



School Catalog

2022 - 2023



Global Medical & Technical Training Institute

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Global Medical & Technical Training Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400

Toll-Free: (888) 224-6684

License# 3436

Accredited by Accrediting Commission on Career Schools & Colleges (ACCSC)

School# M072565

Global Medical & Technical Training Institute is wholly owned by:
Global Training School, Corp



Message From The President

Dear Student,

The entire staff of Global Medical & Technical Training Institute and myself want to extend you a warm welcome!

Our mission is to successfully prepare you, our student, for viable career options in the allied health field. Our goal is to generate excitement and to encourage the desire to learn by changing the way we educate our students and implement new teaching methods with technology at the forefront of our education. We will not only train you for the jobs of today, but prepare you to be the leaders of tomorrow

You are about to embark on an extraordinary education path that may affect your future forever. Make the most of this opportunity and enjoy the experience.

Sincerely,

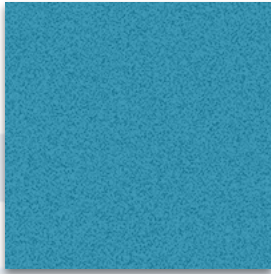
Edward Cordoba,
President

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MEET THE BOARD

Edward Cordoba
President

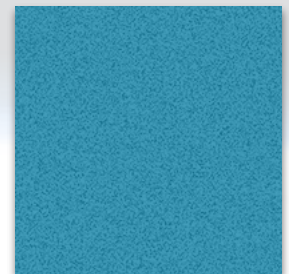


Mr. Cordoba started his career in vocational education in 2010 at InterAmerican Technical Institute. His main focus was the Allied Health field and managed to grow the institute, helping hundreds of students achieve jobs in new careers across South Florida.

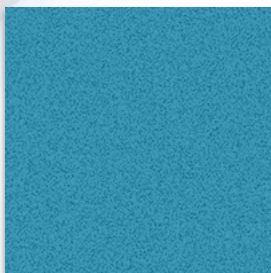
Mr. Cordoba holds a B.A. from Florida International University

Luis L Laria
Vice President

Luis L Laria, our director of education, holds a Bachelors in Business Administration from Florida International University and a Masters in International Business Administration from Nova Southeastern University. He has been an active professor of Business Administration since the year 2011 and has contributed to program planning creation in institutions he's taught. He also holds the position of Business Manager at Laria Eye Care, a full service optical, since it's creation in 2005



Arelys Rodriguez
Treasurer



Ms. Rodriguez started her career as a Registered Nurse in 2011. She holds a Bachelor's of Science in Biological Sciences from Florida International University and a Bachelor's of Science in Nursing from Keiser University. Since 2011, Ms. Rodriguez has demonstrated her compassionate vocation to her patients in the critical care setting. Ms. Rodriguez is currently pursuing her Master's in Nursing at the University of Miami, with a concentration in Acute Care.



Mission Statement

The Global Medical and Technical Training Institute (“GMTTI”) philosophy is to provide a viable alternative to traditional higher education by eliminating some of the general education programs and concentrating on specialized subjects. We provide the knowledge and skills needed to acquire entry level positions in today’s job market. GMTTI offers training to all on an equal basis regardless of race, religion, color, sex, age, nationality, and ethnic origin.

A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly and professional setting, students realize their strengths through a multidisciplinary approach with staff and faculty. We believe that our program and services will enrich the student academically and professionally promoting a better life and future.

Our History

The institution opened its doors in 2009 enrolling students in its Medical Assistant, X-Ray, Pharmacy Technician, and Ultrasound Tech programs. Over time, we experienced growth and changes allowing us to add new programs as well as retiring old ones. In 2014, we began offering our Patient Care Technician program and one year later retired our X-Ray and Ultrasound programs.

In August of 2015, the institution was acquired by their new and current owners: Edward Cordoba, Arelys Rodriguez and Luis Laria.

The institution was granted its initial accreditation by ACCSC in October of 2017, winning the ACCSC School of Excellence Award for the 2017-2020 Accreditation cycle

School Policies



Admissions Policy

The Admissions Office Representative will ascertain that each applicant for enrollment is fully informed of the nature and benefits or the training to be provided. Each applicant is advised of the responsibilities and demands of the program (s) of interests. The Admissions Office Representative will ensure that all criteria and conditions required are met during the admissions process. The Admission Office Representative will validate each one of the steps in order to prevent and /or minimize any adverse impact reflecting on the school. The Admission Office Director will ascertain that all steps are fulfilled with the mandated level of compliance and in accordance with the school policies and procedures.

Entrance/ Admission Requirements

All programs must meet the following requirements for admission:

- High school diploma, general equivalency diploma (GED), or its equivalent.
- Valid government issued ID
- Social Security
- At least 17 years of age*

*Students under the age of 18 must have parental consent in order to enroll into any program.

Foreign High School & Home Schooled Students

Students that have participating in homeschooling as part of their secondary education are eligible for Title IV funding if the state in which their homeschooling took place treats it as a home or private school. If their state requires it, students must provide proof of credential from the state they were homeschooled.

Foreign high school diplomas can be accepted but must be translated and certified before being admitted into any program. Students have the option of seeking their own third-party translator/verifier or use the school's recommendation at a nominal fee.

Credits for Previous Training

Upon applicant's request, credit will be given for previous educational instruction and/or training related to the program of interest, based on evaluation by the School Director. A copy of certified transcripts should be submitted to the school. A minimum of 25 percent of the credits or hours required for completion of a program must be earned through GMTTI. Transfer students applying for admission into any of the school programs will be considered and evaluated by the Admission Office upon the presentation of Official transcripts from the school the applicants are transferring from.

Courses must be similar or equivalent in content to those offered by Global Medical and Technical Training Institute. Courses must have been completed within six (6) years of submission of the petition. Courses(s) transferred must have been completed with a grade of C or higher. The amount of credit accepted will be determined by the school director and any necessary adjustments in the student's program will be made. If transferred credits are approved, the student is responsible for purchasing the remaining courses in the program to which he or she is applying. Program tuition will be prorated.

The institution does not guarantee the transferability of credits to another institution. Students who withdraw or terminated must request, in writing, for transcripts.

Readmission Policy

A student who has canceled or has been terminated and wants to re-enter their training program must notify the School Director and follow the required admission procedures. A student who was terminated for

any reason can meet with the Institution Director and show why s/he should be re-admitted and how the student will meet program requirements. The decision of the Institution Director will be made based on the student meeting program requirements. The timeframe for reentry must be 60 days from date of withdrawal or termination.

