Student Success is Our Success

UEI COLLEGE

2024 Catalog

Catalog Supplements:

Insert B - Faculty and Staff List
Insert C - Licensure, Certification or Registration
Insert D - Maximum Student/Teacher Program Ratios
Catalog Addendum

**Revision Date
5/1/24**

**Volume 10
Effective January 1, 2024 to December 31, 2024
www.uei.edu**

Campus Locations
(Instruction will be provided at following locations)

Garden Grove – Branch of HP
10870 Katella Avenue
Garden Grove, CA 92840
Phone: (714) 941-5800

Bakersfield – Branch of FRS
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista – Branch of HP
1261 Third Avenue, Suite A
Chula Vista, CA 91911
Phone: (619) 409-4111

Reseda– Branch of HP
18040 Sherman Way
Reseda, CA 91335
Phone: (818) 380-5900

Fresno (FRS) – Main
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardena (GAR) – Main
661 W. Redondo Beach Blvd.
Gardena, CA 90247
Phone: (424) 246-3000

Huntington Park (HP) – Main
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario – Branch of HP
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Riverside – Branch of GAR
1860 University Ave.
Riverside, CA 92507
Phone: (951) 300-5500

Oceanside – Branch of HP
2027 Mission Avenue
Oceanside, CA 92058
Phone: (760) 690-5200

Stockton – Branch of HP
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

West Covina – Branch of HP
339 N. Azusa Avenue
West Covina, CA 91791
Phone: (626) 927-9000

Sacramento – Branch of GAR
4424 Florin Road, Suite D & E
Sacramento, CA 95823
Phone: (916) 306-5185

Additional campuses owned and operated by International Education Corporation under the UEI Brand, included in Separate Catalogs

Morrow – Branch of HP
1564 Southlake Pkwy.
Morrow, GA 30260
Phone: (678) 422-4500

Phoenix – Branch of HP
9215 N. Black Canyon Highway
Phoenix, AZ 85021
Phone: (623) 888-5261

Las Vegas – Branch of GAR
3450 S. Maryland Parkway
Las Vegas, NV 89169
Phone: (949) 892-4717

Mesa – Branch of HP
1420 W. Southern Ave.
Mesa, AZ 85202
Phone: (480) 885-8901

Stone Mountain – Branch of FRS
971 N. Hairston Road
Stone Mountain, GA 30083
Phone: (877) 463-4472

Tacoma – Branch of GAR
1415 East 72nd Street, Suites F
Tacoma, WA 98404
Phone: (253) 210-3595

Tampa - Online Recruitment Office
9950 Princess Palm Ave., Suite 100
Tampa, FL 33619
Phone: (813) 577-2231

Office Hours
Monday–Thursday: 8:00 a.m. to 8:00 pm
Friday: 8:00 a.m. to 5:00 p.m.
Class Hours
Class hours vary from 8:00 am to 11:00 pm Monday through Friday,
and select hours on Saturday and Sunday.
Weekend Office Hours
Bakersfield, Encino, Huntington Park, West Covina - Saturday & Sunday: 8:00 a.m. to 1:00 pm
Chula Vista – Saturday: 8:30 a.m. to 12:30 pm

Online Programs (100% Online) Student Support
Phone: 1-866-494-8947 / Email: OnlineStudentSupport@iecglobal.com

For information regarding institutional information, financial assistance, graduation rates and campus security, please contact the appropriate campus director listed on the catalog supplement "Insert B" during the office hours stated above.

The school catalog updated annually and is revised periodically through inserts and addendums.

The institution provides a new or prospective student with a school catalog electronically or printed form upon request.

The institution does not admit non-immigrant foreign students.

Table of Contents

Welcome to UEI College! Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in. UEI College makes every effort to ensure accuracy of the information contained in this catalog. The college reserves the right to change policies, fees, and courses of instruction during this catalog period upon direction of the UEI College Administration and its Chief Executive Officer.

Mission and Objectives

Our Mission
Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Objectives
- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

School History and Description
UEI College is a dba of United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc. IEC's history dates back to 1982 when United Electronics Institute was founded in Los Angeles County, California. In 1989, the corporation expanded to become United Education Institute (UEI) to reflect the addition of a broader range of training programs in the career education field.

