requirement:

1. Provide proof of immunity.
  - a. By providing immunization records showing the following:
    - i. Two doses of measles vaccine  
Acceptable immunization records include:
      - Immunization records provided by a student, healthcare practitioner, or authorized representative of the local health department, including the month, day, and year of each dose.
      - A printout of immunization record from Oregon statewide immunization information system “ALERT IIS”
  - b. By providing a lab report proving immunity.
2. Provide a statement from a licensed physician stating that the individual cannot be vaccinated due to a medical condition.
3. Provide a statement from the individual (or parent/guardian if the individual is a minor) that they cannot be vaccinated due to their religious beliefs.

## Conditional Enrollment for Oregon Students

Students who had their first dose of the measles vaccine less than 30 days prior to attendance will have until the first day of their 2nd term to meet the state’s immunization requirements. If a student is not able to meet the requirements by the deadline, their enrollment will be canceled, and they will receive a refund of all monies paid, subject to certain restrictions outlined in the academic catalog.

\*Students born before 1957, Oregon permits an age exemption for measles.

# ADMISSION REQUIREMENT AND PROCEDURES

## Waitlist Policy

Due to the nature of our clinical degree programs, at the time of enrollment, all applicants will be placed in rank order based on meeting all admissions requirements and program selection criteria. Final selections and seat assignments will be made at least two weeks prior to the program start, according to the number of seats available and final rank order. Applicants on the waitlist will be notified of their status and may choose to cancel their enrollment in the program or apply for the next start.

## Transfer Credit Policy

Credit earned at another accredited post-secondary institution may be evaluated for transfer to a Carrington College program if a grade of “C” or better was earned within the timeframes noted below. Transfer credit is evaluated on an hour-by-hour basis for acceptance toward Carrington College program requirements. Carrington College does not accept credits through challenge exams and achievement tests. Transfer credit is not granted for externship, senior project capstone courses. Transfer credits may be granted for courses completed with a grade of “C” or better, and the following time requirements are met with the following:

- Technical coursework (core courses) if completed within three years from the time of enrollment at Carrington College. If technical course work is over six months old, prospective students may be required to meet with the Program Director for a skills assessment. Prospective students may be required to audit course work for which they received the credit, which is over six months old, to ensure mastery.
- Science-related general education courses must have been completed within five years from the time of enrollment at Carrington College. Some science-based general education courses are not eligible for transfer. See below for specific course information.
- Students must complete at least 25% of the program requirements at Carrington College. Students enrolled at Carrington College Portland campus must complete at least 50% of the program requirements at Carrington College.

Official transcripts documenting coursework must be provided prior to starting the program. If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s). Official transcripts are identified as the issuing institution or an authorized third-party vendor sending the official transcript directly to Carrington College.

Carrington College may require further documentation, such as course descriptions and program outlines, to complete the transfer credit evaluation. Students and sponsoring agencies will be notified of the transfer credit evaluation outcome. The College maintains a record of all transfer credit evaluations and keeps transcripts received for evaluation in the student’s record. These transcripts become the property of Carrington College and are not copied or forwarded to other institutions.

Science-based courses not available for transfer credit:

- BIO222 Clinical Kinesiology
- BIO107 Human Anatomy and Physiology I
- BIO223 Therapeutic Exercise Prescription

## Transfer from a Campus-Based (On-Ground) Program to an Online or Blended Modality Policy

Students who wish to initiate a transfer into a different mode of delivery (modality) for the program in which they are currently enrolled may request to do so at any time; however, students are encouraged to submit a transfer request as soon as possible. Transfers are permitted between terms and semesters. Modality program transfers may result in students having to take additional coursework to fulfill graduation requirements of the standardized program model.

# ADMISSION REQUIREMENT AND PROCEDURES

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum 2.0 GPA in order to be eligible for modality transfer. Students on financial aid probation or disciplinary probation will not be permitted to make the transfer until all requirements are satisfied for removing the probationary status.

**Should Carrington College change the modality of a course or courses within a program, this policy would not apply to currently enrolled students.**

## The process to review each case:

- Student meets with financial services. Students transferring between Office of Postsecondary Education Identification (OPEID) or loan IDs must ensure all aid is disbursed before the transfer can be approved. Students using VA benefits should understand that the modality transfer will be classified as a drop and re-enrollment for the VA.
- If the transfer is between OPEIDs, students cannot transfer. They must drop and re-enroll.

Students must complete a transfer request and obtain signatures from academic administrators who will evaluate the students' academic progress to ensure that students are performing well and will be successful online based on academic and attendance performance.

## Articulation Agreements

Carrington College currently has an articulation agreement with San Joaquin Valley College. For details regarding this articulation agreement, please contact an Enrollment Services Representative.

## Veterans

Transcripts of all prior education and training completed by veterans and eligible persons must be submitted for evaluation to determine credits earned toward the elected objective prior to starting their program of study. If transfer credit is granted, the student's program of study will be adjusted. The student will be notified of all changes to the student's program as they occur.

Students seeking academic credit from military training coursework must submit a transcript documenting completion of military training. The Navy, Marine Corps, Army, and Coast Guard issue the transcript for documenting all college-credit-worthy training received and evaluated by the American Council on Education (ACE). Carrington College evaluates military course equivalency based on the ACE recommendation as listed on the transcript.

## National Testing Programs

Students can earn credit for specific general education courses through the nationally recognized tests of CLEP, DANTES, or AP. Credit granted is based on the American Council on Education's minimum score earned and credit recommendation. No more than 25% of a program's total credits can be earned through the approved nationally recognized tests of CLEP, DANTES, and AP.

## Experiential Learning

Carrington College does not grant credit for experiential learning (experiential learning is the process of learning through experience rather than through a traditional academic setting) unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination, Carrington College will comply with such regulations.

# ADMISSION REQUIREMENT AND PROCEDURES

## Arbitration and Class Action Waiver Disclosure

Carrington College (“Carrington”) requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time.

The Arbitration Agreement does not require that the student participates in arbitration, or any internal dispute resolution process offered by Carrington College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration required by the Arbitration Agreement tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is underway. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to:

**Alissa Shaub**

Senior Director of Financial Services  
1001 W. Southern Avenue, Suite 130  
Mesa, AZ 85210  
[Alissa.Shaub@carrington.edu](mailto:Alissa.Shaub@carrington.edu)  
628 239 1211



# ACADEMIC POLICIES

## Credit Hours and Types of Instruction

Instruction is delivered on-site and online. Campus-based instruction includes lectures, applications, laboratories, and externships. In online courses, contact hours occur when students access courses through the online delivery platform and complete an academic activity. Online courses also require substantial independent study in addition to meeting online course interaction requirements. Faculty teaching the online or blended modality is required to complete all grading of assignments by Wednesday of each week following the close of the previous week.

Carrington College delivers courses in a term or semester format. Credit hours listed in this catalog are semester hours as defined by the National Center for Education Statistics. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or externship. The formula for calculating semester credit hours is:

### Semester Credit Hours

$$\begin{array}{r} \text{Lecture hours} \div 15 \\ + \\ \text{Laboratory hours} \div 30 \\ + \\ \text{Practicum or externship hours} \div 45 \\ \hline = \text{Total Semester Credit Hours} \end{array}$$

A class hour consists of 50 minutes of instruction, lab, applications, clinical experience, or externship. There is a 10-minute break for every 50-minute class.

Many courses include a combination of lecture and laboratory hours as well as modalities. Each course syllabus details the lecture, laboratory, and practicum or externship hours, and out-of-class learning activities required to successfully complete the course. Students should expect to complete an average of six hours of out-of-class work for each semester credit hour of every course. Out-of-class learning activities may include but are not limited to required reading assignments, preparation for class activities, conducting research associated with homework assignments, completion of homework assignments, examination study and preparation activities, classroom presentation preparation, and any other activities related to preparation for instructional engagement. Carrington College reviews and assesses curricula quality and appropriateness on an ongoing basis. Utilizing faculty and subject matter experts paired with student input and Advisory Board review, this process determines the viability of the program and its applicability in the modern workplace.

## Class Size

In order to maintain the College's high educational standards, an effort is made to keep instructor/student ratios at levels most appropriate for effective education and to comply with state and accreditation standards.

The average class size for online study varies by course. The average student-to-teacher ratio in the majority of general education courses is less than 24:1. The average student-to-teacher ratio in the majority of laboratory courses is less than 20:1. Lecture courses typically have a student-to-teacher ratio of less than 25:1.

# ACADEMIC POLICIES

## Dress Code

Students must wear the uniform designated by the College, which is typical of the apparel required in the career for which the student is training. Students must dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a code of conduct hearing. Students should refer to the Dress Code section in the Student Handbook for comprehensive information.

## Grades and Designators

Students are evaluated on an ongoing basis and are regularly apprised of their progress toward successful course completion and graduation. Grades for coursework are not rounded up when final grades are calculated.

## Grading Scale

A four-point scale is used to determine academic standing.

Grade	Quantitative Assessment	Qualitative Assessment	Grade Point
A	90-100%	Excellent	4
B	80-89%	Very Good	3
C	70-79% 75-79%*	Satisfactory	2
D	60-69% 60-74%*		1
F	Below 60%	Failing	0

\*Minimum course passing grade requirement of 75% for Dental Hygiene (Mesa and Boise), all nursing courses and science based general education courses.

## Extra Credit

Carrington College takes academic integrity very seriously. Thus, no extra credit in any format, including bonus questions, is given to students.

## Other Designators

### AU/AUD (Audit)

The designator of AU or AUD has no grade point value and, therefore, is not included in GPA calculations. This designator is used only to track the successful completion of an audited course.

### CR/NC (Credit/No Credit)

In courses designated credit/no credit, students must meet all published course requirements to earn credit or a passing grade. Credit/no-credit grades are counted as credit hours attempted. Grade points are not awarded and therefore are not included in GPA calculations.

# ACADEMIC POLICIES

## **FW (Failed Withdrawal)**

Continuing students who do not attend the final week of the term and are failing the course(s) within the term will be awarded an FW (Failing Withdrawal) grade. The course counts as credit hours attempted but are not calculated in the CGPA.

## **I/INC (Incomplete)**

Required coursework was not completed during the term or semester of enrollment. The Incomplete grade does not count as credit hours attempted and is not included in the GPA calculation.

## **TC (Transfer Credit)**

When students have properly applied for and have been granted transfer credits prior to starting the program, the grade of TC is counted as credit hours earned but does not count as credit hours attempted and is not included in the GPA calculation.

## **W (Withdrawal)**

A grade of W is issued when a student withdraws or is administratively withdrawn from a course and/or the institution and courses are not completed by the end of the term. The course counts as credit hours attempted but are not calculated in the CGPA.

## **WC (Withdraw Cancel Enrollment)**

A grade of WC is issued when the student's enrollment has been canceled. The course does not count towards credits attempted and is not calculated in the CGPA.

## **WM (Withdraw Military Obligation)**

A grade of WM is issued when a student is unable to continue attending due to a military obligation and must withdraw from a course. The course does not count towards credits attempted and is not calculated in the CGPA.

## **WN (Withdrawn Not Attempted)**

Students who remain in their program but drop a current course up to the 14th day of the term will be issued a WN grade. The course does not count toward credit hours attempted and is not calculated in the CGPA.

## **Honors and Awards**

Carrington College recognizes academic excellence at commencement and at various times throughout the year. Students are recognized each term based on their term grade point average (GPA). Students earning a GPA of 3.50 – 3.75 receive Dean's List recognition. Students earning a 3.76 – 4.00 receive President's List recognition. At commencement, a student's program GPA is recognized. Students who have earned a program GPA of 3.50 – 3.75 are designated as a Dean's List recipient and students who have earned a GPA of 3.76 – 4.00 are designated as a President's List recipient.

## **Audit Policy**

An audited course is one in which the attendee does not earn credit toward a Carrington College degree or certificate. Audit credits do not count toward graduation. Auditing a course can help individuals refresh knowledge and skills in their career fields or prepare students to demonstrate knowledge and competencies that are required for re-entry or re-enrollment in Carrington College. All individuals who audit a course are expected to adhere to all Carrington College policies. Individuals are also responsible for all course requirements, including but not limited to clinicals, quizzes, tests, labs, and lectures. Students who miss more than 20% of the assigned course times will be withdrawn from the course.

# ACADEMIC POLICIES

Enrolled students who need to repeat a course may elect to audit courses in which they have previously obtained a passing grade to maintain their skills.

An audit fee is not required for Carrington College alumni who elect to repeat a successfully completed course to refresh their knowledge and/or enhance professional skills, as it is a goal of Carrington College to provide continuing education and skill development to its alumni.

Course audits are only available on a space-available basis and must be approved by the Campus Academic Dean or Dean of Nursing before enrolling.

## Returning Students/Students Repeating a Course

Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before enrolling (See Assessment of Clinical Skills for Re-Entry/Re-Enrollment of Non- Graduated Students section).

## Academic and Employability Probation

Students must meet academic requirements and employability standards defined for their program of study. Academic requirements are covered in this catalog and include, but are not limited to, Satisfactory Academic Progress, attendance requirements.

Academic requirements also address maintaining a high degree of academic integrity as defined by the Academic Integrity policy in the Student Handbook. Employability standards are consistent with adhering to the Student Code of Conduct as described in the Student Handbook. These standards are also described in Programmatic Handbooks and relate to maintaining safe clinical practices which are designed to protect patient health.

When students are experiencing minor difficulties with academic performance, student conduct, or clinical skills, the student may meet with the Campus Academic Dean or a faculty member to develop a Student Success Plan. This plan may be initiated by the student or by Carrington College. The Student Success Plan is intended to assist the student in setting goals to remediate any issues which interfere with their career goals. Once approved, the student will be expected to fulfill the requirements of the plan.

When Carrington College determines that a student has failed to meet these academic requirements and employability standards, the student is referred to the appropriate review process. The student's adherence to the Student Success Plan will be taken into consideration when reviewing continued student code of conduct violations or academic appeals.

## Satisfactory Academic Progress

All students enrolled in a full program, including full-time and part-time students, Title IV and non-Title IV recipients, must demonstrate satisfactory academic progress (SAP) toward completing their chosen program of study by meeting Carrington College's established standards. Satisfactory academic progress is a measure of students' quantitative and qualitative progress, as defined below. Evaluation takes place at the end of each payment period. A payment period can be between 5 and 18 weeks in length, depending on the structure of the program. If a student falls below the quantitative and/or qualitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet graduation requirements.

The qualitative and quantitative standards must be cumulative and include all periods of the student's enrollment regardless of whether the student receives federal financial aid.

# ACADEMIC POLICIES

**Qualitative Evaluation:** Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA).

**Quantitative Evaluation:** At each evaluation period, the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

**End of all payment periods:** All students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each payment period.

Satisfactory Academic Progress Requirements		
Checkpoint	Qualitative	Quantitative
End of all term/payment periods	2.0 CGPA	Earned 66.7% of all credits attempted

Note: The term is the payment period for all programs

Students utilizing Veteran’s education benefits should be aware that benefit payments will not extend beyond 100% of the program length. Please see your Financial Services Advisor for additional information.