Student Responsibilities

1. Review and consider all information about the program of study prior to enrolling.
2. To know the conditions and deadlines prior to completing an enrollment agreement.
3. Provide any documentation, verification, corrections, and/or new information requested by the admissions department.
4. Read, understand and keep copies of all forms the student is asked to sign.
5. Comply with the provision of any promissory note and/or all other contractual agreements signed with the school.
6. Notify the school of any changes in name, address, or attendance status. If applicable the student must also notify the lender if any of the above changes occur.
7. Understand the school's refund policy.

Attendance Policy

Good attendance is a must! Students are expected to be in class every class day. The school must be notified of any intended absences. A student may not miss more than 20% of any given classroom hours in a course. Students who exceed the 20% will be placed on academic probation according to Academic Probation policies. Students who hold three (3) or more consecutive days of non-attendance and have not communicated with the institution would be Unofficially withdrawn from the program.

Tardiness

Students arriving after attendance has been taken are considered to be late unless the instructor considers the tardiness as excusable. When a student's attendance record is marked as late arrival three times, it will be considered as an absence and hours will be deducted from their total hours earned.

Leave of Absence

Permission for a leave of absence may be granted in a medical or personal emergency or to complete military reserve, National Guard or jury duties. Leave of absences can only be granted by the School Director.

The request should be signed and dated by the student and must contain the reason for the leave of absence (LOA) and the dates the student expects to be unable to attend school. The School Director must approve all leave of absence requests. If for any reason the student is unable to request the LOA in person, the student, at a minimum, must communicate with the institution by telephone, email, or fax. LOA will not be given without notice.

A leave of absence may be granted to a student in any 12-month period, but no more than 180 days in a 12-month period. A student on a leave of absence will incur no additional charges by the school. Any student failing to return to school the day after the expiration of leave of absence will be withdrawn from the school on the day and a withdrawal date will be determined based on the school's refund policy and all refunds will be due 30 days from that date of expiration of the leave of absence.

Language Options

The institution offers programs in English and Spanish, of which the student may take the program in the language of their choice. Prior to starting their program, each student will decide whether they will be taking their program in English or in Spanish.

Foreign Language Disclaimer

Completing a course or program in a language other than English may reduce employability where English is required

Code of Conduct

GMTTI must maintain professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus at all times and in any program and internship, clinical rotation or any other school related activity. GMTTI maintains the right to discipline students found in violation of school policies.

Students must behave in a manner that will enable the school to recommend them to prospective employers as courteous, considerate and well-mannered individuals. They must adhere to conduct that will not interfere with the learning process of the class in general. Entering the school or classroom while under the influence of alcohol, unlawful drugs or narcotics of any kind are grounds for dismissal. Smoking, eating, drinking, (soda, coffee, etc.) is not allowed in any of the classrooms or labs. Students should not interfere with other student's rights, safety, health, or right to learn. Violations to conduct standards include but are not limited to:

- ◆ Theft;
- ◆ Disruptive behavior;
- ◆ Possession or use of firearms (except by designated law enforcement officials), explosives and other dangerous substances;
- ◆ Vandalism or threats of actual damage to property or physical harm to others,
- ◆ Possession, sale, transfer, or use of all illegal drugs;
- ◆ Harassing or abusive acts that invade an individual's right to privacy, including sexual harassment or abuse against members of a particular race, ethnic, religion, or cultural group.
- ◆ Any activity that may be perceived as hazing, which is defined as a situation or activity that intentionally or recklessly endangers that physical or mental health or safety of an
- ◆ Individual for the purpose of admission or initiation into any affiliation or organization associated with the school;
- ◆ Possession or use of firearms (except by designated law enforcement officials)
- ◆ Possession of explosive and/or any dangerous substance.
- ◆ Vandalism or threats of actual damage to property or physical harm to others,
- ◆ Possession, sale, transfer, or use of all illegal drugs;
- ◆ Harassing or abusive acts that invade an individual's right to privacy, including sexual harassment or abuse against members of a particular race, ethnic, religion, or cultural group.
- ◆ Any activity that may be perceived as hazing, which is defined as a situation or activity that intentionally or

recklessly endangers that physical or mental health or safety of an

- ◆ Individual for the purpose of admission or initiation into any affiliation or organization associated with the school;
- ◆ Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
- ◆ Students will be responsible for all property destroyed or damaged, with or without intent when the student behavior is considered to be negligent. Intentional defacing or destruction of school property by any student will result in immediate dismissal. Students are required to keep their work areas clean and in orderly manner. They must return all equipment and supplies to their proper storage area before they leave their classroom or lab. All areas must be kept clean and neat while not in use.

School Attire/Uniform Policy

The primary purpose of the intuition is to prepare students for employment. They are required to be neat and clean in appearance while attending classes. Items of dress which may be considered a safety hazard or create classroom disturbance, are prohibited. Students must wear clothes toed, flat shoes for class. Uniforms for allied health courses are mandatory. Students not abiding by this policy will be dismissed from the institution

Termination Policy

Students may be dismissed from the school for the following reasons:

1. Failure to comply with attendance and conduct policy.
2. Failure to maintain acceptable standards of academic progress.
3. Failure to satisfy financial obligations.

A student, who is terminated after failing to achieve minimum requirements, or for any disciplinary action, may appeal the determination. The student must submit a written appeal to the school director, along with supporting documentation, reasons why the decision to terminate should be reversed, what has changed in the student's situation that will allow the achievement of satisfactory academic progress or a disciplinary change, and or request for re-evaluation of progress within 30 days of the occurrence. A decision on the student's appeal will be communicated to the student in writing within 7 days. This decision will be final and all written documentation will be kept in the student's records. Should the student prevail upon his or her appeal and be considered making satisfactory progress, the student will be automatically re-entered in their program. If the student does not appeal the negative determination, or does not win the appeal, the student will be deemed as not making satisfactory academic progress

Complaint and Grievances Policy

Complaints and grievances will be handled in a reasonable manner. The first step a student should take when they have a grievance is to speak to the Instructor and/or the Director of the School. Once a complaint is received the nature of the complaint will be investigated and a reasonable solution will be reached for all concerned parties. In the event that the disagreement continues unresolved, the parties may bring the issue(s) to the Board of Directors for further review. Complaints that are not satisfactorily resolved at this level should be submitted in writing to:

Global Medical & Technical Training School
Board of Directors
1830 NW 7th St
Suite 232
Miami, FL 33125

Schools accredited by the Accrediting Commission on Career Schools and Colleges must have a procedural and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy to the school for a response. This can be accomplished by filing the ACCSC Complaint Form found at the Commission's website listed below. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission on Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/student-corner/complaints.aspx>

If a student does not feel that the school has adequately addressed a complaint or concern, the students may also, consider contacting the Commission for Independent Education:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street Suite 1414
Tallahassee, Florida 32399-0400
Phone: 850-245-3200
Toll-free telephone number: 888-224-6684

Discrimination Policy

GMTTI offers to all applicants on an equal basis regardless of race, religion, color, sex, nationality, and ethnic origin.