In 1998, IEC completed the acquisition of Advanced Career Training (ACT), a career school business that has been delivering quality, career-focused academic programs since 1975. ACT became United Education Institute (UEI) in January, 2010.

In 2009, the eight Southern California United Education Institute campuses became UEI College to further expand their program offerings and include degree granting curriculum.

International Education Corporation acquired the American Auto Institute in Cerritos, California in July of 2009. This campus officially became a UEI College location in August 2009 and relocated to Gardena, California, where it welcomed its first students in January 2011.

In July 2010, IEC acquired MCed College in Fresno, California and converted this campus to UEI College. In December of 2012, the Van Nuys campus moved to a new location in Encino, California.

Today, IEC, which operates subsidiaries United Education Institute, UEI Fresno/IEC Holdings, Inc. and IEC/AAI Holdings, Inc., operates a total of nineteen UEI College campuses in the states of California, Arizona and Washington and United Education Institute campuses in Georgia and Nevada.

UEI College's first campus was established in Van Nuys, California in October of 1983. Since then, additional Southern California sites have opened, including campuses in Huntington Park (September,1989), Ontario (June,1997), Chula Vista (August,1999), West Covina (March 2005), San Marcos (March 2010), Anaheim (March 2010), Gardena (January 2011), Riverside (March 2011), Stockton (September 2011), and Bakersfield (March 2012). UEI College's main campus is the Huntington Park location.

In late 2014, UEI College added a new location in Phoenix, Arizona. UEI opened its Sacramento location in late 2018, the Las Vegas campus in 2020 and it's Mesa, Tacoma and Stone Mountain campuses in 2021.

The institution 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; and 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.).

Ownership and Board of Directors
UEI College is a dba of IEC Corporation's subsidiary companies. IEC Corporation does business as International Education Corporation (IEC).

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Shoukry Tiab, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood, Justin Topilow, and Charlie Dent. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Shoukry Tiab, President & Chief Executive Officer; Joanna Gut-Vargas, Chief Financial Officer; Christa Jones, Senior Vice President of Operations; Rob Paul, Chief Administrator Officer; and Aaron Mortensen, Senior Vice President and General Counsel.

Accreditation and Approvals

Institutional Accreditation

The following UEI College campuses are accredited by the Accrediting Council for Continuing Education and Training (ACCET):

- Garden Grove
- Chula Vista
- West Covina
- Huntington Park
- Ontario
- Oceanside
- Stockton
- Reseda *(Encino Campus Relocation)*

The following UEI College campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

- Bakersfield
- Fresno
- Gardena
- Riverside
- Sacramento

U.S. Department of Education

All campuses listed above have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (ED).

State Approval

UEI College is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: (916) 431-6959. www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Veterans

UEI College is approved to train veterans by the State approving agency at all campuses.
Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval.
 All veteran students requesting VA benefits while attending school must sign the "Veterans Information Bulletin" prior to starting school.

Vocational Rehabilitation Applicants

Eligible students may apply to the State Department of Vocational Rehabilitation for determination of benefits while attending UEI College.

Other Approvals

The Dental Assistant program gained approval from the Dental Board of California.

All Dental Assistant programs at all UEI College campuses are institutionally accredited, and graduation from any of these programs can lead to placement as a Dental Assistant in a Dental Office.

Class Schedules and Holidays

UEI College campuses offer year-round enrollment with classes starting approximately every four weeks. All class modules are approximately four weeks in length. (See the Academic Calendar at the end of this catalog). The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon, evening, and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar at the end of this catalog)

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean, and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college's facilities and equipment is an obligation of all faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see the supplement insert for this Catalog.

Student Code of Conduct

Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace, and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus.

Fraternization Policy

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of college policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.

If a student witnesses or is made aware of a college employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Student Hotline immediately.

Drug and Alcohol Abuse Prevention

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.

- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

No Weapons Policy

UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/ Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted, an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto dropped for a violation of the attendance policy, will be required to complete the Return of Federal

Financial Aid Funds process prior to re-entering their program if the appeal is granted.

Statement of Non-Discrimination

UEI College does not discriminate in its education programs and activities (which extends to employment and admission) on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, disability, or any other basis protected by federal, state or local law.