**Step 1 – Academic/Financial Aid Warning Status:** The first time a student fails to meet the quantitative and/or qualitative requirement at the end of a payment period, the student will be placed on Academic/Financial Aid Warning status until the next evaluation point. Students not meeting SAP will be notified via email, within one week of their being determined to have not met the standard. When a student is placed on Academic/Financial Aid Warning a Student Success Plan is created for the student. Students remain eligible for financial aid during this period. If, at the next review point, the student meets both requirements, the student will then be returned to Active status. If the student fails to meet the quantitative and/or qualitative requirements, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. In order to remain in school after the second sequential evaluation period of not meeting Satisfactory Academic Progress, the student will move on to step 2.

**Step 2 – Academic/Financial Aid Probation Status:** In order to remain in school, the student will need to complete an appeal within one week of the student being identified as not meeting Satisfactory Academic Progress. If the appeal is approved, an individualized Academic Plan and Student Success Plan will be created. Once the student agrees to meet the requirements of the plan, the student will be placed in an Academic/Financial Aid Probation status. Students remain eligible for financial aid during this period. If the student does not submit an appeal or accept the academic improvement plan within one week of being identified as not meeting Satisfactory Academic Progress, the student is not eligible to attend the term and will be withdrawn from the school.

If at the next evaluation period, the student meets the qualitative and quantitative requirements, the student will then be returned to Active status. If at the next evaluation period the student is not meeting Satisfactory Academic Progress and they are meeting the terms of their Academic Plan, they will remain on Academic/Financial Aid Probation status. Should the student not meet the terms of their Academic Plan, the student will be withdrawn from the school.

## Maximum Coursework Allowed

Students may attempt up to 1.5 times the number of credit hours in the current program, certificate or degree programs. Students who exceed this maximum and have not graduated are dismissed.

# ACADEMIC POLICIES

## Satisfactory Academic Progress Determination Appeals

Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing with evidence of mitigating circumstances to the Dean of Registrar Services within ten days of notification. Students will receive an appeal determination in writing within 15 business days.

## Non-Credit Courses and Satisfactory Academic Progress

Carrington College does not offer remedial coursework. Non-credit or remedial coursework is not calculated into Satisfactory Academic Progress.

## Changing Programs and Satisfactory Academic Progress

Students who change programs must have their SAP status evaluated prior to initiating the change of program. This includes the determination of the students' satisfactory academic progress standing related to credits attempted and grades earned that may count toward the new program of study.

## Course Repeats and Satisfactory Academic Progress

Failed courses must be repeated and students must achieve a passing grade to be eligible for progression and graduation requirements. Students may be required to repeat a course to meet the minimum cumulative grade point average (CGPA) graduation requirement. When a course is repeated, all attempted course grades remain on the student's permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for Satisfactory Academic Progress (see quantitative evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation. Failing any course may delay a student's graduation date. Students who fail a course or need to repeat a course to meet the minimum CGPA graduation requirement may be required to take a Leave of Absence if eligible, or audit previously successfully completed courses due to course availability.

For programs that do not have a maximum number of attempted failed courses policy, students may repeat a failed course for a total of three times including the original failed course. Should the student fail the third attempt of the course, the student will be academically withdrawn. Students who are eligible for reinstatement who were academically withdrawn due to the third failed attempt may take the failed course at another institution and seek transfer credit for the course. Please see the Transfer Credit Policies for specific guidelines on the requirements for transfer course eligibility.

Repeated coursework may affect a student's eligibility for Title IV funding. Students required to repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length and academic progress.

## Veterans Benefits and Satisfactory Academic Progress

The Department of Veteran's Affairs requires Carrington College to have and enforce Standards of Academic Progress. All students adhere to the same Standards of Academic Progress. Carrington College notifies the Department of Veterans Affairs (VA) when students are placed on Academic/Financial Aid Warning status. Students remain eligible to receive veterans' educational benefits while on warning status. If the appeal is approved, students are placed on Academic/Financial Aid Probation and remain eligible to receive benefits during the probation period. If, after the end of the probation period the students' academic progress remains below graduation requirements and is dismissed, the student will no longer be certified. For more comprehensive information, please see section titled Satisfactory Academic Progress.

# ACADEMIC POLICIES

## Term Lengths and Weeks in Program

Certificate Programs		Campus Based	Blended	Online	Weeks In Term	Total Weeks
Dental Assisting	(Albuquerque, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, San Jose, San Leandro, Spokane, Stockton, and Tucson)	X			6	36
Dental Assisting	(Albuquerque, Boise, Glendale Learning Center, Mesa, Las Vegas, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson)		X		6	36
Electrical Technology	(Phoenix Education Center and Sacramento)		X		6	36
Heating, Ventilation, Air Conditioning, and Refrigeration	(Phoenix Education Center)	X			5/10	40
LVN to ADN	(Sacramento)	X			16	32
Maintenance Technician	(Phoenix Education Center)	X			5/10	30
Massage Therapy	(Albuquerque, Boise, Portland, Spokane, Stockton, and Tucson)	X			6	36
Medical Administrative Assistant	(Sacramento)			X	6	36
Medical Assisting	(Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson)	X			6	36
Medical Assisting	(Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Stockton, Spokane, and Tucson)		X		6	36
Medical Assisting	(Sacramento)			X	6	36
Medical Billing & Coding	(Sacramento and Spokane)			X	6	36
Pharmacy Technology	(Albuquerque, Boise, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson)	X			6	36
Pharmacy Technology	(Albuquerque, Boise, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson)		X		6	36
Phlebotomy Technician	(Reno and Spokane)		X		12	12
Physical Therapy Technology	(Mesa and Tucson)	X			6	36
Physical Therapy Technology	(Mesa and Tucson)		X		6	36
Practical Nursing	(Albuquerque and Boise)	X			16	48
Veterinary Assisting	(Mesa, Phoenix Education Center, Portland, Spokane, and Tucson)		X		6	36
Veterinary Assisting	(Mesa, Phoenix Education Center, Portland, Spokane, and Tucson)	X			6	36
Vocational Nursing	(Sacramento and San Jose)	X			16	48

Measuring point for satisfactory academic progress (SAP) is at the end of each payment period.

# ACADEMIC POLICIES

## Term Lengths and Weeks in Program

Degree Programs		Campus Based	Blended	Online	Weeks In Term	Total Weeks
Associate Degree in Nursing	(Albuquerque, Las Vegas, Mesa, Phoenix, Reno, and Tucson)	X		X	16	96
Bachelor of Science in Nursing	(Degree conferred from Sacramento)			X	8	64
Bachelor of Science in Healthcare Administration Leadership Concentration	(Degree conferred from Sacramento)			X	6	120
Bachelor of Science in Healthcare Administration Leadership Concentration (certificate entrance)	(Degree conferred from Sacramento)			X	6	96
Bachelor of Science in Healthcare Administration Leadership Concentration (associate degree entrance)	(Degree conferred from Sacramento)			X	6	60
Bachelor of Science in Healthcare Administration Clinical Science Concentration	(Degree conferred from Sacramento)			X	6/12	60
Dental Assisting (science)	(Sacramento and San Jose)	X		X	16	100
Dental Hygiene	(Boise)	X		X	15	75
Dental Hygiene	(Mesa)	X		X	16	80
Dental Hygiene	(Sacramento and San Jose)	X			16	64
Health Studies	(Degree Completion conferred from Boise, Phoenix, Sacramento, and Spokane)			X	6	42
LVN to ADN	(Sacramento)	X		X	16	32
Nursing Bridge	(Boise)	X		X	16	48
Physical Therapist Assistant	(Las Vegas and Pleasant Hill)	X		X	16	80
Respiratory Care	(Phoenix, Las Vegas, and Pleasant Hill)	X		X	16	80
Surgical Technology	(Phoenix and San Jose)		X		16	64
Trades Studies	(Degree Completion conferred from Phoenix)			X	6	30
Veterinary Technology	(Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton)	X		X	16	80
Vocational Nursing (science)	(Sacramento and San Jose)	X		X	16	112

Measuring point for satisfactory academic progress (SAP) is at the end of each payment period.

## Incompletes

A grade of Incomplete signifies that the required coursework was not completed during the standard length of the course. A grade of Incomplete is assigned when a student is unable to complete some of the coursework because of unusual circumstances. An incomplete grade can be assigned only when all of the following conditions are met:

- The student was making satisfactory progress in the course.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented in writing and deemed acceptable by the Program Director.

All required work with the exception of Externship, hours must be completed and submitted to the instructor by Friday of the second week of the subsequent term. If course requirements are not satisfied by the deadline, the Incomplete grade must be converted to a grade of "F." The course is counted as credit hours attempted and calculated into the CGPA once the final grade has been awarded. The final grade applies toward Satisfactory Academic Progress.



# ACADEMIC POLICIES

## Transfer of Credit to Other Educational Institutions

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Carrington College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, certificate, or degree you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or degree 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 Carrington College to determine if your credits, certificate, or degree will transfer.

## Appeals for Reinstatement

Students who are dismissed or withdrawn from Carrington College must appeal for reinstatement to ensure the student is eligible to return to a specific program. Students who are dismissed due to failure to meet Satisfactory Academic Progress (SAP) standards may reapply after six months from the last day of attendance. Previous SAP standing will be taken into account as the appeal is reviewed.

Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of the College, additional materials may be required to support the appeal. Appeals will be reviewed by the Dean of Registrar Operations. If denied, students may follow the Complaint and Grievance procedures on page 251.

Students readmitted after being withdrawn from school because of failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on Financial Aid/Academic Probation under an Academic Plan and Student Success Plan upon their return. No financial aid will be disbursed during the first term. Students who do not meet SAP and do not meet the terms of their Academic Plan during this probation period are dismissed with no further right to appeal.

Carrington College may readmit students who have failed to make satisfactory academic progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit an appeal along with the required documents to the Dean of Registrar Operations and may be able to resume studies to regain financial aid eligibility.

Some examples of mitigating circumstances are:

- Documented medical condition or serious illness
- Documented illness of an immediate family member or member of household
- Death of an immediate family member
- Involuntary call to active military duty
- Documented involuntary change in employment conditions
- Any other extraordinary circumstances, such as a natural disaster

What is **not** a mitigating circumstance?

- Errors in judgment involving transportation, finances, academic ability, time management, computer access, etc.
- Lack of knowledge or misinterpretation of college policies and procedures
- Financial Aid not processed, not prepared for class, unable to afford books
- Dissatisfaction with course content or instruction
- Acceptance of employment
- Incarceration
- Immaturity and bad judgment
- Failure to meet the terms of your currently approved appeal

# ACADEMIC POLICIES

## **Assessment of Clinical Skills for Re-Entry/Re-Enrollment of Non-Graduated Students**

Returning students whose last day of attendance exceeds 180 days must have their skills assessed by meeting with the Program Director, Dean of Nursing, or designee to prove competency in previously passed courses.

Some students may be required to audit courses in order to ensure they have the skills necessary to be successful while on externship or in a clinical setting.

## **Drop Period**

Students may drop courses up to two weeks before the course ends. Once the drop period has passed, a final grade will be issued for the student at the end of the course.

For courses dropped prior to the 10 percent point of the term, tuition is reversed, and Title IV funds are returned to the lender. Students who officially withdraw from a course after 10 percent and up through the 59 percent point of the term should refer to the refund policy in this catalog. Carrington College issues refunds to students who completely withdraw from all courses in this time frame. Students who withdraw after completing 59 percent of the course are charged for their full payment period.

## **Determination of Official Withdrawal**

Students are expected to return to school at the beginning of each term of their enrollment. Failure to return to school 14 days from their last date of attendance results in dismissal.

## **Leaves of Absence**

Students must petition the Program Director or Dean of Nursing in writing for an approved leave of absence (LOA) prior to the term start date. The signed and dated request must include a reason for the leave request, the date the leave is starting, and the requested date of return to the program of study. A leave of absence may be granted if the College determines that the student can be scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student's control. Leaves of absence cannot exceed a cumulative 180 calendar days in a 12-month period.

Students are not eligible to take an LOA in the middle of a term/semester but may qualify for a Not Scheduled/Temporary Out status (please see Not Scheduled Policy section). All approved LOAs must begin after the current term/semester ends and before the next begins. Students must agree to return on the first day of the scheduled course of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

## **Not Scheduled Policy**

For term-based programs, there are times when some students may not be scheduled for a period of time and be placed on a Not Scheduled/Temporary Out status. If the gap in the schedule is less than 14 days, no action is required. Should the gap schedule be 14 days or greater, the student must submit a written request to the Program Director or Dean of Nursing, and the request may be granted if the College determines that the student can be scheduled to return and complete their course of study. Semester-based students may remain non-scheduled until the beginning of the next scheduled semester/term. If a student has dropped all remaining courses within a semester, a Return of Title IV calculation is performed, and refunds are made as necessary.

Term-based students may only remain in a non-scheduled status for a maximum of 45 calendar days (from the last date of attendance to the return date). For any student whose return date is outside of the current period, a return of the Title IV funds calculation must be completed based on the last date of attendance (LDA). Students who do not return on the

# ACADEMIC POLICIES

approved date will be withdrawn. A student in Not Scheduled/Temporarily Out status is not eligible for any payment of Title IV funds and/or receipt of any stipend with the exception of post-withdrawal disbursements required from the Return of Title IV Funds calculation.

## Deployment Policy

Carrington College recognizes the many hardships military personnel and their families face when deployed away from their homes, families, and their permanent duty stations. In support of our deployed students, we have adopted the following deployment policy:

Students who are members, or the spouse of a member of the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to national guard duty or federal active duty have the following options available:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. The arrangement will be made with the student's instructors for course grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact, and tuition and mandatory fees shall be assessed for the courses in full.
3. The arrangement will be made with only some of the student's instructors for grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact, and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped, and the tuition and mandatory fees for the course refunded. In some cases, the student may have an account balance for prior work. Carrington College will place a hold on collections of tuition, fees, and other course costs for the duration of the deployment. Following the student's deployment, the student may return to the school with the Satisfactory Academic Progress (SAP) standing as the term prior to that in which they were deployed.

## Attendance Policy

Course schedules include the day(s) and time(s) of scheduled classes and are provided to the student. Regular attendance is essential to academic and professional success. Due to the concentration of course material, regular attendance is mandatory and becomes a part of the student's permanent record.

Courses are offered in onsite, blended, and online formats. Attendance for onsite courses is recorded by the instructor assigned to the course. Attendance for online courses is recorded automatically when the student submits an academic activity. An example of an academic activity includes submitting an assignment, a threaded discussion, and/or a quiz or exam. Blended courses include both in person and online learning components.