Cancellation and Refund Policy

Tuitions are charged for the entire length of the programs. All refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the applicant is not accepted by the school or if the applicant cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration Fee, not to exceed \$150.00
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro-rated refund computed on the number of hours completed to the total program hours.
5. Cancellation after at least 50% or more of the program will result in no refund.
6. **Termination Date:** The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier notice is received.
7. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
8. Refunds will be made within 30 days of termination or receipt of Cancellation Notice

Return to Title IV (R2T4)

Institutional Return Policies

The return is defined as the difference between the amount paid towards school charges and the amount the school retains. The withdrawal date is defined as the last day of physical attendance unless earlier notice is received. Charges will be determined as follows: dividing the number of clock hours attended into the number of clock hours comprising the payment period in which the student has been charged. If outstanding charges exist on a student's account, the institution may credit the student's account with a portion of a post withdrawal disbursement up to the amount of outstanding charges or \$100, whichever is lesser. Tuition is charged by payment period.

Return to Title IV (R2T4)

Our institution must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The institution must make the disbursement as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew.

Official and Unofficial Withdrawal: Students who provide written notice of withdrawal will be considered Officially withdrawn and will serve as the students date of determination for the purposes of Title IV refunds. Students who drop without notification are considered unofficially withdrawn and the date of determination will be the date in which the institution recognized that the student has abandoned the program.

Our school must offer to disburse directly to a student, or parent in the case of a parent PLUS loan, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account.

Global Medical & Technical Training Institute must make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case

of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed.

Our school must provide within 30 days of the date our school's determination that the student withdrew, a written notification to the student, or parent in the case of parent PLUS loan, that:

1. Requests confirmation of any post-withdrawal disbursement of loan funds that our school wishes to credit to the student's account, identifying the type and amount of those loan funds and explaining that a student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds;
2. Requests confirmation of any post-withdrawal disbursement of loan funds that the student, or parent in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds;
3. Explains that a student, or parent in the case of a parent PLUS loan, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the institution concurs.
4. Explains the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed.
5. Advises the student, or parent in the case of a parent PLUS loan, that no post-withdrawal disbursement of loan funds will be made, unless our institution chooses to make a post-withdrawal disbursement based on a late response, if the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that our institution sent the notification, or a later deadline set by our school.

Title IV Return Policies

For any Title IV aid recipient terminating their program of study after entering the institution and before completing 60% of the payment period or period of enrollment, the statutory Return of Title IV refund policy will be implemented. This policy will calculate the amount of FSA funds earned by the student during their enrollment. GMTTI will calculate the amount of Title IV aid that was earned based on a payment period basis. The institution will determine:

1. The Title IV disbursed or that could have been disbursed
2. The percentage of Title IV aid earned by the student
3. The amount of Title IV aid earned by the student
4. The total Title IV aid to be returned or disbursed as a post withdrawal disbursement.
5. The amount of unearned Title IV aid to be returned by the school and/or student.

Institutional refunds will continue to be calculated by the payment period. The student will be obligated, books, or supplies not covered by Title IV funds.

Order of Return

All Title IV returns will be subject to the following order of return:

1. Unsubsidized Federal Direct Loans.
2. Subsidized Federal Direct Loans.
3. Federal Direct Plus Loan.
4. Federal Pell Grant.
5. Federal Supplemental Education Opportunity Grant (FSEOG).

Make-up Work Policy

Students may be allowed to make-up missed or delayed work, class assignments or test resulting from absences, tardiness or other causes at the instructor's discretion. An "F" grade is computed as part of a student's GPA; however, the courses must be retaken. If a course is repeated only the highest grade earned will be computed in the GPA. Students receiving an Incomplete "I" grade have (30) days to submit the required work to their instructor and receive a final grade. Failure to do so will result in a grade changed to an "F"

Satisfactory Academic Progress (SAP) Policy

Satisfactory program is reviewed every 25%, 50% and 75% of the program length and the student must obtain a minimum GPA of 1.5 and completed 80% of the hours attempted in each given review interval. Students who are not in compliance with SAP policy at the 25% and/or 75% will be given an Academic Warning, students who do not comply with SAP at the 50% of their program length will be subject to Academic Probation. At the end of the program the student must have achieved a grade point average of at least 2.0 and have completed at least 90% of total attempted hours for the program. Student seeking further Title IV eligibility must complete **both** weeks & hours in the payment period in order to be eligible for further FSA funds.

Academic Probation

If the student does not meet the satisfactory requirement at the end of the first semester the student will be placed in academic probation for one payment period. Students who fall under Academic Probation will be subject to Title IV ineligibility and must request an appeal for Financial Aid Probation to restore Title IV eligibility. If at the end of the probationary period the student has not achieved the satisfactory progress requirements all Title IV financial aid will be terminated and he/she may also be terminated from the School.

The School Director will notify probationary status to the student in writing, including the fulfillment of the requirements for satisfactory progress, probationary period, and the disciplinary actions he/she may incur by not achieving a satisfactory progress at the end of probation within 10 days of determination. Students achieving satisfactory progress at the end of the probationary period will be reinstated to non-probationary status by the School Director.

Financial Aid Probation Appeal (Title IV Recipients Only)

Student who fall under academic probation due to poor SAP, will be subject to Title IV ineligibility. For the purpose of Title IV eligibility, students who fall into academic probation during SAP review at the end of their payment period must submit a Financial Aid Probation Appeal Request Form to reinstate Title IV eligibility. Appeal is subject to approval and must be on the basis of injury or illness, the death of a relative, or other special circumstance. Appeal approvals must be accompanied by an academic plan that allows the student to meet the requirements of the institution's SAP policy and out of academic probation. Financial Aid Probation Appeals are only applicable for one (1) payment period.

Maximum Length for Completion

The maximum time limit given to a student to complete their program is 1.5 times (150%) the length of the program. A student not meeting these criteria will be terminated for not making satisfactory progress.

Satisfactory Progress Appeal

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director within 10 days of receiving notification. The School Director will have a period of 15 days to determine an appeal decision, of which decision is final. Special consideration will be given to mitigating circumstances, i.e. illness or death in the family

Graduation Requirements

For all programs, a student is eligible for graduation upon fulfillment of the following requirements:

1. Completion of all courses assignments.
2. Maintaining a minimum overall GPA of 2.0
3. Fulfillment of all financial obligations to the school.