Complaints of sexual harassment should be reported to the Title IX Coordinator in accordance with the Title IX Complaint/Grievance Procedure Policy located in this school catalog. Other incidents of sexual misconduct or discrimination should be reported following the procedures outlined in the Student Complaint/Grievance Procedure Policy outlined in this school catalog. The contact information for UEI College's Title IX Coordinator is as follows:

Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Title IX Complaint/Grievance Procedure Policy

The purpose of this policy is to outline the duties and responsibilities of UEI College ("UEI") in accordance with UEI's Statement of Nondiscrimination and Title IX of the Education Amendments of 1972 ("Title IX"). UEI is committed to providing a work and educational environment free of unlawful harassment and discrimination.

UEI is also committed to providing a prompt response to reports of Sexual Harassment and ensuring every Complainant receives appropriate support, Respondents are treated as responsible only after receiving due process and fundamental fairness, and UEI officials serve impartially without bias for or against any party.

Definitions

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

- Sexual Assault (as defined in the Clery Act, 20 U.S.C. § 1092(f)), or Dating Violence, Domestic Violence, or Stalking (as those offenses are defined in the Violence Against Women Act (VAWA)*, 34 U.S.C. § 12291(a)).

  - o Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

  - o Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

  - o Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

  - o Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

*In accordance with VAWA, state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the school's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Actual knowledge: When UEI's Title IX Coordinator or the

applicable Campus President/Executive Director becomes aware of a Sexual Harassment report.

Education program or activity: On or off campus locations, events, or circumstances over which the school exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Policies and Procedures

1. Title IX Policy Statement

UEI strictly prohibits Sexual Harassment and retaliation against any person who reports Sexual Harassment or participates (or refuses to participate) in any Title IX grievance process under this policy.

UEI will respond to a report of Sexual Harassment when it (1) has actual knowledge of Sexual Harassment; (2) that occurred within an applicable school's education program or activity; (3) against a person in the United States.

If the alleged conduct does not constitute Sexual Harassment, the school may investigate the concern as required by the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

2. Title IX Coordinator

UEI's Title IX Coordinator oversees compliance with all aspects of this policy and is designated by UEI to intake reports and Formal Complaints of Sexual Harassment, provide supportive measures, and investigate alleged Sexual Harassment. The contact information for UEI's Title IX Coordinator is as follows:

Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

3. Supportive Measures

Supportive measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate to the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party.

Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator shall notify the Complainant that supportive measures are available regardless of whether a Formal Complaint is filed and explain to the Complainant the process for filing a Formal Complaint.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive measures will be provided without fee or charge and may include:

- Counseling;
- Extending deadlines;
- Modifying class or work schedules;
- Placing mutual restrictions on contact between the parties;
- Providing campus escort services;
- Changing work locations; and
- Providing leaves of absence.

4. Formal Complaint

UEI utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints of Sexual Harassment, which may be filed by a Complainant or by UEI's Title IX Coordinator. A Formal Complaint is a document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the school investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator or otherwise indicate that that Complainant is the person filing the Formal Complaint. When filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the school at which the Formal Complaint is filed.

The Title IX Coordinator will respect the Complainant's wishes as to whether the Title IX Coordinator investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the school community. The Title IX Coordinator may consolidate Formal Complaints where the allegations arise out of the same facts.

Formal Complaints involving employees will also be referred to the Human Resources Department and simultaneously evaluated under applicable employee conduct policies and procedures outlined in the Team Member Handbook.

5. Dismissal of Formal Complaints in Certain Circumstances

The Title IX Coordinator would dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

- Does not meet the definition of Sexual Harassment;
- Did not occur in the school's education program or activity; or
- Did not occur against a person in the United States.

The Title IX Coordinator may dismiss a Formal Complaint where:

- Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegations;
- Respondent is no longer enrolled or employed by the school; or
- Specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding responsibility.

UEI shall provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the dismissal. Dismissal of the Formal Complaint under this policy does not preclude the institution from investigating the allegations under a different policy such as the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

6. Written Notice of Allegations

Upon receipt of a Formal Complaint of Sexual Harassment, the Title IX Coordinator shall provide written notice of the allegations to the parties. The written notice shall:

- Include sufficient details of the allegations, including the identities of the parties involved, policy alleged to have been violated, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident in order to allow the parties to prepare for an initial interview.
- Inform the parties that they may have an advisor of their choice.
- Inform the parties they will have an opportunity to review evidence obtained during the investigation.
- Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the entire grievance process.
- Inform the parties that they are prohibited from knowingly making any false statement or knowingly submitting false information during the grievance process.