Attendance for blended courses are recorded by the instructor for the scheduled instructional component of the course. The online learning activity attendance is automatically recorded when the student submits an academic activity for online components.

There are implications for absences. An absence rate of 20% or greater in any onsite course will result in a reduction of the overall course grade by one letter grade. An absence rate of 10% for nursing students will result in a required meeting with the Dean of Nursing. At this meeting, a student success plan will be developed to improve attendance. An absence rate of 15% or greater for nursing students will result in a reduction of the overall course grade by one letter grade. In addition, the nursing student will be placed on attendance probation. For nursing students while on attendance probation, if any additional absences occur without proof of mitigating circumstances, which may include but are not limited to legal issues,

# ACADEMIC POLICIES

military, accident or injuries, health issues, or care of critically ill family members, students will be withdrawn. The overall course grade will be reduced at the end of the course. Students may request a review by contacting the Campus Director or designee by week two of the subsequent term. Decisions by the Campus Director or designee will be final.

Attendance at externship or clinical sites is critically important. As a result, students are expected to adhere to the site and program attendance expectations, such as informing both their instructor and site supervisor when requesting time off well in advance if needed and completing all scheduled hours. Program-specific attendance expectations are available from the Program Director, instructor, or Campus Academic Dean.

Students are responsible for understanding and adhering to the attendance policy along with being aware of their own attendance. Students who are unable to attend class during a period of 14 consecutive calendar days will be withdrawn from the course or will be withdrawn from the institution if they have not attended all courses for a period of 14 consecutive calendar days.

## Religious Accommodation

Carrington College will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class.

Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include rescheduling an exam for the student in question, altering the time of a student's presentation, or arranging for increased flexibility in assignment due dates.

## Tardiness

A student arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break, or who is unprepared to begin class is considered tardy. Assignments that are missed due to tardiness or leaving class early may not be made up and may impact the final grade of the course. See the college attendance policy for guidance on how absences affect course grades, completion, and enrollment in the program.

## Code of Conduct

Carrington College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. Students are required to follow the rules and standards similar to those practiced in an office or hospital environment. Violation of the Code of Conduct, which can be found in its entirety in the Student Handbook, may lead to probation or dismissal from school. Carrington College reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Students must comply with all College policies including, but not limited to, those related to tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress, and payment. Students who fail to comply with college policies may be withdrawn from their program. Tuition will be refunded in accordance with the College's refund policy. Students should refer to the Code of Conduct, Sanctions, Hearing Panel, Interim Suspension, and Appeals sections in the Student Handbook for comprehensive information.

# ACADEMIC POLICIES

## Graduation

Certificate program and Veterinary Technology students must have a minimum GPA of 2.0 and meet each of their program competencies to be eligible for graduation. Students enrolled in other degree programs or certificate programs in nursing must have a minimum GPA of 2.0 meet each of their program competencies and complete their program technical courses with a minimum grade of C in each course to be eligible for graduation.

## Ceremonies

Commencement ceremonies are held on a regular basis. Students who have completed graduation requirements within a one-year period from the commencement ceremony date receive a commencement eligibility notice from their campus. Online students may attend a commencement ceremony at the campus of their choice. Carrington College does not reimburse any expenses students incur to attend the commencement ceremony.

## Academic Conferrals

### Certificate of Achievement

Some programs culminate in a Certificate of Achievement that is conferred upon successful completion of all required coursework, minimum grade point average requirement, fieldwork, and/or clinical rotations. At least 25 percent of the total required credits must be earned at Carrington College.

### Associate of Science Degree

Most Carrington College certificate programs can culminate in an Associate of Science degree that is conferred upon successful completion of all required course work, minimum grade point average requirement, fieldwork, and/or clinical rotations. These students will be awarded a degree in Health Studies or Trades Studies. At least 25 percent of the total required credits must be earned at Carrington College to qualify for an associate degree.

### Bachelor of Science Degree

Some programs culminate in a Bachelor of Science degree that is conferred upon successful completion of all required coursework and minimum grade point average requirement. The program has specific course requirements in the discipline, general education, lower division courses, and upper division courses. At least 25 percent of the total required credits must be earned at Carrington College to qualify for a baccalaureate degree.

## Program Costs

Program Cost varies by program; see Tuition and Fees section. Details are provided on the enrollment agreement addenda provided to each student upon enrollment. Students are required to complete a financial plan ("Funding Estimate") before the end of the add/drop period.

Students who withdraw or are withdrawn from school and are not reinstated within 180 calendar days from the last date of attendance are subject to a price increase. Students required to repeat a course will be charged a retake fee; repeated courses will extend the program length and total cost.

Textbooks may be purchased from another source, but they must be those required by Carrington College and in the student's possession for use on the first day of classes.

# ACADEMIC POLICIES

## Textbook Opt-Out

All textbooks and other required resources necessary for the courses in each program are included in the program cost. Students may choose to opt-out of the inclusion of the textbooks at the time of enrollment and purchase all required items from other vendors. The College will apply a Textbook Opt-Out credit of \$200 to the student account after the cancellation period.

## iPad® Opt-Out

An iPad® with the latest iOS is required for the courses in each program and is included in the program cost. Students may choose to opt-out of the inclusion of the iPad® at the time of enrollment and purchase the iPad® from other vendors. The College will apply an iPad® Opt-Out credit of \$377 to the student account after the cancellation period. Once issued iPads® are non-returnable and non-refundable.

## Course Retake Fees:

Students will be charged a retake fee of \$750 if the following occurs:

- Failure of a course, or;
- Academically withdrawn after the 14th day of the course.

## Background Check and Drug Screening

For programs requiring such screenings, the cost ranges will vary by program requirements and facility. Please see your Enrollment Services Representative for additional information.

## Physical Exam

A physical examination is required for some programs.

## Other Costs

Transportation, meals, health care, and personal expenses to off-campus clinical facilities are not included in the calculation of annual student costs. These expenses will vary according to individual student needs.

**These costs pertain to all programs unless otherwise noted.**

**Official Transcripts** - A \$7.50 fee is charged for each official transcript request.

**Duplicate Diploma** - A \$15 fee is charged for duplicate diplomas.

## Student Tuition Recovery Fund Arizona

Arizona residents enrolling in a campus-based, blended or online program at Carrington College - Phoenix (including the Glendale Learning Center and the Trades Education Center), Carrington College - Mesa, or Carrington College - Tucson shall be assessed a Student Tuition Recovery Fund Fee of \$10.

These fees contribute to the Arizona Student Tuition Recovery Fund (STRF), which was established and is administered by the Arizona State Board of Private Postsecondary Education. A person aggrieved by a private postsecondary education institution ceasing operations may recover from the fund an amount not to exceed the actual damages sustained.

This fee is non-refundable after a student has exceeded the cancellation period for their program.

## Student Tuition Recovery Fund California

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.

# ACADEMIC POLICIES

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, 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834, 916 574 8900 or 888 370 7589.

To be eligible for STRF, you must be a California resident or are 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. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
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 awards 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 has 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 non-collection 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.

NOTE: Effective April 1, 2022, the Bureau for Private Postsecondary Education (BPPE) changed the STRF assessment rate from \$0.50 per \$1,000 to \$2.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment.) This fee is non-refundable after a student has exceeded the cancellation period for their program.

Effective April 1, 2024 the Bureau for Private Postsecondary Education (BPPE) changed the STRF assessment rate from \$2.50 per \$1,000 to \$0 per \$1,000 institutional charges.

# TUITION AND FEES

Arizona Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$21,152.00	\$21,142.00	\$21,142.00	\$63,436.00
Dental Assisting	Certificate	\$17,290.00	\$3,456.00	\$0.00	\$20,746.00
Dental Assisting (blended)	Certificate	\$17,290.00	\$3,456.00	\$0.00	\$20,746.00
Dental Hygiene	Degree	\$28,912.00	\$28,902.00	\$14,451.00	\$72,265.00
Electrical Technology (blended)	Certificate	\$18,200.00	\$3,638.00	\$0.00	\$21,838.00
Health Studies (online completer)	Degree	\$11,565.00	\$4,622.00	\$0.00	\$16,187.00
Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate	\$16,065.00	\$6,422.00	\$0.00	\$22,487.00
Maintenance Technician	Certificate	\$18,950.00	\$0.00	\$0.00	\$18,950.00
Massage Therapy	Certificate	\$15,605.00	\$3,119.00	\$0.00	\$18,724.00
Medical Assisting	Certificate	\$16,765.00	\$3,351.00	\$0.00	\$20,116.00
Medical Assisting (blended)	Certificate	\$16,765.00	\$3,351.00	\$0.00	\$20,116.00
Pharmacy Technology	Certificate	\$16,290.00	\$3,256.00	\$0.00	\$19,546.00
Pharmacy Technology (blended)	Certificate	\$16,290.00	\$3,256.00	\$0.00	\$19,546.00
Physical Therapy Technology	Certificate	\$19,534.00	\$0.00	\$0.00	\$19,534.00
Physical Therapy Technology (blended)	Certificate	\$19,534.00	\$0.00	\$0.00	\$19,534.00
Respiratory Care	Degree	\$21,380.00	\$21,370.00	\$10,685.00	\$53,435.00
Surgical Technology (blended)	Degree	\$22,250.00	\$22,240.00	\$0.00	\$44,490.00
Trades Studies (online completer)	Degree	\$12,150.00	\$0.00	\$0.00	\$12,150.00
Veterinary Assisting	Certificate	\$19,534.00	\$0.00	\$0.00	\$19,534.00
Veterinary Assisting (blended)	Certificate	\$19,534.00	\$0.00	\$0.00	\$19,534.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, uniform, and STRF as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.



# TUITION AND FEES

## Sacramento Campus Non-California Residents Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Total <sup>1</sup>
Bachelor of Science in Nursing (online)	Degree	\$10,100.00	\$10,100.00	\$0.00	\$0.00	\$20,200.00
Bachelor of Science in Healthcare Administration Leadership Concentration (online)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$15,950.00	\$63,800.00
Bachelor of Science in Healthcare Administration Leadership Concentration - certificate entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$3,190.00	\$51,040.00
Bachelor of Science in Healthcare Administration Leadership Concentration - associate degree entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$0.00	\$0.00	\$31,900.00
Bachelor of Science in Healthcare Administration Clinical Science Concentration (online completer)	Degree	\$19,140.00	\$12,760.00	\$0.00	\$0.00	\$31,900.00
Health Studies (online completer)	Degree	\$11,555.00	\$4,622.00	\$0.00	\$0.00	\$16,177.00
Medical Administrative Assistant (online)	Certificate	\$14,905.00	\$2,981.00	\$0.00	\$0.00	\$17,886.00
Medical Assisting (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Medical Billing and Coding (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00

<sup>1</sup>Includes eBook, tuition, physical textbooks, as required; total program costs will vary depending on transfer credits accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## California Effective June 1, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Total <sup>1</sup>
Bachelor of Science in Nursing (online completer)	Degree	\$10,100.00	\$10,100.00	\$0.00	\$0.00	\$20,200.00
Bachelor of Science in Healthcare Administration Leadership Concentration (online)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$15,950.00	\$63,800.00
Bachelor of Science in Healthcare Administration Leadership Concentration - certificate entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$3,190.00	\$51,040.00
Bachelor of Science in Healthcare Administration Leadership Concentration - associate degree entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$0.00	\$0.00	\$31,900.00
Bachelor of Science in Healthcare Administration Clinical Science Concentration (online completer)	Degree	\$19,140.00	\$12,760.00	\$0.00	\$0.00	\$31,900.00
Dental Assisting	Certificate	\$20,210.00	\$4,042.00	\$0.00	\$0.00	\$24,252.00
Dental Assisting (blended)	Certificate	\$20,210.00	\$4,042.00	\$0.00	\$0.00	\$24,252.00
Dental Assisting Science Emphasis (completer)	Degree	\$13,396.00	\$13,396.00	\$0.00	\$0.00	\$26,792.00
Dental Hygiene	Degree	\$36,128.00	\$36,128.00	\$0.00	\$0.00	\$72,256.00
Electrical Technology	Certificate	\$19,785.00	\$3,957.00	\$0.00	\$0.00	\$23,742.00
Health Studies (online completer)	Degree	\$11,555.00	\$4,622.00	\$0.00	\$0.00	\$16,177.00

# TUITION AND FEES

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Total <sup>1</sup>
LVN to ADN (30-semester-hour option)	Certificate	\$47,350.00	\$0.00	\$0.00	\$0.00	\$47,350.00
LVN to ADN	Degree	\$47,350.00	\$0.00	\$0.00	\$0.00	\$47,350.00
Massage Therapy	Certificate	\$16,435.00	\$3,287.00	\$0.00	\$0.00	\$19,722.00
Medical Administrative Assistant (online)	Certificate	\$14,905.00	\$2,981.00	\$0.00	\$0.00	\$17,886.00
Medical Assisting	Certificate	\$18,670.00	\$3,734.00	\$0.00	\$0.00	\$22,404.00
Medical Assisting (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Medical Assisting (blended)	Certificate	\$18,670.00	\$3,734.00	\$0.00	\$0.00	\$22,404.00
Medical Billing and Coding (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Pharmacy Technology	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Pharmacy Technology (blended)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Physical Therapist Assistant	Degree	\$21,538.00	\$21,538.00	\$10,769.00	\$0.00	\$53,845.00
Respiratory Care	Degree	\$25,176.00	\$25,176.00	\$12,588.00	\$0.00	\$62,940.00
Surgical Technology (blended)	Degree	\$23,394.00	\$23,394.00	\$0.00	\$0.00	\$46,788.00
Veterinary Technology	Degree	\$17,076.00	\$17,076.00	\$8,538.00	\$0.00	\$42,690.00
Vocational Nursing	Certificate	\$28,934.00	\$14,467.00	\$0.00	\$0.00	\$43,401.00
Vocational Nursing Science Emphasis (completer)	Degree	\$11,820.00	\$11,820.00	\$0.00	\$0.00	\$23,640.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, uniform, and STRF as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## California Effective April 1, 2024

### Potential Additional Costs

Program	Credential	Total <sup>1</sup>	Live Scan	Drug/Health Screen	Background Check	Potential Estimated Cost <sup>2</sup>
Bachelor of Science in Nursing (online completer)	Degree	\$20,200.00	N/A	N/A	N/A	\$20,200.00
Bachelor of Science in Healthcare Administration Leadership Concentration (online)	Degree	\$63,800.00	N/A	N/A	N/A	\$63,800.00
Bachelor of Science in Healthcare Administration Leadership Concentration - certificate entrance (online completer)	Degree	\$51,040.00	N/A	N/A	N/A	\$51,040.00
Bachelor of Science in Healthcare Administration Leadership Concentration - associate degree entrance (online completer)	Degree	\$31,900.00	N/A	N/A	N/A	\$31,900.00
Bachelor of Science in Healthcare Administration Clinical Science Concentration (online completer)	Degree	\$31,900.00	N/A	N/A	N/A	\$31,900.00
Dental Assisting	Certificate	\$24,252.00	\$20	\$40	\$106	\$24,418.00
Dental Assisting (blended)	Certificate	\$24,252.00	\$20	\$40	\$106	\$24,418.00
Dental Assisting Science Emphasis (completer)	Degree	\$26,792.00	N/A	N/A	N/A	\$26,792.00
Dental Hygiene	Degree	\$72,256.00	\$20	\$40	\$106	\$72,422.00
Electrical Technology (blended)	Certificate	\$23,742.00	N/A	N/A	N/A	\$23,742.00
Health Studies (online completer)	Degree	\$16,177.00	N/A	N/A	N/A	\$16,177.00