Grading System*

CMTTI uses the traditional 4.0 scale to perform evaluation calculations. The grading system is as follows:

Letter	Points	% Equivalent	Description
A	4.0	90 - 100	Excellent
B	3.0	80 - 89	Good
C	2.0	70 - 79	Satisfactory
D	1.0	60 - 69	Unsatisfactory
F	0	0 - 59	Fail
I	-	-	Incomplete
W	-	-	Withdrawal

*A clock hour is a period of 60 minutes with a minimum of 50 minutes of instructional time in the presence of an instructor

Students will be notified of any changes to the institution



Student Services

Records and Transcripts

Student's records and transcript are maintained indefinitely and protected against fire, vandalism, and other perils. An official transcript will be issued to the student upon completion of the program. Student records will be provided to potential employer only after a written request by the student.

Transferability of Credits to Other Institutions

The transferability of credit to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice

Library Services

A library/resource center of professional reference books is available for student use. Students may also use the School's Internet access for research and to obtain information. The library is open on weekdays (Monday – Thursday 9 am to 9 pm) and Friday - Saturday (9 am to 4 pm).

Tutoring

Tutoring services are available to assist students who may experience academic difficulties. Sessions are scheduled at mutually agreed upon hours between the students and faculty. This service is offered at no additional cost.

Miami-Dade Public eLibrary

Upon enrollment, all students will be registered with the Miami-Dade Public Library eLibrary system. A digital library eCard will be assigned to each student via their student emails. This will provide access to thousands of books and resources available 24hrs a day via their website.

CPR/First Aid Classes

Cardiopulmonary resuscitation (CPR) and First Aid classes are held as scheduled in the program outlines. CPR certification is awarded upon completion.

Graduation

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 2.0 or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the school, and an exit interview, the student will be awarded a credential as stated in the catalog program information. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met.

Insurance

Each medical student is provided professional liability insurance at no extra charge while on approved internships and during classroom training exercises.

Photo Identification Badges

For security purposes, all students are required to wear a photo identification badge. This badge is issued by the school endeavors to instill in its students a feeling of responsibility toward the community and encourages them to participate as volunteers in various community projects.

Academic Advising/Counseling

Students are encouraged to make an appointment in order to receive advice regarding their academic progress, placement opportunities and other related matters. All advising done to students is documented on an advising form. Counseling services are available specially dealing with student education qualifications, and relevant copying skills, to all students including the ability-to-benefit population. These services are available at the school. Students needing these services will be directed to appropriate personnel.

Career Services

Job Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to school from potential employers will be emailed to students regularly by our Career Services Advisor; however, **the school does not guarantee employment.**

Resume Services

Students seeking resume building assistance can make an appointment with our Career Services office. We ask that students bring in a brief timeline of any work history they may have to better assist them.

Financial Aid Services

The institution provides financial aid counseling to all students looking for means to pay for their tuition and other program costs. The Financial Aid office is available during regular hours of operation.

Title IV Aid information

Students seeking to apply for Federal Financial Aid may do so by submitting the Free Application for Federal Student Aid (FAFSA), online at <https://fafsa.ed.gov> or a paper application may be provided by the Financial Aid Office (FAO).

Disbursement of Title IV Aid

Students will be eligible for Title IV aid disbursement if the following conditions have been met:

- Student has entered his initial payment period (1st Semester). Disbursements for the initial payment period cannot be disbursed no sooner than 10 days prior to the start of the payment period. First-time loan borrowers are subject to a 30-day waiting period from the start of the initial payment period to be eligible for Direct Loan disbursements, or;
- Student has entered their next payment period and has completed both weeks and hours of the previous payment period, verified by student attendance, and;
- Maintained Satisfactory Academic Progress during the previous payment period.

Verification Procedures

Verification is a process where the financial aid officer must verify the information reported on the financial aid application is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the Department of Education.

The Office of Financial Aid will notify all students selected for Verification by letter and/or email via student email accounts detailing what specific FAFSA items from above must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school.

Students are required to provide all Verification documentation as specified in letter within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs

If corrections need to be made to the SAR, the school will make the required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the US Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation

Students will be notified via email or written notification of the results of their verification. It is possible that verification results can require changes to a students SAR that can impact the students EFC that may require a change in the student’s award amount

Credit Balances

Credit balances on student ledgers are to be disbursed to the student no later than 14 days after the credit balance occurs. Students may provide written authorization for the institution to hold credit balances to be applied toward additional fees and charges throughout the current award year. Students may, at any time, rescind hold credit balance authorization through written notification, of which any remaining credit balance must be disbursed no later than 14 days from the written notice.

Consumer Information

The Higher Education Act requires for all institutions participating in Title IV programs to disclose certain consumer information and make it readily available to the public. This information can be found on our website:

<https://www.gmtti.edu/consumer-information>

Class Sizes

In order to provide adequate and equal instruction, class sizes are limited. Below are the student-to-teacher ratios for the individual programs:

	HHA	PCT	PT	MA
Lecture	20:1	20:1	20:1	20:1
Lab	15:1	15:1	15:1	15:1

Transportation Services

Public transportation is available. Fees may apply.

Contact Miami-Dade County Transit offices at the telephone number below to speak with an agent.

General Transit Information

Trip Planning & Customer Service

English / Español / Kreyòl
Monday - Friday, 7:00 a.m. - 8:00 p.m.
Saturdays, 8:00 a.m. - 5:00 p.m.
Sundays & Holidays, Closed
305-891-3131

TTY Users
(deaf or hard of hearing)
305-499-8971

Transit Watch
(Safety Hotline)
305-375-2700

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford the student the right to inspect and review his/her record within 45 days after submitting the to the registrar/officer with a request which identifies the record to be inspected. The student will be notified of the time and place to exercise that right or will be directed, if necessary to the correct official to whom the request should be made. The student also has the right to request an amendment to his/her education record which may be inaccurate or misleading. A written request to the official responsible should identify the part of the record to be changed and specify the reason behind it. If the school decides not to amend the requested record and has notified the student in writing, the student has a right to a hearing, for which procedures will be provided at that time. Furthermore, a student has the right to consent to disclosures of personally identifiable information contained in his/her education record, except for disclosures authorized by FERPA. The latter pertains to a school official(s) and/or trustee(s), or a person or company contracted by the school, or a student on an official committee, all of whom must have a legitimate education interest in such a review. Without consent, but only by request, the school will disclose education records to officials of other schools in which students seek or intend to enroll.

{Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request, unless the institution states in its annual notification that it intends to forward records on request.}

Last, a student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the offices that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Facilities

The institution encompasses a total of 2600 square feet including well-equipped classrooms, labs, resource center, and administrative offices. It is in compliance with all health, fire, and sanitation standards as required by law.

Definition of a Clock Hour

A clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instructional time in the presence of an instructor

High School Validation

High School Diplomas not issued by a state recognized secondary educational institution will require to be issued from either an accredited institution accredited by one of the six regional accreditors recognized by the US Dept of Education, or approved by the archdiocese for religious institutions.

Distance Education Disclosure

Students should be aware that the institution offers all its programs in hybrid format and will be taking portions of their program online via synchronous instruction. All students are supplied with a device that allows for successful completion of the distance educational portions of their program. This does not remove student's obligation to comply with the institution's attendance policies. Hybrid courses require attendance to live lectures that are conducted on the same schedule as in-person instruction. Online courses are delivered via the Canvas by Instructure LMS. Upon orientation, all students will be provided institution-wide login credentials that are used to access the LMS. Student requiring assistance for their distance education portion can contact our Distance Education assistance at techsupport@gmtti.edu or (786) 401-7114.

DE Course Offerings:

- Medical Assistant
- Patient Care Technician
- Pharmacy Technician

Faculty & Staff

Staff

Edward Cordoba
School Director, Full Time

Luis Laria,
Director of Academic Affairs, Part Time

Laura Ricardo
Financial Aid Director, Full Time

Arelys D. Rodriguez
Externship Coordinator, Part Time

Faculty

Carmen Pahmer
Degree in Medicine
Central University of Venezuela

Medical Assistant Instructor
Full Time

Masters in Education
Nova Southeastern University
Medical Assistant Certified (MA-CERT)

Eduardo Pena
Degree in Medicine
Insto. Superior de Ciencias Medicas - Santiago, Cuba

Medical Assistant Instructor
Full-Time

Registered Medical Assistant (ARMA)
Registered Phlebotomy Technician (ARMA)

Alexis Vazquez
Bachelors of Science - Pedagogy and Psychology
Inst. Superior Pedagogico - Manzanillo, Cuba

Home Health Aide Instructor
Full Time

Ana Penafiel
Nurse Technician Diploma
Instituto Politecnico "Manuel Piti Fajardo"
Sancti Spiritus, Cuba

Home Health Aide/ PCT Instructor
Full-Time

Certified Nursing Assistant (FLBON)

Marylu Rodriguez
Registered Pharmacy Technician
Beacon Career Institute, Inc
Miami, FL

Pharmacy Technician Instructor
Full-Time

Registered Pharmacy Technician (FLBOP)
Certified Pharmacy Technician (PTCB)

Juan Carlos Garcia
Nursing Assistant
InterAmerican Technical Institute
Miami, FL

Patient Care Technician Instructor
Full-Time

CNA 187690

Ana Calero
Doctor of Medicine
Superior de Ciencias Medicas
Santiago, Cuba

Medical Assistant Instructor
Full Time

Gloria Villalobos
Masters of Health Administration
La Universidad del Valle
Cali, Colombia

Patient Care Technician Instructor
Full-Time



Global Medical &
Technical Training Institute

School of Allied Health

Vocational Programs

Global Medical &
Technical Training Institute

Pharmacy Technician

Program Length: 51 Weeks

Total Clock Hours: 1020



ACCSC
Accrediting Commission of Career Schools and Colleges

Program Objective

The Pharmacy Technician program prepares the student to obtain a position in both hospital and retail pharmacies under the supervision of a pharmacist. The program will teach the basic aspects of pharmacy practice, including reading, filling and distributing prescriptions. Also, the student will learn the legal responsibilities of a pharmacy for record maintenance and the handling of various categories of drugs, pharmaceutical calculations, medications, common drug interactions, their side effects and pharmaceutical agents and their uses. A Pharmacy Technician Diploma will be awarded.

Program Description

The Pharmacy Technician program is design to teach the students the basic knowledge of procedures and skills utilized in retail pharmacy including business practices, OTC drugs and supplies, handling prescriptions, basic aspects of pharmacy practice,. The student will also be familiarized with the procedures for prepackaging unit doze packets, inventory and cost control in both hospital and retail pharmacy, pharmaceutical calculations, medications, common drug interactions, side effects, and pharmaceutical agents and their used among others. Students will complete a 4 hour HIV/AIDS course during

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Total Clock Hours
HS-1021	Structures and Functions of the Body I	26	30	56
HS-1022	Structure and Function of the Body II	30	30	60
HS-1023	HIV/AIDS Seminar	4	-	4
PT-1210	Pharmacy Law and Ethics	30	30	60
PT-1220	Pharmacy Techniques	30	30	60
PT-1230	Principles of Pharmacy Practice	30	30	60
PT-1240	Pharmaceutical Compounding	30	30	60
PT-1241	Non-Sterile Products	30	30	60
PT-1250	Pharmacy Billing & Inventory Management	30	30	60
PT-1160	Pharmacology I	60	-	60
PT-1170	Pharmacology II	60	-	60
PT-1180	Pharmacology III	60	-	60
PT-1190	Pharmacology IV	60	-	60
PT-1310	Basic Pharmaceutical Calculations	30	30	60
PT-1320	Medications & Prescription Orders Calculations	30	30	60
PT-1340	Clinical Externship	-	-	180
Total Program Hours		540	300	1020



Patient Care Technician

Program Length: 40 Weeks
Total Clock Hours: 900



Program Objective

The objective of the program is to prepare students for a variety of job opportunities in the health occupations areas and is designed to meet the need for cross training of employees in health care facilities. The student is trained for entry-level position in a variety of medical settings including hospitals, medical centers, nursing homes, home health agencies, and other medical facilities. Employment opportunities include performing duties as nursing assistants, home health aide, patient care assistants, electrocardiograph aides, phlebotomist, allied health assistants, and patient care technicians. **Students are eligible to challenge the state administered CNA Exam.** After completion a Diploma is awarded