The parties will also be provided with separate written notice of any investigative interview, meeting, or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

7. Informal Resolution

After a Formal Complaint is filed, the school may offer the parties the opportunity to engage in an informal resolution process such as a mediation or informal settlement conference. The school, however, will not offer or facilitate an informal resolution process where the allegations in the Formal Complaint allege that an employee sexually harassed a student.

Before proceeding with an informal resolution process, both parties must give voluntary, informed, written consent. UEI will provide written notice to the parties disclosing the allegations, the requirements of the informal resolution process, and any consequences of participating in the informal resolution process. Any party may withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint at any point prior to agreeing to a resolution.

8. Emergency Removal of Respondents from Campus

UEI may temporarily remove an individual from campus on an interim basis during the pendency of a Formal Complaint in limited emergency circumstances where there is an immediate threat to physical health or safety. Before taking this emergency measure, the school will:

- Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of Sexual Harassment;
- Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and
- Provide the Respondent with notice and an opportunity to challenge the emergency decision immediately following the Respondent's removal.

School administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. UEI will make every effort to ensure that a victim's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. UEI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally, identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures.

9. **Grievance Process**

UEI shall investigate all Formal Complaints of Sexual Harassment using its grievance process, which is designed to ensure due process and fairness to all parties. Title IX personnel (Title IX Coordinator, investigators, decision-makers, and individuals who facilitate informal resolution) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness. UEI shall not impose discipline on a Respondent without going through the required grievance process.

A. **Standard of Evidence**

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), UEI applies the preponderance of the evidence standard, meaning that it is "more likely than not" that something did or did not occur.

B. **Presumption of Non-Responsibility**

A Respondent is presumed not responsible for the alleged Sexual Harassment until a determination regarding responsibility is made at the conclusion of the grievance process.

C. **Advisor**

As outlined in the written notice of allegations, the parties may have an advisor of their choice present at any stage of the process. The advisor is allowed to be present at any meeting but is required to be at the live hearing for the purpose of conducting cross-examinations. If the party does not have an advisor for the live hearing, UEI shall provide, without fee or charge to that party, an advisor of UEI's choice. The Complainant and Respondent may not conduct cross-examination.

D. **Investigation Process**

A Formal Complaint shall be investigated by the Title IX Coordinator or other trained designee ("investigator"), who will conduct interviews and gather evidence. The investigator will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness. The investigator shall be free from conflicts of interest or bias for or against the Complainant or Respondent.

Both parties shall have an equal opportunity to submit and review evidence throughout the investigation process, including the opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence. UEI shall not restrict the parties' ability to discuss the allegations or gather or present evidence.

The scope of an investigation will vary depending on the allegations and circumstances of each individual Formal Complaint. Each Formal Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Formal Complaint;

- Gathering additional information or statements from Complainant;

- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);

- Reviewing relevant documentation and policies;

- Obtaining a response, written statement, and other information from Respondent.

The investigator shall provide written notice to the parties in advance of any meeting, interview, or hearing conducted as part of the investigation in which they are expected or invited to participate.

E. **Review of Evidence**

Before concluding the investigation, UEI shall provide the parties and their advisors, if any, the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including all inculpatory and exculpatory evidence. The evidence will be provided to the parties in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The investigator will consider the written responses before the completion of the investigative report.

F. **Investigative Report**

At the conclusion of the investigation, the investigator will create an investigative report that fairly summarizes the relevant evidence. The investigative report shall be provided to the parties (and their advisors) in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The final investigative report will be provided at least 10 days before the live hearing, so the parties have the opportunity to review and provide written responses.

G. **Live Hearing**

If a Formal Complaint is not or cannot be resolved through informal resolution, UEI shall hold a live hearing ("hearing"). The hearing will be overseen by the applicable Campus President/Executive Director or other trained designee ("decision-maker"), separate from the Title IX Coordinator or investigator. The decision-maker shall be free from conflicts of interest or bias and shall be trained on how to serve impartially, issues of relevance and any technology to be used at the hearing.