# TUITION AND FEES

Program	Credential	Total <sup>1</sup>	Live Scan	Drug/ Health Screen	Background Check	Potential Estimated Cost <sup>2</sup>
LVN to ADN (30- semester-hour option)	Certificate	\$47,350.00	\$20	\$40	\$106	\$47,516.00
LVN to ADN	Degree	\$47,350.00	\$20	\$40	\$106	\$47,516.00
Massage Therapy	Certificate	\$19,722.00	\$20	\$40	\$106	\$19,888.00
Medical Administrative Assistant (online)	Certificate	\$17,886.00	\$20	\$40	\$106	\$18,052.00
Medical Assisting	Certificate	\$22,404.00	\$20	\$40	\$106	\$22,570.00
Medical Assisting (blended)	Certificate	\$22,182.00	\$20	\$40	\$106	\$22,348.00
Medical Assisting (online)	Certificate	\$22,404.00	\$20	\$40	\$106	\$22,570.00
Medical Billing and Coding (online)	Certificate	\$22,182.00	\$20	\$40	\$106	\$22,348.00
Pharmacy Technology	Certificate	\$22,182.00	\$20	\$40	\$106	\$22,348.00
Pharmacy Technology (blended)	Certificate	\$22,182.00	\$20	\$40	\$106	\$22,348.00
Physical Therapist Assistant	Degree	\$53,845.00	N/A	N/A	N/A	\$53,845.00
Respiratory Care	Degree	\$62,940.00	N/A	N/A	N/A	\$62,940.00
Surgical Technology (blended)	Degree	\$46,788.00	\$20	\$40	N/A	\$46,848.00
Veterinary Technology	Degree	\$42,690.00	\$20	\$40	\$106	\$42,856.00
Vocational Nursing	Certificate	\$43,401.00	N/A	N/A	N/A	\$43,401.00
Vocational Nursing Science Emphasis (completer)	Degree	\$23,640.00	N/A	N/A	N/A	\$23,640.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, uniform, and STRF as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## Sacramento Campus Non-California Residents Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Total <sup>1</sup>
Bachelor of Science in Nursing (online)	Degree	\$10,100.00	\$10,100.00	\$0.00	\$0.00	\$20,200.00
Bachelor of Science in Healthcare Administration Leadership Concentration (online)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$15,950.00	\$63,800.00
Bachelor of Science in Healthcare Administration Leadership Concentration - certificate entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$15,950.00	\$3,190.00	\$51,040.00
Bachelor of Science in Healthcare Administration Leadership Concentration - associate degree entrance (online completer)	Degree	\$15,950.00	\$15,950.00	\$0.00	\$0.00	\$31,900.00
Bachelor of Science in Healthcare Administration Clinical Science Concentration (online completer)	Degree	\$19,140.00	\$12,760.00	\$0.00	\$0.00	\$31,900.00
Health Studies (online completer)	Degree	\$11,555.00	\$4,622.00	\$0.00	\$0.00	\$16,177.00
Medical Administrative Assistant (online)	Certificate	\$14,905.00	\$2,981.00	\$0.00	\$0.00	\$17,886.00
Medical Assisting (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00
Medical Billing and Coding (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$0.00	\$22,182.00

<sup>1</sup>Includes iPad® for specific programs as indicated on the Enrollment Agreement, eBook, tuition, physical textbooks, as required; total program costs will vary depending on transfer credits accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION AND FEES

## Idaho Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Dental Hygiene	Degree	\$29,180.00	\$29,180.00	\$14,590.00	\$72,950.00
Health Studies (online completer)	Degree	\$11,555.00	\$4,622.00	\$0.00	\$16,177.00
Massage Therapy	Certificate	\$15,595.00	\$3,119.00	\$0.00	\$18,714.00
Medical Assisting	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (blended)	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Nursing Bridge	Degree	\$21,368.00	\$10,684.00	\$0.00	\$32,052.00
Pharmacy Technology	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Pharmacy Technology (blended)	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Practical Nursing	Certificate	\$26,090.00	\$13,045.00	\$0.00	\$39,135.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## Nevada Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$21,142.00	\$21,142.00	\$21,142.00	\$63,426.00
Dental Assisting	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Dental Assisting (blended)	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Medical Assisting	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (blended)	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Phlebotomy Technician					\$2,596.00
Physical Therapist Assistant	Degree	\$19,254.00	\$19,254.00	\$9,627.00	\$48,135.00
Respiratory Care	Degree	\$21,370.00	\$21,370.00	\$10,685.00	\$53,425.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION AND FEES

New Mexico *Effective March 16, 2024*

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$21,142.00	\$21,142.00	\$21,142.00	\$63,426.00
Dental Assisting	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Dental Assisting (blended)	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Massage Therapy	Certificate	\$15,595.00	\$3,119.00	\$0.00	\$18,714.00
Medical Assisting	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (blended)	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Pharmacy Technology	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Pharmacy Technology (blended)	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Practical Nursing	Certificate	\$21,600.00	\$10,800.00	\$0.00	\$32,400.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

Oregon *Effective March 16, 2024*

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Dental Assisting (blended)	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Massage Therapy	Certificate	\$15,595.00	\$3,119.00	\$0.00	\$18,714.00
Medical Assisting	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (blended)	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Pharmacy Technology	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Pharmacy Technology (blended)	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Veterinary Assisting	Certificate	\$19,524.00	\$0.00	\$0.00	\$19,524.00
Veterinary Assisting (blended)	Certificate	\$19,524.00	\$0.00	\$0.00	\$19,524.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION AND FEES

Washington Effective March 16, 2024

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Dental Assisting (blended)	Certificate	\$17,280.00	\$3,456.00	\$0.00	\$20,736.00
Health Studies (online completer)	Degree	\$11,555.00	\$4,622.00	\$0.00	\$16,177.00
Massage Therapy	Certificate	\$15,595.00	\$3,119.00	\$0.00	\$18,714.00
Medical Assisting	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (blended)	Certificate	\$16,755.00	\$3,351.00	\$0.00	\$20,106.00
Medical Assisting (online)	Certificate	\$18,485.00	\$3,697.00	\$0.00	\$22,182.00
Medical Billing and Coding (online)	Certificate	\$16,625.00	\$3,325.00	\$0.00	\$19,950.00
Pharmacy Technology	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Pharmacy Technology (blended)	Certificate	\$16,280.00	\$3,256.00	\$0.00	\$19,536.00
Phlebotomy Technician					\$2,596.00
Veterinary Assisting	Certificate	\$19,524.00	\$0.00	\$0.00	\$19,524.00
Veterinary Assisting (blended)	Certificate	\$19,524.00	\$0.00	\$0.00	\$19,524.00

<sup>1</sup>Includes iPad®, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# FINANCIAL ASSISTANCE

Carrington College applicants are encouraged to meet with a Financial Services Advisor prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for financing. "Funding Your Education," which explains each of the federal financial aid programs and is published by the U.S. Department of Education, is available from the Financial Services Department.

Carrington College is an eligible institution approved by the Department of Education to participate in the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Student Loan
- Federal Parental Loan for Undergraduate Students (FPLUS)
- Federal Work Study Program (campus participation varies)

In addition to participating in federal and state financial aid programs, Carrington College students may qualify for private loans from third-party lenders or Carrington College's institutional loan program. More information on these loan programs is available from the Financial Services department.

Carrington College helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available), and Carrington College's payment options (see Payment Options).

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. FAFSA® is a registered trademark of the U.S. Department of Education. The FAFSA® can be completed electronically by going to <https://studentaid.gov/h/apply-for-aid/fafsa> and should be completed as early as possible each year. Prompt completion assures consideration for maximum available financial aid.

FAFSA® information is used to determine the expected family contribution for federal and state financial aid.

Assistance packages are developed using information from the FAFSA® and any supplemental documents. Contributions from student and family income and assets are the foundation for all assistance packages. Carrington College provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received as well as approval of their Carrington College payment plan option.

The timing of financial aid disbursements is dependent on specific program requirements. The following requirements must be met for awards to be disbursed:

- All paperwork required to process awards has been submitted– including but not limited to promissory notes, verification and residency documents, and loan entrance counseling.
- Students must be enrolled in the class.
- Students must provide official proof of graduation and any transcripts for College verification (if applicable).

Disbursements occur throughout the term, generally beginning Saturday of the first week of classes.

More information is available via the My Finances tab on [mycarrington.edu](http://mycarrington.edu) or by speaking with your Financial Services Advisor.

Retaking coursework may impact a student's financial plan. Students who need to retake a course due to a non-passing grade or choose to retake a previously passed course should contact their Campus Academic Dean or Financial Services Advisor to determine if their financial aid will be affected prior to registering for the course.

# FINANCIAL ASSISTANCE

Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements. Carrington College complies with all applicable state and federal equal credit opportunity laws; however, Carrington College does not guarantee financial assistance or credit to any student.

## Financial Aid Information Verification

The federal government requires Carrington College to verify the accuracy of the information on certain federal student aid applications. Selected applicants must submit requested documentation before awarded aid is disbursed.

Students and their parents may be required to submit a copy of their prior-year federal income tax documentation and additional household information. Other documents may also be required. If the information on any of the documents conflicts with what was reported on the application, students may be required to update their application and/or provide additional information to resolve the conflict. Failure to do so will result in loss or non-receipt of aid.

## Loan Exit Counseling

Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct Loans. Students must complete loan exit counseling when they are graduating, leaving Carrington College, or enrolled in a less than half-time status. Loan exit counseling notifications are provided to all identified students. Student borrowers who have not completed loan exit counseling will be contacted by the Financial Services Department to help facilitate the process and are available to answer any questions.

## Federal Student Aid Programs

There are three categories of federal financial assistance: grants, loans, and Federal Work-Study. Students are eligible for these types of aid if they:

- Are enrolled as a certificate or degree-seeking student.
- Are U.S. citizens or eligible non-citizens.
- Demonstrate financial need.
- Make satisfactory academic progress toward completing their program.
- Are not in default on a Federal Perkins/NDSL, Federal Direct, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan, or Federal PLUS Loan received at any institution.
- Do not owe refunds on a Federal Pell Grant, FSEOG, Academic Competitiveness Grant, National SMART Grant, or State Student Incentive Grant received at any institution.
- Have a high school diploma or recognized equivalent.

To help students pay for post-secondary education, the U.S. Department of Education offers six primary federal financial aid programs. Carrington College is eligible to participate in all six, which are outlined below. More information on these programs is available from the Financial Services Department or at [www.carrington.edu](http://www.carrington.edu).

Applicants who are incarcerated and students who become incarcerated must immediately report this information to the Financial Services Office.

## Federal Pell Grants

Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned bachelor's degrees. Grants are need-based and do not require repayment if the student remains in school during that term. For many students, these grants provide a foundation of financial aid to which aid from other sources may be added. The maximum grant for the 2023-2024 and 2024-2025 award years is \$7,395.



# FINANCIAL ASSISTANCE

The actual amount of the grant is based on the cost of attendance, number of hours enrolled, Federal Pell Grant regulations, and your Expected Family Contribution (EFC) found on the 2023-2024 FAFSA® or your Student Aid Index (SAI) found on the 2024-2025 FAFSA®.

In accordance with the Higher Education Act, Carrington College allows all students to purchase books and supplies from the College's online bookstore and charge the expenses to their student accounts.

Federal Pell Grant recipients who do not wish to purchase books and supplies from Carrington College's online bookstore may qualify for a stipend to assist with these expenses. To determine stipend eligibility, students must complete a request prior to the start of the term. More information is available from a Carrington College Financial Services Advisor.

## Federal Supplemental Educational Opportunity Grants

FSEOGs provide supplemental funds to Federal Pell Grant-eligible undergraduate students who demonstrate exceptional need. Exceptional need is defined as the lowest expected family contribution per federal need analysis methodology. Because FSEOG funds are limited, students should apply for these grants as early as possible.

## Federal Work-Study

FWS enables students who demonstrate financial need to earn wages to assist with paying for their education expenses. Through part-time education-related or community-service employment. Students earn at least the current hourly minimum wage by working at the College for nonprofit agencies or for-profit businesses within the community. Carrington College helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations. Students must complete the FAFSA® to be considered for FWS funds. FAFSA® is a registered trademark of the U.S. Department of Education.

## Federal Direct Loans

Loans through the Federal Direct Loan program are obtained from the U.S. Department of Education. Loans are a type of aid that must be repaid, typically once students have graduated or stopped attending school at least half the time. These loans have an origination fee that is subtracted from the value of each loan disbursement. For Federal Direct Loans first disbursed on or after October 1, 2021 and before October 1, 2023, the origination fee is 1.057 percent.

For Federal Direct PLUS Loans first on or after October 1, 2021, and before October 1, 2023, the origination fee is 4.228 percent. Additional information on interest rates and loan fees for Federal Direct Loans is available via <https://studentaid.gov/understand-aid/types/loans>

## Federal Direct Subsidized and Unsubsidized Loans

Students who demonstrate financial need qualify for a subsidy of the Direct Loan interest while in school and for the grace period (first six months after leaving school or dropping below half time). The amount of the loan that may be subsidized is limited to the lesser of their demonstrated financial need or the academic year maximum. Students who demonstrate financial need below the academic year maximum may also borrow through this program; however, they are responsible for the interest on the amount borrowed in excess of demonstrated need.

Dependent undergraduate freshman, sophomore, and junior/senior students enrolled at least half time may borrow up to a maximum of \$5,500, \$6,500, and \$7,500 per academic year, respectively, from subsidized and unsubsidized Federal Direct Loans.

Independent freshman and sophomore students may borrow an additional \$4,000 per academic year in unsubsidized Federal Direct Loans. Independent junior and senior students may borrow an additional \$5,000 per academic year in unsubsidized Federal Direct Loans.

# FINANCIAL ASSISTANCE

The amount borrowed for undergraduate study may not exceed a total of \$31,000 for dependent students and \$57,500 for independent students, with no more than \$23,000 of this funding obtained from subsidized loans. The interest rate for both subsidized and unsubsidized undergraduate Federal Direct Loans first disbursed on or after July 1, 2023 and before July 1, 2024, is fixed at 5.50%. Students have a 6-month grace period from the time they graduate, leave school or enroll less than half time per term before repayment begins. Monthly payments are based on aggregate borrowing; the minimum monthly payment is \$50 per loan.