Program Description

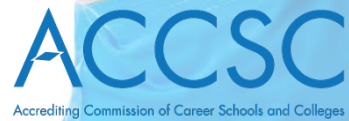
Patient Care Technician program is taught via a combination of lecture, practical exercises in the laboratory, and real-world situations in an externship environment. The 900 hour program includes, but it is not limited to, basic anatomy and physiology, related medical terminology, communication skills, ethical and legal aspects, infection control, nursing assistant procedures (including hospital settings), advance geriatric care, home health services, vital signs and safe clinical skills, medical records (charting and obtaining health histories), specimen collection, phlebotomy procedures, EKG procedures, and assistance with feeding and bedside care.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Total Clock Hours
HS - 1021	Structures and Functions of the Body I	35	40	75
HS - 1022	Structure and Function of the Body II	35	40	75
NA - 1340	Nursing Assistant Procedures I	30	30	60
NA - 1350	Nursing Assistant Procedures II	30	30	60
HH – 1430	Home Health Care Skills	35	40	75
HS - 1041	Principles of Phlebotomy	35	40	75
HS - 1040	Principles of Electrocardiography & Radiology	35	40	75
HE – 2021	Principles of Hemodialysis I	35	40	75
HE - 2022	Principles of Hemodialysis II	35	40	75
HE - 2023	Principles of Hemodialysis III	35	40	75
PC – 1830	Externship for PCT			180
Total Program Hours		340	380	900

Medical Assistant

Program Length: 35 Weeks
Total Clock Hours: 700



Program Objective

The Medical Assistant program is designed to provide the student with the basic skills and knowledge necessary to obtain an entry-level position as a Medical Assistant. This clinical and office focused program trains individuals in various aspects of the medical office, including patient record administration to assistance in the clinical setting under physician supervision. Students will also learn to manage the Electronic Health Record. This program meets the Department of Health and Rehabilitative Services HIV/AIDS education. Upon completion, a Medical Assistant Diploma is awarded.

Voluntary certification is provided by the National Association of Healthcare Technicians (NAHT)

Program Description

The MA program will introduce students to the basic structure and functions of the body, including basic medical terminology. Various clinical practices and techniques will also be presented including phlebotomy, electrocardiogram, radiology, clinical procedures, billing and coding, and Electronic Health Records.

This course provides CPR certification by the American Heart Association. Students will also receive 4-Hour In-service training on HIV/AIDS.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Total Clock Hours
HS-1021	Structures and Functions of the Body I	40	35	75
HS-1022	Structure and Function of the Body II	40	35	75
MA-1042	Clinical Procedures I	30	30	60
MA-1043	Clinical Procedures II	30	30	60
HS-1040	Principles of Electrocardiography & Radiology	35	40	75
HS-1041	Principles of Phlebotomy	35	40	75
MA-1044	Medical Office Techniques	30	30	60
BC-1046	Electronic Health Record	30	30	60
MA-1049	Medical Assistant Externship	-	-	160
Total Program Hours		240	240	700

Home Health Aide

Program Length: 3 Weeks

Total Clock Hours: 75 Hours

Program Objective

The Home Health Aide program has been designed to provide the student with the basic skills and knowledge necessary to work as a home caregiver to the elderly, handicapped, or ill. Also, this program meets the Department of Health and Rehabilitative Services HIV/AIDS education. Upon completion a Home Health Aide Certificate is awarded.

This program is licensed by the Florida Department of Education and does not fall under the purview of our accreditor, ACCSC

Program Description

The Home Health Aide program introduces the student to the basic structure and chain of command of the patient health care system. It provides basic instruction in structure and function of the body, including basic medical terminology. Various techniques are also introduced that are required by all HHAs to perform with future patients such as proper hygiene maintenance, activities of daily living, first aid, and dietetics/feeding. The course includes various In-Service training seminars in which students will be granted certificates of completion at the end of the course. This course contains a 4-Hr CPR course and a 4hr HIV/AIDS course. A two-hour Alzheimer's and Related Disease course is also given.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Total Clock Hours
HS - 1024	Health Science Core	30	20	50
HH - 1041	Home Health Aide Techniques	10	15	25
Total Program Hours				75

Tuition and Fee Schedule

Medical Assistant

Tuition	\$9,000.00
Registration and Photo ID Fees	\$150.00
Books & Supplies	\$600.00
Total Program Cost	\$9,750.00

Pharmacy Technician

Tuition	\$11,140.00
Registration and Photo ID Fees	\$150.00
Books & Supplies	\$500.00
Total Program Cost	\$11,790.00

Patient Care Technician

Tuition	\$10,100.00
Registration and Photo ID Fees	\$150.00
Exam Fees	\$205.00
Books & Supplies	\$450.00
Total Program Cost	\$10,905.00

Home Health Aide

Tuition	\$350.00
Registration and Photo ID Fees	\$50.00
Books & Supplies	\$50.00
Total Program Cost	\$450.00

Course Catalog



Course Numbering System

HS - General Health Science

PT - Pharmacy Technician

MA - Medical Assistant

BC - Billing and Coding

HH - Home Health

HE - Hemodialysis

NA - Nursing Assistant

General Health Science

HS - 1021 Structure and Function of the Body I - 56 CH

This course offers an introduction to the structure of the body including cells and tissues, organs, systems, musculoskeletal, nervous systems, endocrine and digestive systems. Students learn about diseases that are frequently first diagnosed and treated in the the health field.

HS - 1022 Structure and Function of the Body II: 60 CH

This course offers an introduction to the structure of the body including respiratory urinary, reproductive and immune systems. Students learn about diseases that are frequently first diagnosed and treated in a Medical Office setting.

HS - 1023 HIV/AIDS Seminar: 4 CH

To enable to the student identify HIV infection, prevention, CDC Universal Blood and body Fluid Precautions, HIV concept, signs and symptoms, risk factors and transmission.)

HS - 1024 Health Science Core: 60 CH

The Health Science Core course introduces the student to the health care field including knowledge of the health care delivery system and health occupations; communication skills; ethical and legal aspects of patient care; and safety and security procedures including emergency situation response (CPR). An introduction to nutrition and hydration; human development; infection control and blood borne diseases, including OSHA regulations and Standard Precautions; guidelines for hand washing and wearing gloves; and uses of Personal Protective Equipment (PPE) are also taught. Domestic Violence; Alzheimer's disease and related Disorders; and Dementia Management and Patient Abuse Prevention Seminars are also given during this course (Certificates provided).

HS - 1040 Principles of Electrocardiography & Radiology: 60 CH

This course details the path of the blood through the heart. The conduction system of the heart and components of the E.K.G. cycles are studied. Techniques of electrocardiography standardizations and procedures for recording and mounting a standard 12-lead electrocardiogram are mastered. This course also introduces the student to x-ray technology, fluoroscopy, mammography, CT scan, magnetic resonance, sonography, positioning the patient and the procedure for producing an x-ray.

HS - 1041 Principles of Phlebotomy: 60 CH

This course will teach students current phlebotomy practice and documentation, standard procedures for venipuncture practice, will cover infectious diseases and its prevention, how to use special equipment and possible complications. Also, protocols for

venipuncture procedures developed by the Health Department will be addressed to the students with emphasis in accident prevention.