The hearing may be conducted with all parties present physically or virtually, so long as all participants are able to see and hear one another in real time. A party is prohibited from solely participating in the hearing by telephone. At the request of either party, the school will permit the parties to be in separate rooms during the entirety of the hearing. The school will create an audio or audiovisual recording, or transcript of the hearing.

1. Cross-Examination

During the hearing, every witness may be subjected to cross-examination by the party's advisor. The school will allow a party's advisor to directly and in real time present all relevant questions and follow up questions to another party or witness, including the advisor challenging the credibility of a party. Cross-examination must come from a party's advisor and may not come directly from a party.

If a party or witness does not submit to live cross-examination, the decision-maker will not rely on any statement made by that party or witness when making the decision about the Respondent's responsibility. Only statements that have been tested for credibility through cross-examination at the hearing may be considered by the decision-maker in reaching a responsibility determination. This includes statements against interest.

By way of example, if a party makes a statement against interest to the investigator during the investigation, but subsequently declines to participate in the hearing or otherwise be subject to cross-examination, the statement made to the investigator will not be relied upon in making a determination regarding responsibility. The decision-maker will also not draw any inference regarding responsibility based solely on a party's or witness' absence from the hearing or refusal to answer cross-examination or other questions.

2. Questions Must Be Relevant

Questions posed to parties and witnesses at the hearing must be relevant. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker must determine whether the question being asked is relevant and provide an explanation as to any decision to exclude a question as not relevant. Questions relating to a Complainant's prior sexual behavior are irrelevant unless the questions are offered to prove someone else was responsible for the alleged conduct or offered to prove consent.

3. Evidence Limitations

UEI will not rely on or seek disclosure of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. UEI will not access or use a party's medical, psychological, or similar treatment records unless the party provides voluntary, written consent.

H. Written Determination

Based on all relevant evidence obtained during the investigation and hearing, the decision-maker shall issue a written determination. The written determination will include a determination of responsibility as well as a written finding of facts. The determination will include a description of the procedure from Formal Complaint through hearing and clearly state a conclusion regarding whether the alleged conduct occurred as alleged or at all and support each conclusion with the rationale relied upon. The written determination will also indicate the sanctions imposed on the Respondent and whether remedies will be provided to the Complainant.

Following a determination of responsibility, appropriate corrective action will be taken, and UEI will take steps to prevent recurrence. Sanctions will be determined on a case-by-case basis. Possible sanctions may include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of the misconduct may be cause for additional disciplinary action.

- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other UEI policy violations may result in further disciplinary action.

- **Restriction on Contact:** Restricting the Respondent from contacting the Complainant.

- **Suspension:** Exclusion from UEI premises, attending classes, and other privileges or activities for a specified period of time.

- **Expulsion:** Permanent termination of student status and exclusion from UEI premises, privileges, and activities.

- **Termination:** Termination of employment*.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here.

- **Multiple Sanctions:** More than one of the sanctions listed above may be imposed for any single violation.

*Employees are also subject to processes and discipline determined by the campus under the applicable policies outlined in the Team Member Handbook, which are separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

The determination will be sent simultaneously to the parties along with information to both parties regarding the process of filing an appeal.

I. Appeals

Either party is permitted to file a written appeal of a determination regarding responsibility within ten (10) calendar days after receiving the written determination. The written appeal must be limited to 10 pages, double spaced, 12-point font. A party is permitted to appeal only based on the following grounds:

- Procedural irregularity that affected the outcome;

- New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or

- The Title IX personnel had a general or specific conflict of interest or bias that affected the outcome.

The appeal will be ruled on by the applicable Regional Vice President of Operations or another trained designee. The parties will be informed in writing of the outcome of any appeal within thirty (30) days of receipt of the appeal. The appeal decision is final.

J. Time Frame for Completion of Entire Grievance Process

Generally, the grievance process consists of filing a Formal Complaint, investigation, hearing, determination (including sanctions and remedies as applicable) and appeal. The grievance process, barring extenuating circumstances, will conclude within ninety (90) days from the date a Formal Complaint is filed. However, the length of time will vary, making the grievance process shorter or longer depending on the complexity of the investigation, the severity and extent of the alleged Sexual Harassment, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation. Any delay or extension of the grievance process will be temporary, limited and for good cause and UEI shall notify the parties of the reason for any short-term delay or extension.