Repayment is usually completed within 10 years. Students who leave school or drop below half-time status must contact their lender(s) to establish repayment schedules. Students must notify Carrington College's Financial Services Office and their lender(s) of a change in local or permanent address.

## Federal Direct PLUS Loans (Parent Loans)

These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate for Direct PLUS Loans first disbursed on or after July 1, 2023 and before July 1, 2024 is fixed at 8.05%. Repayment begins within 60 days after the loan is fully disbursed.

## Veterans Benefits

Students who may qualify for veteran's education benefits should notify their Carrington College admissions advisor/representative and Financial Services Advisor regarding eligibility as far in advance of their scheduled class start date as possible.

### GI Bill®

Benefits may be awarded for the pursuit of associate, bachelor, or graduate degrees from colleges and universities as well as courses leading to a certificate or diploma from a technical or vocational school. VA students receiving education benefits will not be able to be paid Basic Allowance for Housing during break periods.

### Montgomery GI Bill® (Chapter 30)

This program offers educational benefits for students entering active duty for the first time after June 30, 1985, and meeting other criteria as determined by the Department of Veterans Affairs (VA). This benefit pays a monthly stipend based on enrollment status while the student attends school.

### Montgomery GI Bill® - Selected Reserve

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

### Dependent's Education Assistance (Chapter 35)

This program offers educational benefits for spouses and children of veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition.

### Post-9/11 (Chapter 33)

This program offers educational benefits for active-duty veterans and their family members who served after September 10, 2001. Based on the student's percentage of eligibility, this benefit could pay tuition, fees, books, and a Monthly Allowance for Housing while the student attends school. Carrington College participates in the federal Yellow Ribbon program for students using Chapter 33 benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). Students may

# FINANCIAL ASSISTANCE

also contact the Veterans Affairs Education Office at 1- 888- 442-4551. Please see a Financial Services Advisor determine if the school participates.

## The Yellow Ribbon Program

The Yellow Ribbon GI Education Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the yearly rate as established by the VA. The institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. The maximum contribution from Carrington College is \$2,625 per year per student. The VA awarding cycle is August 1-July 31st of each calendar year. \*Yellow Ribbon is not available at all locations.

## Compliance with VA's 85/15 rule

Carrington College limits student enrollment to 85% veteran enrollment per program of study in accordance with U.S. Department of Veterans Affairs. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% cap has been realized.

**In accordance with Title 38 US Code 3679 subsection (e)**, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students' enrollment;
- Assess a late penalty fee to;
- Require secure student alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Non-Federal Student Loans

Many lenders offer private loans to students to supplement their federal financial aid. Such loans are not subject to federal student loan rules. Terms of repayment, including interest rates, vary by loan. Lenders perform a credit check and determine a loan applicant's creditworthiness before approving these loans. In some cases, a loan applicant may be required to obtain a creditworthy cosigner before a loan will be approved. In most cases, having a cosigner will help improve the terms of the loan (i.e., lower the interest rate and any fees charged to the loan). Additional information and application assistance are available from the Financial Services Office.

## Carrington College Payment Options

### In-School Payment Plan

If a balance remains after all credits from aid and other sources have been applied, a student may be set up on a payment plan to be completed prior to graduation. Payments must be made monthly, up to a total of 10 payments, and the final payment is due before the student's last day of attendance. No interest is charged with this payment plan, and auto-debit is required. The first payment is due by the class start date. Check with a Financial Services Advisor for details.

# FINANCIAL ASSISTANCE

## **Institutional Loan Program (ILP)**

If a balance remains after all credits from aid and other sources have been applied, and a student is not able to pay the balance within the length of their program, Carrington College offers additional payment plan options for the student. These payment plans are serviced through a third-party servicer. Check with a Financial Services Advisor for details.

## **Other Sources Vocational Rehabilitation**

Vocational Rehabilitation may provide services and financial assistance for education to students with certain disabilities. Further information can be obtained from your state Division of Vocational Rehabilitation or Veteran's Vocational Rehabilitation office.

## **Workforce Investment Act (WIA)**

The Workforce Investment and Opportunity Act of 2014 (WIOA) provides funding through the Department of Labor. These funds are made available through local agencies for training persons meeting certain criteria. Individual agencies are responsible for assigning priority for funding.

## Scholarships

### **Carrington College Scholarships and Grants**

Note: In the rare case when scholarship, grant are combinable, students are made aware of this opportunity by a Financial Services Advisor.

Applicants may apply for Carrington College scholarships or grants during the admissions process and should work with their Enrollment Services Representative to do so.

### **Carrington College High School Scholarship**

Graduating high school seniors or those who have graduated high school during the most recent academic year may be eligible for the Carrington College High School Scholarship of \$1,000 to apply toward program cost. Scholarship applicants must meet the following criteria to qualify:

- Satisfy Carrington College admission requirements
- Submit high school transcripts evidencing a CGPA of 2.0 or better on a 4.0 scale
- Maintain a CGPA of 2.0 or better on a 4.0 scale for continued eligibility
- Begin classes by April 30
- Submit the following by the published deadline:
  - Completed scholarship application
  - 50-150-word essay about why the student is interested in a career in the chosen field
- Two letters of recommendation

Scholarship awards cannot exceed their program cost and will be applied directly to those charges. In the event that a student's program cost is less than the scheduled scholarship award, the scholarship will be reduced to the amount of the program cost. In the event of early withdrawal, the scholarship award will be limited to the same percentage of tuition earned in accordance with the college's refund policy. The deadline for submission of scholarship applications and accompanying materials is December 31 of the graduation year. Additional information is available at <http://carrington.edu/financial-aid/scholarships/>.

### **Financial Responsibility**

Students who obtain loans to pay for an educational program 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. The loans must be

# FINANCIAL ASSISTANCE

repaid even if students do not complete the educational program or are not employed after completing the program. Students who fail to repay a loan are considered to be in default.

Default on a student loan may result in the loan becoming immediately due and payable, withholding of federal and state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and reporting of the default to a national credit bureau.

## Book Stipend

Federal aid recipients who do not wish to purchase books and supplies on account as provided by Carrington College may qualify for a stipend to assist with these expenses. For more information on the program or to determine eligibility, students must speak with a Financial Services Advisor.

## Cancellations

Applicants not accepted for admission to Carrington College are entitled to a refund of all monies paid. Applicants may cancel their enrollment without penalty at any time prior to midnight of the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session.

Cancellation requests must be addressed to the Registrar and presented to Enrollment Services. The notice need not take a particular form, but must be signed and dated, show that the applicant no longer wishes to enroll, and include the student's contact information (name, address, phone number, email address).

Cancellation requests may be hand-delivered or submitted by U.S. Mail, email, or fax. If submitted by U.S. Mail, the cancellation is effective on the date postmarked.

Subject to certain limitations, payments made by the student will be refunded within 30 days (15 days in Nevada) following receipt of the notice of cancellation.

To withdraw from school after attending classes, students must notify the Campus Academic Dean, Registrar, and Program Director. Withdrawal is complete when the student has notified the designated official. Students who withdraw are responsible for all outstanding financial obligations. In addition, those receiving federal student loans must complete an exit interview prior to withdrawing.

## Cancellation of Courses

Prior to opening the registration period, Carrington College makes every effort to provide sufficient course sections for students. The campus makes available the course schedule to students, along with registration instructions and deadlines. Course offerings, instructors, days, times, and class locations are not guaranteed and are subject to change at the discretion of the College. If the campus determines that a course offering will be canceled due to lack of enrollment or other reasons, they will remove all students from the course and notify students of the change of schedule via email.

## Carrington College Refund Policy

Program charges for the enrollment period in which the student withdraws are based on the student's last day of attendance and the resulting percentage of the enrollment period completed unless other program cost adjustments are appropriate. An enrollment period is defined as a semester, quarter, term, or another period in which charges are assessed.

Students completing more than 60% of the enrollment period will be charged 100% of the program cost for the enrollment period. Program charges earned by Carrington College is determined by dividing the number of calendar days

# FINANCIAL ASSISTANCE

elapsed from the start date to the last day of attendance by the number of calendar days in the enrollment period. The refund shall be the amount the student paid in excess of the program charges earned by Carrington College for all attended periods of enrollment.

Refund calculation examples are available from the Financial Services office upon request. When state refund policies differ from Carrington College's refund policy, the student receives the more favorable refund. The amount owed by the student is derived by the total hourly charge for instruction (total institutional charge divided by the number of days or program hours) multiplied by the total hours attended by the student.

All refunds are calculated according to the last documented date of attendance and issued within 30 days of the withdrawal notification, the date Carrington College determines the student is no longer enrolled (whichever is earlier) or as otherwise required by applicable state and/or federal regulations. For a student who fails to return from an authorized leave of absence, the withdrawal date is the student's last date of attendance.

The institution will refund the excess funds in the order that most benefits the student for non-Title IV credit balances based on the student authorization.

## Iowa Refund Policy

All tuition charges will be refunded to Iowa students who withdraw within the first two calendar weeks of instruction.

If an Iowa student terminates from any of the school's programs or courses after the first two calendar weeks of the semester, the student will receive a pro rata refund that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period.

Exceptional Tuition Refund Policy – This policy applies when an Iowa student terminates a postsecondary educational Program after the first two calendar weeks of the semester due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city. The terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

A refund of tuition charges shall be provided to the student within forty-five days following the date of the school's determination that a student has terminated from a postsecondary educational program.

## Military Refund Policy Iowa Students

Carrington College is supportive of a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to National Guard duty or federal active duty. Upon verification of orders requiring active duty, the student may select from several tuition credit options:

Options available to qualified students: Upon meeting with the Campus Academic Dean to verify orders, Carrington College will work with the student to determine the best plan based on the individual circumstances. Carrington College has three options for the student to review and consider:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

# FINANCIAL ASSISTANCE

- Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
  
- Make arrangements with only some of the student’s instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## Nevada Refund Policy

If the institution has substantially failed to furnish the program agreed upon in the enrollment agreement, the institution shall refund all money that the student has paid. If a student cancels their enrollment before the start of the program, the institution shall refund all money that the student has paid, minus 10 percent of the tuition or \$150, whichever is less. If a student withdraws or is expelled after the start of the program and before the completion of more than 60 percent of a term, the institution shall refund the student a pro-rated amount of the tuition minus 10 percent of the tuition or \$150, whichever is less.

If a student withdraws or is expelled by the institution after completion of more than 60 percent of the term, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition.

If a refund is owed, the institution shall issue the refund within 15 calendar days after the date of cancellation by a student, date of termination by the institution, or the last day of attendance.

Educational supplies for individual use are not included in the policy described above. A separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds on a case-by-case basis.

A period of a student’s attendance must be measured from the first day of instruction through the student’s last day of actual attendance, regardless of absences. The period of time for a program is the period set forth in the enrollment agreement. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that are listed separately from the tuition and fees.

## HYPOTHETICAL REFUND CALCULATION

<b>Total charged and received for period attendance:</b>	
Period of Attendance = 6 weeks (39 days)	\$780
Cost per day (\$780/39) =	\$20
Number of days attended	20

# FINANCIAL ASSISTANCE

Percentage of Attendance (20/39) =	<b>51%</b> If 61% (24 days) or more of the scheduled days in the period of attendance have been scheduled through the last day of attendance no refund will be provided.
Amount due to the College (daily charge for the course X number of days attended)	\$400
Amount of refund= 19x\$20	\$380

## Return of Title IV Funds Policy

According to federal regulations, a federal refund calculation must be performed if a student receiving financial aid withdraws completely from all classes after the start of the enrollment period.

Length of enrollment is equal to the number of calendar days, including weekends and holidays, in the periods in which the student was registered. Breaks of five days or more are excluded.

The date of determination is the date the student begins the official withdrawal process – electronically, in writing, in person, or by telephone, whichever is earlier – or otherwise officially notifies the institution of his/her intent to withdraw. For students who withdraw without notification, the school will use the administrative dismissal date. Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

Return of funds is calculated as follows:

- If the student’s percentage of the enrollment period completed (based on a student’s last date of academic attendance) is greater than 60 percent, the student has earned – and must repay – 100 percent of the federal aid received.
- If the student’s percentage of the enrollment period completed is 60 percent or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.

Federal aid refunds that result from the return of funds calculation are distributed in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Perkins Loan\*
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants and/or private or other institutional aid

\* Carrington College cannot make Federal Perkins Loans to new borrowers after September 30, 2017.  
Please see Financial Services for questions and details about the Federal Perkins Loan.

## New Mexico State Refund Policy

Cooling off period: Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three workdays from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn, and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

- A. Refunds prior to commencing instruction: Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written



# FINANCIAL ASSISTANCE

statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.

1. In the case of students enrolling for traditional non- instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
2. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.

B. Refunds following commencement of instruction: An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the department or its designee.

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means: In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. Department of Education:

Tuition and Fee Schedule	
Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1 <sup>st</sup> class day	0%
After 1 <sup>st</sup> day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

C. The enrollment period for which the student was “obligated” means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.

## Washington State Refund Policy

Tuition paid in excess of tuition owed is refundable.

## Washington State Residents

For Washington State residents seeking information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

# STUDENT SERVICES

## Admission and Testing

Applicants must demonstrate that they can benefit from Carrington College academic programs by passing an entrance examination or demonstrating academic ability from previous program completion, as noted in the admission testing requirements. Enrollment Services Representatives work closely with prospective students to help them select an appropriate course of study and to determine if they are reasonably motivated to succeed. Financial aid availability, transportation, childcare, and other relevant personal factors are also addressed.

## Orientation

Each Carrington College student attends a two-part orientation. During the first portion, students are introduced to the College's philosophy, policies, operational procedures, and academic and student services' resources. During the second part, students meet with the Program Director and faculty to become acquainted with the specific policies, procedures, and personnel in their chosen program.

Before beginning instruction, students taking online courses must complete an orientation given at either their home campus or through the Online Team. The orientations cover items unique to the online instructional format, such as:

- Accessing and navigating the learning management system (LMS)
- Requirements for interaction with peers and faculty
- Technical help
- Contact numbers

## Student Advising

Carrington College faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Instructors, Program Directors, and the Campus Academic Deans are available to consult with students who are having difficulty with their studies. Students are urged to take advantage of this valuable extra assistance.

## Housing

Carrington College does not have dormitory facilities under its control, nor does it assist a student with finding housing. The cost of housing differs considerably from campus to campus throughout Carrington College due to the cost of real estate. The approximate range is for \$750 for a room and \$953 for an apartment (\$3500 for a 2-bedroom apartment) near Sacramento, and \$750 for a room and \$953 for an apartment near Stockton. The cost to rent a room in San Leandro is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. The cost to rent a room in Pleasant Hill is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. The cost to rent a room in San Jose is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. These costs are approximate and vary depending on proximity to campus and overall quality of the facilities.