Pharmacy Technician

PT - 1210 Pharmacy Law & Ethics: 60 CH

This course is designed to provide the student with the knowledge of the basic legal relationship of the physician and the patient. Legal terms are study such as the creation and termination of a contract, implied and informed consent, professional liability, invasion of privacy, malpractice, tort liability, breach of contract and the Medical Practice Acts among others. A brief introduction to the history of medicine is also included.

PT - 1220 Pharmacy Techniques: 60 CH

This course is designed to introduce the setting of a pharmacy practice, including the roles of personnel, chain of command, and the day-to-day operations. Students will also be instructed on the various forms of communications and interactions with individual patients. The course also covers the various forms of dosing and routes of administration for the various forms of medications.

PT - 1230 Principles of Pharmacy Practice: 60 CH

In this course, students will be introduced to proper pharmaceutical referencing sources and their proper use. Students will also be instructed on the various methods of operations of different forms of pharmacy practices, including community pharmacies and institutional pharmacies, and the roles of the pharmacy technician in each setting.

PT - 1240 Pharmaceutical Compounding: 60 CH

Pharmaceutical Compounding This course is designed to familiarize the student with the terminology, equipment, and the principles of extemporaneous compounding. The student will learn how to perform sterile compounding procedures and aseptic techniques in order to reduce the potential contamination of Ws, injections, cytotoxic drugs, and topical compounds.

PT - 1241 Non-Sterile Products: 60 CH

Pharmaceutical Compounding This course is designed to familiarize the student with the terminology, equipment, and the principles of extemporaneous compounding. The student will learn how to perform sterile compounding procedures and aseptic techniques in order to reduce the potential contamination of Ws, injections, cytotoxic drugs, and topical compounds.

PT - 1250 Pharmacy Billing & Inventory Management: 60CH

Pharmacy Billing & Inventory Management In this course, students will learn on the various forms of pharmaceutical billing such as refill orders, new medication orders, returns, and how to handle expired medications. The course also provides students with the necessary training on managing inventory for the various medications, including labeling, counting, and software management.

PT - 1160 Pharmacology I: 60 CH

This course will introduce the major components, primary symptoms of conditions associated with disfunction, and drugs used to treat the associated conditions, of the nervous system, endocrine system, and musculoskeletal system. Generic and trade names for the drugs used to treat conditions of these systems will also be reviewed along with proper labeling of prescriptions

PT - 1170 Pharmacology II: 60 CH

This course will introduce the major components, primary symptoms of conditions associated with disfunction, and drugs used to treat the associated conditions, of the respiratory system, gastrointestinal system, and cardiovascular system. Generic and trade names for the

drugs used to treat conditions of these systems will also be reviewed along with proper labeling of prescriptions

PT - 1180 Pharmacology III: 60 CH

This course will introduce the major components, primary symptoms of conditions associated with disfunction, and drugs used to treat the associated conditions, of the renal system, immune system, and reproductive system. Generic and trade names for the drugs used to treat conditions of these systems will also be reviewed along with proper labeling of prescriptions.

PT - 1190 Pharmacology IV: 60 CH

This course will introduce the major components, primary symptoms of conditions associated with disfunction, and drugs used to treat the associated conditions, of the ENT system, dermatological system, and hematological system. Generic and trade names for the drugs used to treat conditions of these systems will also be reviewed along with proper labeling of prescriptions. Over-the-Counter (OTC) and Complementary/Alternative Medicine will also be covered.

PT - 1310 Basic Pharmaceutical Calculations: 60 CH

This course is designed to assist the student in understanding the mathematics used in a pharmacy. Course includes, expressing Arabic quantities in the Roman numeral system converting fractions to decimals, and calculating mathematical problems involving ratios and proportions.

PT - 1320 Medications & Prescription Orders Calculations: 60 CH

In this course, students will learn how to calculate drug dosage with emphasis placed on using the metric system. Ratios and proportions are reviewed with regards to calculating dilution strength. Intravenous calculations, dosage for children, types of syringes, and piggyback administration are also covered. Conversion factors for converting from the metric system to the apothecary system are also studied.

PT - 1340 Clinical Externship: 180 CH

For all students, externship is an integral part of the program. It is the final phase of each student's training and must be completed before graduation:

This program is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students' exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug distribution, and distribution utilized by participating sites.

Medical Assistant

MA - 1042 Clinical Procedures I: 60 CH

This course introduces clinical procedures, including surgical asepsis, vital signs, physical examination, appreciation of ear and eye, local application of heat and cold, importance of sterilization and disinfection, minor surgery, administration of medication, infection control procedures, and urinalysis.

MA - 1043 Clinical Procedures II: 60 CH

This course introduces pharmacology and its calculations relating to medical assisting. Administration of medications is also reviewed. OBGYN practices such as assistance with Pap-Smear examination and pelvic examination are introduced. Assistance in immunology and microbiology is also reviewed.

MA - 1044 Office Techniques: 60 CH

This course provides an overview of the daily operations of a medical office. Electronic Health Records are introduced along with patient

scheduling, processing, and appointment setting. Technology and written communications are presented. Behavior and ethics in the workplace are explained as well as legal practices including HIPAA. Financial aspects of the medical office are also covered.

BC - 1045 Insurance Billing and Coding: 60 CH

An introductory course designed to enable the student to learn how to enter, edit, and modify text easily and quickly using word software. This course will teach students document coding, work flow organization, back-up procedures, document saving and retrieving, bold printing, centering, directory organization, pagination, editing, global search, wrap around, justification, columns, tables, outlines, font merging format, spelling, grammar and control. ICD-10 coding and billing procedures will be covered in order to assist the student with standard billing procedures.

BC - 1046 Electronic Health Records: 60 CH

This course provides in-depth instruction regarding the management and administration of patient Electronic Health Records. Computerized record management simulation is provided by SimChart.

Patient Care Technician

NA - 1340 Nursing Assistant Procedures I: 75 CH

This course teaches tasks associated with personal care, tasks associated with maintaining mobility, and tasks associated with elimination. It includes: bathing, grooming, dressing, shaving, shampooing and caring for hair; assisting with oral hygiene and denture care; caring for the skin, feet, and nails; bed making and handling linen; ambulating, transferring, transporting, positioning, and turning; toileting and assisting with the use of the bedpan and urinal; and providing catheter care.

NA - 1350 Nursing Assistant Procedures II: 75 CH

This course teaches basic nursing skills and tasks associated with restorative activities, including, but not limited to, measuring and recording vital signs, measuring weight and height, monitoring fluids intake and output, collecting specimens, procedures for providing care for geriatric patients, assistance with restorative and rehabilitative activities, performing range of motion exercises; performing supervised organizational functions following the patient plan of care, and other responsibilities related to patient care technician.