K. Retaliation

UEI will not retaliate against any individual for exercising rights under Title IX, including the participating in or refusing to participate in the filing of a Formal Complaint, the investigation, or any proceeding or hearing. Examples of prohibited retaliation include intimidation, threats, coercion, or discrimination, and specifically include bringing charges against an individual for student code of conduct violations that do not involve sex discrimination or Sexual Harassment but arise out of the same fact or circumstances as a report or complaint of sex discrimination or Sexual Harassment.

Exercising rights protected under the First Amendment does not constitute retaliation. In addition, charging an individual for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

If you believe you have been retaliated against, you should contact the Title IX Coordinator or utilize any of the mechanisms outlined in this school catalog or Team Member Handbook.

L. Recordkeeping

UEI shall maintain records of Title IX activities as required by law, including records of:

- Sexual Harassment investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the school's education program or activity;

- Any appeal and the result therefrom;

- Any informal resolution; and

- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

UEI shall create, and maintain for seven years, records of any actions (including any supportive measures) taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, UEI shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education program or activity. If a school does not provide a Complainant with supportive measures, the school will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

M. Training

The Title IX Coordinator and all personnel involved in the Title IX process outlined in this policy shall be trained on:

- The definition of Sexual Harassment;

- The scope of the school's education program or activity;

- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; and

- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, bias, and sex stereotypes.

Investigators and decision-makers will receive training on issues of relevance, including how to apply the rape shield protections provided only for Complainants. Decision-makers will also receive training on any technology used at a hearing.

UEI shall publish all training materials on the applicable school website on the Student Consumer Information page.

N. Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with UEI's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

O.   Sexual Violence

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), UEI will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking (collectively referred to as "Sexual Violence") to students and employees. Additional policies and procedures regarding Sexual Violence are contained in the school's Annual Safety and Security Report ("ASR") distributed by October 1st of each year. The school's most recent ASR is located on the applicable school website on the Student Consumer Information page.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap."   A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Disability Compliance Coordinator.   Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

UEI College offers programs in a hybrid format. Hybrid students are required to attend online and residential classes.

UEI College also offers programs 100% online (Online). Students enrolled in an online program are required to attend online classes.

UEI College does not offer Independent Study.

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.

General Admissions Requirements for all Programs

Applicants to UEI College must be at least 17 years of age and must be a High School graduate or GED holder.

Proof of High School Graduation

For ACCET Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency within 14 calendar days of the start date.

For ACCSC Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. This POG must be received <u>prior</u> to the student being admitted to the school and the enrollment agreement being signed by an accepting official.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Foreign diplomas or transcripts must be translated and evaluated prior to the date of enrollment to be admitted to the school. It must be signed by the applicant in front of a school official, as proof that the foreign POG is true and belongs to the applicant.

Technology and Equipment Requirements

All students may access the computer rooms onsite at the campus to conduct academic activity. Each campus is equipped Wi-Fi and computer rooms that allow access to the internet.

All applicants that apply for admission into Hybrid or Online programs must be able to access technology and the internet. On the first day of class, Hybrid students are expected to attend an on-campus Gateway to Success class/orientation and Online students are expected to attend an online Gateway to Success class/orientation.

Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. The institution's Learning Management System (LMS) uses a web-based system that require a standard web browser.

For ACCSC Campuses: In addition, each student must successfully pass a Digital Readiness Assessment (DRA), prior to enrolling. The DRA is designed to help the school and student understand if they are able to successfully take courses in an online / hybrid environment. Each program at the school is offered in a hybrid learning environment and the student will be required to access and understand the school's Learning Management System (LMS).

Online Student Identity Authentication and Privacy
The Electronic Student Database (ESD) for hybrid and online students is a restricted access and password protected electronic environment. Prior to entering the EDS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by UEI in accord with established institutional privacy and confidentiality policies with access provided only to agents of UEI who require immediate and necessary use of the information in order to fulfill the various academic activities of UEI. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the school. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Programs Preparing Graduates for a Field Requiring Licensure or Registration
UEI College takes reasonable steps to help ensure you are eligible for licensure or registration if you choose a program that prepares you for a field where licensure or registration is required. There are numerous eligibility requirements for licensure, depending on the field. You are encouraged to review these requirements and do further research if you have any concerns regarding your eligibility. You should discuss any concerns with your Admissions Representative and/or the Director of Education. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

For licensure, certification, or registration requirements for each program, please see the supplement Insert-C in this catalog.