## Student Success Center

Carrington College's Library Services and Tutoring Services are combined within the Student Success Center (SSC). The SSC is the hub on campus for all student academic support and aligns with the mission of the school, providing new and exciting learning opportunities to students. Included are all library services combined with tutoring, student services, and specialized support to accommodate student needs at each campus. In addition, referral to outside support agencies is provided to students who have personal or family problems. Students are encouraged to take advantage of the valuable extra assistance available in the SSC. Students should refer to the Student Success Center section in the Student Handbook for comprehensive information.

# STUDENT SERVICES

## Online/Internet Policy

Internet access may only be used for lawful purposes. Transmission is prohibited of any material that is disruptive or is in violation of federal or state regulations. Carrington College also prohibits the transmission of any material containing ethnic slurs, racial epithets, or anything that may be viewed as harassment of others based on race, national origin, gender, age, disability, or religion. Students may not download personal information or files onto Carrington College computers. Internet access is not to include the following activities: Social Media, gambling, shopping, chatting online, spamming, advertising, playing games, or downloading software or files not related to school assignments.

Any use of email services that interferes with the College's mission, activities, and function or does not respect the image and reputation of the college is improper and thereby prohibited. Email users are required to comply with state and federal law, college policies, and normal standards of professional and personal courtesy and conduct. Access to email service is a privilege that may be partially or wholly restricted by the college without prior notice and without the consent of the affected email user. Making a statement or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene, or invasive of another's privacy is strictly prohibited. Computer technology resources may not be used to transmit junk email, SPAM, pyramid schemes of any kind, or chain letters.

## Tutorial Assistance

Faculty members are available to provide academic assistance to students on a short-term basis. Should longer-term assistance be required, student peers who are doing well in a given program are sought to provide additional help.

## Study Groups

The College designates campus locations for student interaction. Instructors often suggest the formation of study groups for peer-to-peer tutorials and study sessions.

## Student Records

All students' educational records are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act (FERPA) of 1974, the school will not release educational records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent, or legal guardian. The Registrar maintains student records and schedules, and students have access to the end-of-term grade reports, transcripts (on written request), and verification of college status letters.

Carrington College permanently maintains electronic records that include admission and attendance information, academic transcripts, and other relevant data. Students have the right to review their academic records, including grades and attendance. Students who wish to review their files must submit a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. Copies may be provided to the student at the student's expense.

## Transcripts

Official transcript requests must be submitted to Carrington College in writing or via Parchment with the accompanying fee. Processing can take up to 30 days.

## Externships and/or Clinical Courses

Some programs require an externship and/or clinical course(s) to provide students with valuable hands-on learning. Students will not receive compensation for participation in externship or clinical course.

# STUDENT SERVICES

Carrington College has agreements with a variety of facilities that host students during externship or clinical courses. These facilities retain the right to dismiss a student from externship for a variety of reasons, including misconduct, failure to follow established policies, etc. In some circumstances, the reason for the dismissal may result in a referral to a hearing board for a violation of the student code of conduct. The program will assess the grounds for dismissal and evaluate whether a new externship or clinical placement is suitable. If it is deemed appropriate, the program will work with the student to create a plan for success in the subsequent placement.

Additional information about externship and clinical courses are provided as students near the beginning of their externship or clinical terms.

Carrington College does not work with third parties that discriminate based on gender, age, race, national origin, sexual orientation, political affiliation or belief, religion, or disability for externships or clinical experiences.

## Career Services

Carrington College works with every student on job-search strategies, job-market orientation, resume writing, and interviewing techniques. Career Services are available to all active students and graduates without charge. Success in securing employment depends on the graduate's efforts and motivation, as well as on educational performance. Carrington College does not guarantee employment, nor does it guarantee employment within specific salary ranges or in specific areas. Students should refer to the Career Services section in the Student Handbook for comprehensive information.

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## Family Educational Rights and Privacy Act (FERPA)

Carrington College complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act protects the privacy of students' education records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading information through informal and formal hearings.

Carrington College's policy on releasing student-related information explains school procedures for complying with the Act's provisions. Copies of the policy are distributed annually, are available in the Student Handbook, and may be requested from campus administration.

## Nondiscrimination Policy

Carrington College is committed to providing an education conducive to each individual's personal and professional development. It is committed to maintaining an environment free of discrimination and harassment based on race, color, religion, national origin, sex, age (40 or older), disability, veteran status, sexual orientation, political affiliation (and any other legally protected classes in the relevant jurisdiction) that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws. Carrington College will not tolerate, condone, or allow discrimination or harassment, whether engaged in by fellow students, instructors, or staff.

The Dean of Instruction and Student Success is available to serve as a resource to any student or other Carrington College community member with a discrimination or harassment inquiry or complaint. The Dean of Instruction and Student Success will have information about the College's non-discrimination policy, rules, and procedures (including confidentiality) and options for investigating and resolving complaints.

### Justin Willey

Dean of Instruction and Student Success

415 612 1478

[StudentAffairs@carrington.edu](mailto:StudentAffairs@carrington.edu)

Students should refer to the Discrimination, Harassment & Complaints section in the Student Handbook for comprehensive information.

## Title IX Compliance

Carrington College complies with Title IX of the Higher Education Amendments of 1972, applicable provisions of the Code of Federal Regulations, and state statutes that prohibit discrimination based on sex in any educational program or activity Carrington College operates. Carrington College's policy against sex discrimination extends to student admissions and employment. Carrington College's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community.

The Title IX Coordinator's contact information is listed below; questions about the application of Title IX and the school's compliance should be directed to this individual.

### Leigha Bentz

Director, Regulatory and Compliance

Title IX Coordinator

415 635 2862

[StudentAffairs@carrington.edu](mailto:StudentAffairs@carrington.edu)

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Students and colleagues should refer to the Discrimination, Harassment & Complaints section in the Student Handbook or the Sexual Harassment and Sexual Assault Prevention Policy available at <https://carrington.edu/admissions/student-consumer-information/#Title-IX> for comprehensive Title IX information.

Students or colleagues who wish to report sexual misconduct affecting the campus community outside of Title IX should follow the grievance procedure published in this catalog.

## Disability Accommodations

Carrington College is committed to maintaining an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Carrington College will make reasonable accommodations to afford students with disabilities full and equal enjoyment of Carrington College's programs and services. Carrington College makes no assumptions concerning any individual's abilities or disabilities and makes an individual assessment to determine whether each student's request for accommodations can be met at Carrington College.

Any student or applicant with a disability who requests academic adjustments, auxiliary aids, or accommodations under Section 504 should contact Student Affairs at [ADA@carrington.edu](mailto:ADA@carrington.edu) to begin the accommodation request process. Students or applicants should refer to the Disability Accommodations in Academic Programs sections in the Student Handbook for comprehensive information.

## Background Checks

Students may be required to undergo a criminal background check when required by the state in which they attend school and/or when required by a Carrington College clinical affiliate where the student is training.

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to background checks. Registration for select Carrington College programs is dependent on successful completion of a background check, because individuals convicted of a crime may be unable to obtain certification, licensure or employment. Similarly, participation in externships and clinical courses may require successful completion of a background check.

Students who falsify background information may be withdrawn from their program by the College. These students, as well as those not permitted to register due to unfavorable background check results, are entitled to tuition refunds as determined by the Cancellation and Refund Policy on page 239.

## Student Health Insurance

Students may be required by clinical sites to provide proof of health insurance coverage for the duration of clinical assignments.

## Commitment to Drug-Free Schools

Carrington College complies with the Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on school property. Anyone in violation of state, federal, or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. The College is committed to providing a productive and safe learning environment for all students.

In accordance with this goal, the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to

# REGULATIONS

provide blood, breath, and/or urine samples upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any) and any representative or agent of a clinic, laboratory, and/or hospital involved in sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers, and appropriate governmental agencies. Refusal to comply with an investigation or a positive test result may be grounds for disciplinary action, which may result in dismissal.

Some Carrington College programs require students to undergo a preadmission drug screen urinalysis. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months. Candidates whose test comes back positive for prescription medications may present to the screening agency a copy of the prescription to ensure that findings are consistent with the prescribed dosage. In such cases, applicants may pursue admission.

In addition, Carrington College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct or because of drug screen requirements of Carrington College's clinical affiliates.

## Student Health Information

Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections (see program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and are required to always take standard precautions to minimize the risk of exposure to communicable diseases such as hepatitis, tuberculosis, and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another. When such classroom practices are a required part of the curriculum, students are required to participate in the activities in order to graduate from the program.

## Campus Safety and Security

Carrington College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year. That report for each location is posted to the College website at <https://carrington.edu/admissions/student-consumer-information/> under the Annual Disclosure Section. Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school.

The security of all school members is a priority. Each year Carrington College publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes, and support services for victims of sexual assault. This report is available at each campus. For comprehensive information, please see the section titled Commitment to a Safe and Clean Environment in the Student Handbook.

Students with ideas, concerns, or suggestions for improved safety are encouraged to share them, without fear of reprisal, with a faculty member or bring them to the attention of the Campus Academic Dean. Carrington College strives to provide a safe and healthy school environment. Students who have medical conditions that would prevent them from engaging in course activities such as working with radiography or certain chemicals should contact the accommodation coordinator at [ADA@Carrington.edu](mailto:ADA@Carrington.edu)

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## Voter Registration

Carrington College encourages all eligible students to vote in state, local and federal elections. The U.S. Election Assistance Commission provides a tool at its website, <https://www.eac.gov/voters/register-and-vote-in-your-state> where students can find links to information including the official state office website(s), information about registering to vote and checking registration status, where to vote, and information about early, absentee or by mail voting. The site also lists information about key federal elections dates and deadlines. Please send questions or corrections to [clearinghouse@eac.gov](mailto:clearinghouse@eac.gov).

## Graduation Rates

Carrington College complies with the Student Right to Know Act and annually reports the graduation rate of its certificate and degree-seeking full-time students who have graduated by the end of the 12-month period ending August 31, during which 150 percent of the normal time for graduation from their program has elapsed. This information is available from the Carrington College enrollment services or the Carrington College website found at [Carrington.edu](http://Carrington.edu).

## Media Release

By signing the Enrollment Agreement, all students give Carrington College the absolute right and permission to use photographic portraits, pictures, or video of them in character or form, for advertising, art trade, or any other lawful purpose whatsoever.

## Plagiarism Prevention

As part of our commitment to academic integrity, Carrington College subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

## Social Media Policy

The social media sites represented on the Carrington College home page (Facebook, Instagram, YouTube, Twitter, etc.) are produced and maintained by Carrington College. Links to content or other internet sites should not be construed as an endorsement of the organizations, entities, views, or content contained therein. Carrington College is not responsible for the content of those external websites.

While Carrington College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights, or privacy laws, off-topic, commercial or promotion of organizations or programs not related to or affiliated with the college or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Carrington College's social media sites.

By submitting content to any of Carrington College's social media sites, users understand and acknowledge that this information is available to the public and that Carrington College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Carrington College. Users who do not wish to have the information they have made available via these sites used, published, copied, and/or reprinted should not post on the social media sites.



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## Increasing Course Load to Reduce Program Length

Due to the accelerated nature of Carrington College programs, exceeding the recommended number of courses taken per term is not permitted. In rare instances and with documentation of hardship, the Campus Director may authorize a student to increase his or her course load by no more than two courses. The total reduction of program length can never exceed six weeks. Students should be aware that changes in program length may affect financial aid awards.

## Academic Freedom Policy

Educational institutions exist to transmit knowledge, contribute to the development of students, and advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Carrington College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Carrington College, above all, seeks to be effective teachers. Although they observe the stated regulations of the institution and design their lectures, labs, and other class presentation to conform to institutionally approved curricula, they are given flexibility in presenting the subject matter of their course in a manner that will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to question and seek changes to improve the quality of education.

## Complaint and Grievance Procedures

In most cases, students should first attempt to resolve their concerns with the individual(s) most directly connected to the student's complaint. Academic complaints should first be addressed to the faculty. Academic problems remaining unresolved should start with the Program Director or Dean of Nursing. General non-academic student complaints should be addressed to the department administrator at which the complaint is directed. If the student is not satisfied with these efforts, the student may pursue a formal review by submitting a formal complaint.

1. A formal complaint or grievance must be submitted in writing and should include the following:
  - I. The Complainant's name, student number if applicable, address, email address, and phone number.
  - II. A complete description of the concern/issue, including date, location, and all individuals involved, including the person against whom the complaint is filed and/or witnesses.
  - III. A description of what effects, if any, have been made to resolve the issue informally, including individuals contacted by the student in the resolution attempt.
2. The complaint should be filed with the Campus Director or their designee at the campus the student attends, Online students should file a complaint with the Campus Academic Dean, Online. If the person holding one of these positions is the subject of the student's complaint, the student can submit the complaint to [studentaffairs@carrington.edu](mailto:studentaffairs@carrington.edu).
3. The Campus Director or designee will confirm completion of the investigation with a written report emailed to the student usually within 45 days of receipt of the complaint.
4. If the student is not satisfied with the disposition of the complaint, the student may appeal in writing to the VP of Operations within ten business days of receipt. The appeal must include a copy of the written disposition and an explanation of why the student is not satisfied with that outcome.
5. The VP of Operations will review the report and the student's appeal and conduct any further investigation necessary, including requesting additional information from the student, Campus Director, or designee.
6. The VP of Operations will provide the student a written appeal finding, which will be sent within a timely manner. This written decision is the final disposition of the complaint.

# REGULATIONS

Students will not be subject to adverse action as a result of filing a complaint or initiating the grievance process. Students not satisfied with the final disposition of the grievance may contact [studentaffairs@carrington.edu](mailto:studentaffairs@carrington.edu) (who serves as an impartial Carrington College representative), the state licensing authority, the College's accreditor, the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, 415 506 0234 or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at <https://carrington.edu/student-consumer-info/>.

For information on procedures for filing grievances with institutional and regulatory agencies, please refer to pages 16-20 of this catalog.

A student or any member of the public within California 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 website <http://www.bppe.ca.gov>.

New Mexico residents - State rule provides a requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution in accordance with the institution's complaint or grievance policy. A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the Department in writing on the form provided at <https://hed.nm.gov/students-parents/student-complaints>. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.

Contact information.

New Mexico Higher Education Department Private Postsecondary Schools Division

2044 Galisteo St. Suite 4  
Santa Fe, NM 87505  
505 476 8400

New Mexico Massage Therapy

Complaints concerning the registered massage therapy school, instructor(s), or other student(s) should first be addressed through the College's Grievance Procedure. If the College does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the board in accordance with 16.7.14.8 NMAC.

Students who wish to contact the Massage Therapy Board of New Mexico can complete a complaint form online at: <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/massage-therapy/>.