NA - 1360 Nursing Assistant Procedures III: 75 CH

This course teaches basic nursing skills and tasks associated with restorative activities, including, but not limited to, measuring and recording vital signs, measuring weight and height, monitoring fluids intake and output, collecting specimens, procedures for providing care for geriatric patients, assistance with restorative and rehabilitative activities, performing range of motion exercises; performing supervised organizational functions following the patient plan of care, and other responsibilities related to patient care technician.

HH - 1430 Home Health Care Skills: 75 CH

This course introduces the student to the home health services including the HHA's role and the agency structure. This course teaches patient care skills specific to the Home Health Aide including, but not limited to, personal care procedures, basic nursing skills, procedures for providing care for geriatric patients, guidelines for assistance with self-administered medications, guidelines for special clients with special needs, such as Alzheimer's disease, and home management and nutrition, including safe food preparation.

HE - 2021 Principles of Hemodialysis I: 60 CH

This course introduces the student to the structure of the hemodialysis team and the various roles involved. It provides an in-depth look at the renal system and its function as well as the various causes of renal failure and kidney diseases. This course also introduces the students to the use and function of hemodialysis equipment and the various methods of administration. Infection control of equipment is also covered.

HE - 2022 Principles of Hemodialysis II: 60 CH

In this course, students will cover the various forms of hemodialysis and its various patient administrations. Patient and machine monitoring and assessment is covered, as well as laboratory data analysis and interpretation.

HE - 2023 Principles of Hemodialysis III: 60 CH

In this course, students will cover the various forms of hemodialysis and its various patient administrations. Patient and machine monitoring and assessment is covered, as well as laboratory data analysis and interpretation.

PC - 1830 Externship for Patient Care Technician: 180 CH

During this course the student will spend time in a clinical setting where they will apply the knowledge, skills, and competencies acquired in the classroom.

Home Health Aide

HH - 1041: Home Health Aide Techniques: 75 CH

This course introduces the student to the home health services including the HHA's role and the agency structure. This course teaches patient care skills specific to the Home Health Aide including, but not limited to, personal care procedures, basic nursing skills, procedures for providing care for geriatric patients, guidelines for assistance with self-administered medications, guidelines for special clients with special needs, such as Alzheimer's disease, and home management and nutrition, including safe food preparation

Academic Calendar

July

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

October

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

January

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

April

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


May

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

 Winter Break

 Holiday/No Classes

 Start Date

2022-2023

Academic Calendar - Patient Care Technician

Start of 1st Semester	End of 1st Semester	Start of 2nd Semester	End of 2nd Semester
1/3/22	5/13/22	5/16/22	10/14/22
1/24/22	6/3/22	6/6/22	11/4/22
2/14/22	6/24/22	6/27/22	11/25/22
3/7/22	7/15/22	7/18/22	12/30/22
4/4/22	8/5/22	8/8/22	1/20/23
4/25/22	8/26/22	8/29/22	2/10/23
5/16/22	9/16/22	9/19/22	3/3/23
6/6/22	10/7/22	10/10/22	3/24/23
6/27/22	10/28/22	10/31/22	4/14/23
7/18/22	11/18/22	11/21/22	5/5/23
8/8/22	12/9/22	12/26/22	6/5/23
8/29/22	12/30/22	1/2/23	6/9/23
9/19/22	1/20/23	1/23/23	6/30/23
10/10/22	2/10/23	2/13/23	7/21/23
10/31/22	3/3/23	3/6/23	8/11/23
11/21/22	3/24/23	3/27/23	9/1/23

Academic Calendar - Medical Assistant

Start of 1st Semester	End of 1st Semester	Start of 2nd Semester	End of 2nd Semester
1/3/22	5/6/22	5/9/22	9/2/22
1/24/22	5/27/22	5/30/22	9/23/22
2/14/22	6/17/22	6/20/22	10/14/22
3/7/22	7/8/22	7/11/22	11/4/22
4/4/22	8/5/22	8/8/22	12/2/22
4/25/22	8/26/22	8/29/22	12/23/22
5/16/22	9/16/22	9/19/22	1/27/23
6/6/22	10/7/22	10/10/22	2/17/23
6/27/22	10/28/22	10/31/22	3/10/23
7/18/22	11/18/22	11/21/22	3/31/23
8/8/22	12/9/22	12/12/22	4/21/23
8/29/22	1/13/23	1/16/23	5/12/23
9/19/22	1/20/23	1/23/23	6/2/23
10/10/22	2/10/23	2/13/23	6/23/23
10/31/22	3/3/23	3/6/23	7/14/23
11/21/22	3/24/23	3/27/23	8/4/23

Academic Calendar - Pharmacy Technician

Start of 1st Semester	End of 1st Semester	Start of 2nd Semester	End of 2nd Semester	Start of 1st Semester	End of 3rd Semester
1/3/22	06/29/2022	07/02/2022	11/23/22	11/26/22	1/18/23
1/24/22	07/15/2022	07/18/2022	12/9/22	12/26/22	2/3/23
2/14/22	08/05/2022	08/08/2022	1/13/23	1/16/23	2/24/23
3/7/22	08/26/2022	08/29/2022	2/3/23	2/6/23	3/17/23
4/4/22	09/16/2022	09/19/2022	3/3/23	3/6/23	4/14/23
4/25/22	10/07/2022	10/10/2022	3/24/23	3/27/23	5/5/23
5/16/22	10/28/2022	10/31/2022	4/7/23	4/10/23	5/19/23
6/6/22	11/18/2022	11/21/2022	4/28/23	5/1/23	6/9/23
6/27/22	12/09/2022	12/26/2022	5/19/23	5/22/23	6/30/23
7/18/22	01/13/2023	01/16/2023	6/9/23	6/12/23	7/21/23
8/8/22	02/03/2023	02/06/2023	6/30/23	7/3/23	8/11/23
8/29/22	02/24/2023	02/27/2023	7/21/23	7/24/23	9/1/23
9/19/22	03/17/2023	03/20/2023	8/11/23	8/14/23	9/22/23
10/10/22	04/07/2023	04/10/2023	9/1/23	9/4/23	10/13/23
10/31/22	04/28/2023	05/01/2023	9/22/23	9/25/23	11/3/23
11/21/22	05/19/2023	05/22/2023	10/13/23	10/16/23	11/24/23

Observed Holidays 2022 - 2023

Independence Day	July 4, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Veterans Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Winter Break	Dec 24 - Jan 8, 2022
Martin Luther King Jr. Day	January 16, 2023
President's Day	February 20, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023



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