Vaccination Policy
For Allied Health programs offered by UEI Colleges which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining and having the student sign the applicable vaccination disclosure.

Ability to Benefit (ATB) Admissions Policies
Effective April 13, 2023, UEI is not admitting ATB students into the ECPP program. All new enrolling students must be a High School graduate or GED holder.

Ability to Benefit (ATB)
Effective April 13, 2023, UEI is not admitting ATB students into the ECPP program. All new enrolling students must be a High School graduate or GED holder. Ability to Benefit (ATB) admission is not available at any of our campus locations.

Documentation Requirements for Grandfathering ATB Students
Effective April 13, 2023, UEI is not admitting ATB Grandfathering Students. All new enrolling students must be a High School graduate or GED holder. Ability to Benefit (ATB) Grandfather admission is not available at any of our campus locations.

Documentation Requirements for Eligible Career Pathways Program ATB Students
A student who passes the Wonderlic Basic Skills Test or Accuplacer Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements
Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Participation in the Adult Education component of the program

ECPP Participation Advisement

A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an *ECPP participation advisement*. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a "Withdrawal Warning".

ECPP Withdrawal

A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both the adult education component of the ECPP program and the vocational program.

Receiving the earned High School Diploma

Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

Transfer of Credit Policy

UEI College may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. The school will provide guidance, a transcript, catalog, syllabus, and course descriptions for any student interested in transferring to another institution. Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Director of Education.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope, and length to UEI courses will be considered for credit.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. For transfer students from a non-IEC owned institution, only training courses with a grade of C or 2.0 or above will be considered for credit.
6. Transfer students from an IEC owned institution are eligible for transfer of credits for all courses within the last 3 years that had earned a passing grade.
7. UEI students transferring from one UEI location to

another, into the same program, will have their letter grades transferred to the new UEI location.
8. Credit by examination, prior work experience, prior learning experience, credit for prior experiential learning, military service, internships, or practicum is not accepted.
9. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system. *For ACCSC Campuses: For students transferring from another UEI school, at least 25% of the credits required for a program must be earned from the school awarding the credential.*
10. Students transferring from another UEI campus or other non-UEI institution may be granted credit for all passing courses, based on the criteria described in Step No. 4.
11. All decisions made by the Director of Education regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
12. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
13. All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

    Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

The school will provide guidance, a transcript, catalog, syllabus, and course descriptions for any student

interested in transferring to another institution.

English as a Second Language (ESL) Instruction and English Language Proficiency Information
UEI College does not offer ESL instruction and does not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English. An applicant's Proof of Graduation (POG) in the form of a transcript or diploma or proof of high school equivalency will indicate English proficiency. Additionally, passing the Wonderlic Basic Skills Test (WBST) or the Accuplacer Test will demonstrate English proficiency.

Pregnancy
The program you enroll in may be physically demanding. As a student in that program, you are expected to participate in all lab sessions to earn lab grades in your modules. Failure to do so will result in a failing grade for the module(s) and/or being dropped from the program. In the event a student is pregnant at time of enrollment or becomes pregnant during the program, the lab requirement will not be waived. The pregnant student must provide a doctor's note of release as a condition to participate in lab work. A pregnant student will not be permitted to participate in the required lab work without a doctor's release. The school will take reasonable steps to accommodate a pregnant student who has provided the school with a doctor's release. Additionally, in the event the baby is delivered during your enrollment period, the school will require a doctor's note of release to return to lab work. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school's administration prior to the leave.

Articulation Agreements
UEI College does not currently have articulation agreements with other institutions.
IEC is contracted with C4L and Brookshire International Academy, which are providers of adult education services to UEI College students that qualify to participate in the Eligible Career Pathway Program.