Mail completed form to:

BOARDS AND COMMISSIONS DIVISION

New Mexico Regulation and Licensing Department

Toney Anaya Building

2550 Cerrillos Road  
Santa Fe, NM 87505

Information 505 476 4500

Direct 505 476 4600

Fax 505 476 4665

<https://www.rld.nm.gov/>

# REGULATIONS

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

## Licensure and Certification

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

*Note: For Washington residents-nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360 709 4600 at any time with a concern or complaint [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov).*

# ADMINISTRATION & FACULTY

The following pages list Carrington College's administration and faculty by campus

## Albuquerque

### Administration

**Sierra Armstrong**  
Campus Academic Dean  
MA, University of New Mexico

**Molly Ashcraft, RN**  
Dean of Nursing  
DNP, Chamberlain University

**Candice Bethoney, RN**  
Assistant Dean of Nursing  
MSN, Eastern New Mexico University

**Amber Bueno**  
Medical Assisting Program Director  
AS, Carrington College

### Faculty

**Chanelle Aguilar, RN**  
BSN, Grand Canyon University

**Jennifer Blackford, RN**  
BSN, Grand Canyon University

**Amanda Burns, RN**  
BSN, Grand Canyon University

**Alexandra Castillo, RN**  
BSN, Adams State University

**Megan Dean, LMT**  
BA, University of New Mexico

**Penny L. Edwards**  
MD, Belize School of Medicine

**Jennifer Ehrlich, RN**  
BSN, Western Governors University

**Megan Eickman, RN**  
MSN, University of New Mexico

**Carla Franco, RN**  
MSN, University of St. Francis

**Stacey Goetz, RN**  
BSN, Western Governors University

**Misty Gonzales**  
MSN, Grand Canyon University

**Sandra Gonzales**  
BSN, University of Phoenix

**Heather Griesel, RN**  
MSN, Northeastern State University

**Sharon Guerra, RN**  
MSN, University of New Mexico

**Jacinto Flores Hernandez, RN**  
MSN, Aspen University

**Rebecca Hall, RN**  
BSN, Brookline College

**Ronillo Javellana, RN**  
MBS, Mercy University

**Jason Kimble**  
PhD, University of New Mexico

**Billie Lund**  
DNP, Chamberlain University

**Wendy McDaniel**  
MSN, Grand Canyon University

**Bree Medran, CCMA**  
Certificate, Pima Medical Institute

**Rosalinda Pacheco**  
BSN, University of New Mexico

**Jessica Reinhardt, CPhT**  
Certificate, Thomas Nelson Community College

**Marissa Ricci, RN**  
BSN, University of New Mexico

**Sabrina Robison, RN**  
MSN, Western Governors University

**Gustavo Rodriguez, RN**  
MSN, Grand Canyon University

**Sarah Ruiz, RN**  
BSN, University of New Mexico

**Ashley Smith, CCMA**  
Certificate, Pima Medical Institute

**Victoria Tellier, RN**  
MSN, Western Governors University

**Stephen Thomas, RN**  
BSN, Brigham Young University

**Jamie Walters, CDA**  
AS, Carrington College

**Katherine Williams, RN**  
MSN, University of New Mexico

**Amanda Woodside Ramos, RN**  
BSN, Carlow University

## Boise

### Administration

**Zach Jiru**  
Campus Director  
MEd, DeVry University

**Andrew Ingram, RMA, AHI**  
Medical Assisting Program Director  
AAS, American Military University

**Christine Lyle, FNP-C, RN**  
Assistant Dean of Nursing  
PhD, Idaho State University

**Kelly Robbins**  
Campus Academic Dean  
MA, Gonzaga University

**Anna Walton, CDA**  
Dental Assisting Program Director  
BA, Pima Medical Institute

**Rachel Watkins, RDH**  
Dental Hygiene Program Director  
MPA, Keller Graduate School of Management

### Faculty

**Kristine Ali**  
DMD, Oregon Health and Sciences  
University School of Dentistry

**Bryan L. Arroyo, OCS**  
DPT, University of North Dakota

**Crystal Berhow, LMT**  
AS, Bakerfield College

**Samantha Booth, RN, NP**  
MSN, United States University

**Christy Broam, RN**  
MSN, Grand Canyon University

**Chelsea Brown, RN**  
BSN, West Coast University

**Jeremy Brown, DMD**  
DMD, University of Louisville

**Shauna Burke, RN**  
MSN, California State University, Fullerton

**William Bybee, DMD**  
DMD, University of Southern California

**Angela Carter**  
AAS, Phoenix College

**Courtney Casper, RDH**  
Tennessee State University

**George Chen**  
DMD, Loma Linda University School of Dentistry

**McKalee Conrad**  
BS, University of Southern California

**Christy Corley, RDH**  
BS, Oregon Institute of Technology

**Nancy Crowson, LMT**  
AS, Riverland College

# ADMINISTRATION & FACULTY

**Amber Davidson**

Certificate, Carrington College

**Heidi Denham, RN**

BSN, Intercollegiate Center for Nursing Education

**Jenalee Elle**

BS, Oregon Institute of Technology

**Charlotte Eshelman, RN, FNP, PA-C**

MSN, Northwest Nazarene University

**Abby Fagan, RN**

BSN Saint Louis University

**Michael Fisher**

MA, Boise State University

**April Foutz, RDH**

BS, Oregon Institute of Technology

**Brenda Fries, RN**

BSN, Western Governors University

**Andrea Gochnour**

Certificate, Bridgerland Applied Technology College

**Deserai Gonzalez**

Certificate, American Institute of Health Technology

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**Amber Hefner, RMA**

Certificate, Kaplan College

**Rachel Hooper, RN**

BSN, Boise State University

**Lori James, RN**

DNP, American Sentinel University

**Carrie Jennings, RN**

BSN, Methodist College

**SaVanna Jones**

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**Janean Lewis**

DDS, Loma Linda University

**Lucas Littlefield, LMT**

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**Jo Anne Maurer, RDH**

BSDH, Northern Arizona University

**Emily McIntier**

MS, Boise State University

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EdS, MK, Northwest Nazarene University

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BSN, Idaho State University

**Misty Nunes, RN**

MSN, Western Governors University

**Wanda O'Harra**

BA, George Fox University

**Theresa Pecsek, RN, PMHNP-BC**

MSN, Walden University

**Todd Perkins**

DRPH, Capella University

**Taylor Pimentel**

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**Jennifer Reese, RDH**

BS, Weber State University

**Courtney Richardson**

MS, Grand Canyon University

**Beverly Rippert, RDH**

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BS, Oregon Health Sciences University

**Julie Rowe, RN**

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**Marti Seeliger**

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**Nancy Tiftt, RN**

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**Vicki Van Hoogen**

MEdT, George Fox University

**Anna Walton**

BA, Pima Medical Institute

## Las Vegas

### Administration

**William Dent**

Physical Therapist Assistant Program Director  
MPT, Loma Linda University

**Nicholas Green, RN**

Dean of Nursing  
DNP, Touro University Nevada

**Jon Keynoyer**

Director of Clinical Education  
MBA, Western Governors University

**April Nopper, RRT-NPS**

Respiratory Care Program Director  
BSRT, University of Mary

**Lisa Ramirez**

Campus Director  
MBA, University of the Incarnate Word

**Francis Samaco, RRT**

Director of Clinical Education, Respiratory Care  
BSHA, University of Phoenix

**Petra York, CMAA**

Medical Assisting Program Director  
BS, Grand Canyon University

### Faculty

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AS, Pima Medical Institute

**Juliana Anjos, RN**

MSN, University of Texas at El Paso

**Jose Bernal**

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**Jacqueline Edwards, CCMA (NHA)**

Certificate, Academy of Medical Careers

**Oscar Elbert, RRT**

AAS, Jefferson Community and Technical College

**Charles Graham**

BA, University of Nevada - Las Vegas

**Travis Harding**

BS, John Hopkins University

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**Leslie Jones, RRT**

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MSN, California State University, Dominguez Hills

# ADMINISTRATION & FACULTY

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MA, Arizona State University

**Charles Drinnon**  
MFA, National University

**Abby Godfrey**  
JD, Widener University

**John Kuminecz**  
MA, University of Southern California

**Elizabeth Long**  
EdD, Argosy University

**Kenneth Newton**  
MA, Illinois State University

**John Perrin**  
PhD, University of Nevada – Reno

**Taras Tiutiunnyk**  
MA, National University (California)

## Mesa

### Administration

**Brenda Chavez**  
*Dental Hygiene Program Director*  
MHPE, Midwestern University

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Med, National University

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ASDH, Fortis College

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MA, Marygrove College

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MSN, Clarkson College

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MSN, Grand Canyon University

**Clarissa Franco, RN**  
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**Karen Greenberg, RN**  
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ND, Bastyr University

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BS, Utah College of Dental Hygiene

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AS, Southwestern College

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# ADMINISTRATION & FACULTY

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AS, Pima Medical Institute

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**Cristina Urquides, RDH**  
AS, Fortis College

**Shirley Wall**  
BS, Loma Linda University

**Devon Whiting, RN**  
DNP, Fairfield University

## Online Delivery

### Administration

**Madeline Copp**  
*Carrington College Librarian*  
MLS, University of California, Los Angeles

**Venus Fisher**  
Campus Academic Dean  
PhD, Northcentral University

**Marina Trujillo**  
*Senior Academic Coach*  
MBA, Keller Graduate School of Management

**Tammy Young**  
*Academic Coach*  
BS, DeVry University

### Faculty

**Alice Alvarado**  
MA, American Military University

**Barbara Anderson**  
MA, National University

**D'Vonne Anderson**  
MS, Indiana State University

**Pamela Applewhite**  
PhD, Walden University

**Marshall Armstrong**  
MHIST, American Military University

**Karah Arriaga**  
MA, Sam Houston State University

**D Alejandro Arzate**  
Certificate, Carrington College

**Pamela Audette**  
MBA, Western Governors University

**Nadine Ayoub**  
MS, University of Michigan-Dearborn

**Nanette Bailey**  
MA, Arizona State University

**Joyce Banchiu**  
MS, Walsh College of Accountancy and Business Administration

**Yvette Boafo**  
MS, University of Albany, SUNY

**Jack Bartlett**  
MBA, Santa Clara University

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MA, Webster University

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**Alison Bonham**  
MA, University of Indianapolis

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BS, DeVry University

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MA, California State University

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MEd, Eastern University

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MS, Walden University

**Kristyn Cathey, APR**  
MMC, University of Georgia

**Charles Cattermole**  
BS, University of Delaware

**Adelle Cerreta**  
PhD, University of Nevada – Reno

**Daniel Chadwick**  
MA, Fordham University

**Jacqueline Chinappi**  
MA, Seton Hall University

**Rebecca Cobain**  
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**Alison Coleman**  
MS, University of Denver

**Pamela Collins**  
MA, Fayetteville University

**Robert Cooper**  
MLA, Southern Methodist University

**Ryan Cornell**  
MAEd, University of Phoenix

**Victor Cornell**  
MA, Arizona State University

**Claudia Coulter**  
MS, Indiana State University

**Tnisha Dials**  
MBA, Columbia Southern University

**Dorothy Donaldson, RMA**  
MS, Cardinal Stritch University

**Charles Drinnon**  
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**Swaran Dwarka, RHIA**  
MSA, California State University, Bakersfield

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**Tamila Edwards**  
BA, University of California

**Rhizlane Elmaarouf**  
MS, Texas Woman's University

**Jasmine Ferrell**  
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**Donna Fine**  
AAS, Nassau Community College

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**Nancy Fox**  
MEd, Stephen F Austin State University

**Jacqueline Gaddis**  
MEd, Tiffin University

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MS, North Carolina Agricultural and Technical State University

**Abby Godfrey**  
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**Ricardo Gonzales**  
PhD, University of Texas at Dallas

# ADMINISTRATION & FACULTY

**Tracey Gooch, CPC**  
MHA, Lindenwood University

**Emily Grime**  
MSLBE, Duquesne University

**Samer Hassan**  
MBChB, Al-Nahrain University, Iraq

**Kristen Haynes**  
MBA, Anderson University

**Sandra Hernandez**  
MS, California State University

**Lori Hobbs**  
MA, Western Governors University

**Chris Holman**  
MS, Illinois Institute of Technology

**Jessica Hook**  
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**Julie Jacobson**  
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**Micheal Huff**  
MA, Pepperdine University

**Chandra Hurt, CMA**  
MSL, Grand Canyon University

**Christopher Ingram**  
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**Judith Jones**  
MBA, Franklin University

**Tameica Jones**  
EdD, North Greenville University

**Mohamad Khatibloo**  
University of Hertfordshire, UK

**Lorenzo Kellam**  
MFA, Fairfield University

**Cortney Kelley**  
MS, North Carolina A&T State University

**Dawn Kelly, CBCS**  
MSP, Walden University

**Julie King**  
MFA, Queens University of Charlotte

**John Kuminecz**  
MA, University of Southern California

**Celia Ladson**  
MAEd, The Citadel

**Elizabeth Long**  
EdD, Argosy University

**Carol Lovci, RN**  
DNP, Chamberlain University

**Melissa Lund, NCICS**  
Certificate, Everest Institute

**Nicole MacCallum**  
MA, Texas A&M University

**Lynn Macias**  
MS, National University

**Christopher McBride**  
PhD, The Claremont Graduate University

**Nicole McCallum**  
PhD, Grand Canyon University

**James McKivigan**  
DPT, University of Montana

**Beth McLeod, RHIA**  
Western Governors University

**Sonya McQueen**  
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**Amy Mendoza**  
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**Kerry Mildon**  
PhD, University of Iowa

**Chanin Monestero**  
MS, Texas A&M University

**Robert Morcom**  
MBA, George Washington University

**Christopher Morelock**  
MA, University of Tennessee

**Doretha Morrison**  
AS, DeVry University

**Daniel Mosbrucker**  
DC, Palmer College of Chiropractic

**Samantha Murphy**  
PhD, Louisiana State University Health Sciences Center, Shreveport

**Susan Nelson**  
MA, Clark University

**Kenneth Newton**  
MA, Illinois State University

**Lah Ntumsi**  
MSIT, Thomas Edison State University

**Myra Navarro Perez**  
JD, St. Mary's University

**Debra Ochs**  
JD, Ventura College of Law

**Curtis Ogland**  
MS, University of Texas

**Ivana Paramo**  
MA, University of LaVerne

**Toni Parks**  
MBA, Western Governors University

**Eva Pennington**  
EdD, Liberty University

**John Perrin**  
PhD, University of Nevada - Reno

**Dennis Peskin**  
JD, Pace University School of Law

**Christopher Posey**  
EdD, Capella University

**Robert Reed**  
PhD, Northwest Nazarene University

**Wanda Register**  
MBA, DeVry University

**Sean Reilly**  
PhD, University of Nevada - Las Vegas

**Stephen Ross**  
MS, Grand Canyon University

**Houa Saly**  
BS, Purdue University Global

**Tracy Schorle**  
MA, Governors State University

**Troy Selby, PA**  
MS, University of Nebraska Medical Center

**Diana Jolene Shannon, RMA**  
MEd, Ashford University

**Eileen Slatton**  
MEd, Southwest Texas State University

**Jennifer Stern**  
PhD, University of Arizona

**Audra Stinson, PhD**  
Capella University

**Carey Stites**  
MS, Texas Technical University

**Taras Tiutiunnyk**  
MPA, National University (California)

**Jacqueline Vick**  
MHA, Webster University

**Gabrielle Vosteen**  
MSL, Grand Canyon University

**Nicholas Walling**  
EdD, University of Nevada - Las Vegas

**Kelly Waltman-Payne**  
PhD, Liberty University



# ADMINISTRATION & FACULTY

**Derrick Wheatley**  
MS, Grand Canyon University

**Jill Winfree, CPC**  
MA, University of Texas at Austin

**Susan Yocum**  
MS, Northwestern State University

**Ramona Zup**  
MA, Alexandru Ioan Cuza University of Iasi, Romania

## Phoenix *Administration*

**Antonio Thompson**  
*Campus Director*  
MPM, Keller Graduate School of Management

**Denisa Duda, RN**  
*Dean of Nursing*  
MSN, Chamberlain University

**Julie Lewis**  
*Medical Assisting Program Director*  
AS, DeVry University

**Jessica Martin, RRT, RCP**  
*Respiratory Care Program Director*  
BS, Grand Canyon University

**Patrick McGraw, RRT**  
*Director of Clinical Education*  
AOS, Kaplan College

**Lisa Schroeder RDA, CDA, EFDA**  
*Dental Assisting Program Director*  
AAS, Patricia Stevens College

**Matthew Chavez**  
*Trades Program Director*  
Certificate, Perfect Technician Academy

**Kory Smith**  
*Campus Academic Dean*  
DBA, Trident University International

## *Faculty*

**Lori Back, RN**  
MSN, Brookline University

**Garrett Benjamin, RRT**  
AAS, Pima Community College

**Crystal Buzan, RRT**  
BA, Eastern New Mexico University

**Michelle Campbell**  
AAS, Rio Salado College

**Diana Castro, CMA**  
Certificate Arizona College

**Amanda Emineth, CMA**  
Certificate, Gateway Community College

**Nanette Ford, RN**  
MSN, Grand Canyon University

**Caroline Fountain, RN**  
MSN, Grand Canyon University

**Thomas Ginn**

**Ryan Hester, CDA**  
BS, Wayland Baptist University

**Tim Hollier**

**Timothy Huff, CST**  
AAS, Brown Mackie College

**Marshala Jones, CST**  
BA, Western Governors University

**Christie Kellogg, CST**  
AAS, High Tech University

**Kiara Leser, CST**  
AAS, Estrella Mountain Community College

**Tori Lewis, RRT**  
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# SUPPLEMENTAL INFORMATION

## Volume IX Supplemental Information

Since the release of the Carrington College 2023-2024 Academic Catalog, the following significant changes have been implemented and are incorporated into this publication. **Entries in red indicate changes since the last volume.**

Volume Number	Pages on Which Change(s) Appear	Change/Update
IX	3	Updated the Boise campus address and campus description
IX	3 - 7	Removed the campus based and blended Medical Billing and Coding programs at Albuquerque, Boise, Las Vegas, Phoenix, Glendale Learning Center, Pleasant Hill, Reno, San Leandro, Spokane, Stockton, and Tucson locations
IX	4	Updated the suite number for the Glendale Learning Center
IX	5	Removed Health Information Technology from the Sacramento Campus Location
IX	8	Updated the Board of Directors
IX	9	Updated the telephone number for the Commission on Dental Accreditation under the Programmatic Accreditation section
IX	9	Updated the contact information of the Commission on Accreditation of Allied Health Education Programs under the Programmatic Accreditation section
IX	9	Updated the telephone number for the Commission on Accreditation in Physical Therapy under the Programmatic Accreditation section
IX	9	Updated the telephone number for the Las Vegas Physical Therapist Assistant Program Director under the Programmatic Accreditation section
IX	9, 10	Updated the website address for the Accreditation Commission for Education in Nursing under the Programmatic Accreditation section
IX	10	Updated the Associate Degree in Nursing program located in Phoenix, Arizona accreditation status under the Programmatic Accreditation section
IX	11	Added the American Veterinary Medical Association contact information under the Programmatic Accreditation section
IX	11	Updated the Associate Degree in Nursing programs located in Mesa, Arizona and Phoenix Arizona under the Licenses, Approvals, and Required Disclosures section
IX	11	Updated the website address for the Arizona State Board for Private Postsecondary Education under the Licenses, Approvals, and Required Disclosures section
IX	11	Updated the website address for the Dental Board of California under the Licenses, Approvals, and Required Disclosures section
IX	13	Updated the Nevada State Board of Nursing contact information under the Licenses, Approvals, and Required Disclosures section
IX	13	Updated the Idaho Board of Nursing contact information under the Licenses, Approvals, and Required Disclosures section
IX	13	Updated the New Mexico State Board of Nursing contact information under the Licenses, Approvals, and Required Disclosures section
IX	13	Updated the New Mexico State Board of Nursing approval status of the Practical Nursing program under the Licenses, Approvals, and Required Disclosures section
IX	14	Added the State of New Mexico Massage Therapy Board contact information under the Licenses, Approvals, and Required Disclosures section

# SUPPLEMENTAL INFORMATION

Volume Number	Pages on Which Change(s) Appear	Change/Update
IX	15	Updated the contact information for the Washington State Department of Health under the Licenses, Approvals, and Required Disclosures section
IX	17	Updated the Holiday Calendar
IX	18	Updated the College Leadership
IX	22	Removed the Health Information Technology program from the list of Programs of Study
IX	51, 129	Added an additional SOC code to the Electrical Technology program and Trades Studies program
IX	53	Updated the 40 week Electrical Technology program to the program version is no longer enrolling
IX	57 - 60	Removed the Health Information Technology program
IX	81	Removed Glendale Learning Center footnote regarding certificate conferral location
IX	129, 130	Removed the 97 credit Las Vegas Respiratory Care program
IX	157, 173, 174	Removed the course descriptions for the Health Information Technology program
IX	200, 201	Updated the VT123, 133, 143 course descriptions to a CR/NC course
IX	201 - 204	Removed the course descriptions for the 92 credit Las Vegas Respiratory Care Program
IX	204	Removed the five and ten week Electrical Technology term dates beginning with the December 4, 2023 term
IX	204	Corrected the Maintenance Technician Term and Start dates
IX	208	Updated the Terms and Start Dates
IX	208	Removed Health Information Technology from the Terms and Start Dates
IX	210	Removed Health Information Technology from the Admissions Testing section
IX	218	Added the WM – Withdraw Military Obligation grade
	222	Removed the campus based and blended Medical Billing and Coding programs at Albuquerque, Boise, Las Vegas, Phoenix, Pleasant Hill, Reno, San Leandro, Spokane, Stockton, and Tucson from the Term Lengths and Weeks in Program chart
IX	223	Removed Health Information Technology from the Term Lengths and Weeks in Program chart
IX	235 - 237	Removed Medical Billing and Coding (blended) from the Idaho, Nevada, New Mexico and Washington Tuition and Fees section
IX	232, 233	Removed Health Information Technology from the California Tuition and Fees and Potential Tuition and Fees
IX	250	Updated the Externship and Clinical Course section
IX	259	Updated Administration and Faculty
IX.I	3	Updated the Boise Campus location
IX.I	3 - 7	Updated the campus descriptions and programs offered
IX.I	9, 14, 266	Updated the name of the Accrediting Commission for Community and Junior Colleges



# SUPPLEMENTAL INFORMATION

Volume Number	Pages on Which Change(s) Appear	Change/Update
IX.I	10	Updated the Associate Degree in Nursing program at the Reno Campus Accreditation Commission for Education in Nursing to Continuing Accreditation
IX.I	41	Added the science-based general education footnote to Principles of Nutrition
IX.I	52	Removed the statement of Enrollments Starting on December 4, 2023 start date for the Electrical Technology certificate program
IX.I	84, 85	Removed the campus based and blended Medical Billing and Coding certificate program
IX.I	98	Removed Las Vegas from the 74 credit Physical Therapist Assistant degree program
IX.I	125	Updated the Surgical Technology degree program progression requirements
IX.I	142	Updated the tuition for the Online General Education courses
IX.I	143	Updated the tuition for the Certificate Program courses
IX.I	170	Removed MATH100 from the list of Course Descriptions
IX.I	189	Removed RC170, RC171, RC172, RC173, RC174, RC175, RC176, RC177, RC178, RC179, RC180, RC190, and RC270 from the list of Course Descriptions
IX.I	196 - 198	Updated the course descriptions for VT120, VT121, VT122, VT130, VT132, VT140, VT141, and VT142
IX.I	199	Removed Mesa, Portland, Sacramento and San Jose from the Medical Billing and Coding start dates
IX.I	200	Corrected the Reno and Spokane Phlebotomy Technician course term dates
IX.I	200	Updated the San Jose Vocational Nursing certificate start dates
IX.I	210	Removed Southern New Hampshire University from the list of articulation agreements
IX.I	211	Updated the contact information under the Arbitration and Class Action Waiver Disclosure section
IX.I	218	Removed the 40 week Electrical Technology certificate program and the Medical Billing and Coding certificate program at the Mesa, Portland, Sacramento, and San Jose campus from the Term Lengths and Weeks in Program chart
IX.I	226	Added the April 1, 2024 Student Tuition Recovery Fund note
IX.I	227 – 235	Updated the Tuition and Fees for all campuses
IX.I	250	Updated the contact information under the Nondiscrimination Policy and Title IX Compliance sections
IX.I	254	Updated the contact information under the Complaint and Grievance Procedures section
IX.I	257	Updated Administration and Faculty
IX.II	2	Updated the Institution-Set Standards
IX.II	3 - 7	Updated the telephone numbers for campus locations
IX.II		Removed the Medical Administrative Assistant certificate program from the Stockton campus location
IX.II	10	Updated programmatic accreditation for the Associate Degree in Nursing program located in Las Vegas
IX.II	11	Updated the programmatic accreditation for the Bachelor of Science in Nursing program

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IX.II	13	Updated the Idaho licenses, approvals, and required disclosures section
IX.II	13	Updated the College Leadership
IX.II	16	Removed the Massage Therapy certificate program from the Washington state approvals
IX.II	19	Removed the blended online from the Education Delivery Options
IX.II	25	Updated the clinical progression requirements for the Associate Degree in Nursing program
IX.II	41	Updated the website address for the Dental Board of California
IX.II	43	Updated the Dental Hygiene program page
IX.II	44	Updated the additional admission requirements for the Dental Hygiene program
IX.II	48	Updated the clinical progression requirements for the Dental Hygiene program
IX.II	48	Removed the Note and Reference Links under the Licensing requirements in California section
IX.II	49, 51	Added the Sacramento campus to the campus locations offering the Electrical Technology certificate program
	54	Added the transfer credit policy for students enrolling in Oregon
IX.II	60	Updated the Massage Therapy program page
IX.II	61	Added the statement of: This program is not currently enrolling new students at the Portland, Spokane, and Stockton campuses
IX.II	88, 89	Added the statement of: This program is not currently enrolling new students at the Portland campus
IX.II	64	Updated How to Apply section of the Massage Therapy program
IX.II	65	Updated the California Massage Therapy Council section
IX.II	66	Updated the email address and website for the New Mexico Massage Therapy Board
IX.II	68	Removed the Medical Administrative Assistant blended program at Stockton
IX.II	70, 75, 81	Updated the National Healthcareer Association examination information
IX.II	71	Updated the Medical Assisting program page
IX.II	78	Updated the Medical Billing and Coding program page
IX.II	79	Added Medical Billing and Coding Online
IX.II	80	Added to the Blended Online program version the statement of: This program version is not currently enrolling new students
IX.II	86	Updated the Pharmacy Technology program page
IX.II	89	Updated the website address for the Pharmacy Technician Certification Board
IX.II	98	Updated the website for the Physical Therapy Board of California
IX.II	99	Updated the Physical Therapy Technology program page
IX.II	102	Updated the Practical Nursing program page
IX.II	117	Updated the Respiratory Care Progression Requirements section
IX.II	117	Updated the California Licensing Requirements section
IX.II	119	Updated the Surgical Technology program page
IX.II	123	Updated the Surgical Technology Certification options
IX.II	123	Updated the telephone number of the Commission on Accreditation of Allied Health Education Programs
IX.II	134	Updated the Admission Requirements for the Vocational Nursing Certificate program
IX.II	135	Added the 52 credit Vocational Nursing certificate program

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IX.II	136	Added the statement of: This program is not currently enrolling new students for the 54 credit legacy Vocational Nursing certificate program
IX.II	139 - 140	Updated the term dates for science emphasis and general education courses
IX.II	141	Removed Portland, Spokane, and Stockton Massage Therapy from the certificate program courses for non-degree seeking students list
IX.II	163, 164	Removed the Medical Administrative Assistant blended course descriptions
IX.II	197	Updated the 2024 – 2025 Holiday Calendar
IX.II	198 - 200	Updated the start and term dates for all programs
IX.II	207	Removed the duplicate Proof of Graduation section
IX.II	208	Added the transfer credit limit for students enrolling in Oregon
IX.II	209	Updated the National Testing Programs section
IX.II	217	Removed Medical Administrative Assistant certificate program at Stockton
IX.II	217	Added Sacramento to the campuses offering the Electrical Technology certificate program
IX.II	223	Updated the Ceremonies section
IX.II	227	Removed the California tuition table and potential additional costs table effective March 16, 2024 – March 31, 2024
IX.II	227	Removed the duplicate Sacramento campus non-California residents tuition table
IX.II	227, 228	Added the Electrical Technology (blended) certificate program to the California tuition table and potential additional costs table
IX.II	228	Updated the Medical Billing and Coding (online) certificate program on the California tuition table
IX.II	228	Removed the Medical Administrative Assistant (blended) from the California tuition table and potential additional costs table
IX.II	227, 228	Removed the Medical Billing and Coding (blended online) certificate program from the California tuition table and potential additional costs table
IX.II	229	Updated the Medical Billing and Coding (online) certificate program for Sacramento campus non-California residents tuition table
IX.II	232	Updated the Medical Billing and Coding (online) certificate program on the Washington tuition table
IX.II	236	Updated the Federal Direct Loan and Federal Direct PLUS Loan interest rate
IX.II	237	Updated Vocational Rehabilitation and Employment to Veterans Readiness & Employment
IX.II	252	Updated the New Mexico Higher Education Department Private Postsecondary Schools Division website
IX.II	252	Updated the Massage Therapy Board of New Mexico website
IX.II	252	Updated the New Mexico Boards and Commissions Division website
IX.II	253	Updated the Washington Student Achievement Council website
IX.II	253	Updated the Washington Workforce Board email address
IX.II	254 - 264	Updated Administration and Faculty