Program Tuition and Fees
There is no registration fee for any program. Any tuition paid will be returned to all students who cancel their enrollment within seven (7) days from the date the enrollment agreement was signed or attendance in the first class session, whichever is later. In the event where the school cancels the program, any tuition paid by the student will be refunded.

Students may incur the fees during their period of enrollment include the following:

Additional copies of Official Transcripts	$30
Additional Official Diploma	$30
Additional unofficial transcripts	$5
Education Verification	$2
*Late Payment fee	$10

Replacement of Student ID card	$3
Graduation ceremony fee	$40
Uniform-replaced/lost:	
Business Office Administration (BOA)	$17
Polo	$14
Scrubs Set	$14
Loan Origination Fee(s)	Varies
Late Interest Accrual Fee(s)	Varies

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants, or scholarships. Please see the tuition table of this catalog, for your program tuition.

*Assessed each month the account remains delinquent. This fee may also be assessed for delinquent institutional and recourse loans.

There are no additional charges/fees for repeating a module, make-up work, special testing, equipment, licensure examinations or other school services.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA. 95834, (916) 431-6959 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.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Books and Supplies
All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated, or not returned timely will be replaced at the student's expense.

Students may elect to purchase their own books from outside of the institution and opt-out of receiving books from the institution.

Transportation costs
Local transportation costs are estimated at $102.00 per month and may vary in specific areas. There are no fees for parking.

Delinquent Accounts
Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies. If a student's account is over 120 days delinquent, the account is sent to UEI's internal collection department. If the student's account is still delinquent after eight months, the account is deferred to an outside collection's agency.

Arbitration Agreement
Arbitration and Class Action Waiver Disclosure: UEI College 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 participate in arbitration, or any internal dispute resolution process offered by the school 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 under way. 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 the Student Hotline at 866-591-8588.

Federal Financial Aid Information
Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have 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, as applicable.

To receive financial assistance, you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number
4. Maintain satisfactory academic progress while attending school.
5. Sign a statement that certifies that you will use your federal student aid for education purposes only.

6. Not be in default on any federal student loans or owe any money on any federal student grant program.
7. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED) or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant
A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)
Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan
Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education.   The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan
Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

Direct Parent Loan for Undergraduate Students (PLUS)
PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Institutional Aid Programs

Scholarship Eligibility and Awarding Policy
The purpose of the UEI College Scholarship Program is to provide additional financial assistance to students pursuing a diploma/degree in their chosen program of study.
Scholarship Eligibility Requirements
1) Applicant must be an active/future student attending a UEI College Campus.
2) All applicants must complete the UEI College Scholarship application and provide all forms applicable to the Campus Student Financial Services Department.

Scholarship Terms and Conditions
1) All Institutional Scholarships will be credited to the student's account upon graduation.
2) Students may apply and be eligible to receive a maximum of two Institutional Scholarships.

3) Institutional Scholarships are non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for the Institutional Scholarship(s).

4) In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit

balance removed.

5) Students who are enrolled as an agency enrollment are not eligible to participate in the Institutional Scholarship program.

6) The School has sole discretion to determine whether a student meets and is eligible for an Institutional Scholarship in accordance with these terms and conditions.

8) Awards are subject to funds availability.

Institutional Scholarship Programs

Opportunity or Aid Assist Scholarship ($750/$1,000)
This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).
• Opportunity Scholarship ($750) for students with EFC ≤ 5,000
• Aid Assist Scholarship ($1,000) for students with EFC > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student's funding plan.

** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor's degree or ineligible for Pell Grant regardless of EFC.

Military Family Scholarship ($500)
This scholarship is offered to eligible Veterans, active-duty military, reservists and/or dependents/spouse of an eligible Veteran.
NOTE: Must provide a copy of Certificate of Eligibility DD214.

Closed School Transfer Scholarship
This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.
- Student must have completed less than 50% of a program at prior school
- Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student's account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Access to Education Scholarship ($9,900)
(All California Campuses)
This scholarship is offered to students who do not have traditional access to higher education funding the opportunity to attend UEI College programs. This scholarship is only available to students who are of legal status in the United States who are not eligible for traditional education funding sources. In order to be eligible, you must NOT have been convicted of a felony, certain significant misdemeanors (including a single DUI), or three or more misdemeanors of any kind.

Other Available Financial Assistance Programs

UEI Institutional Installment Payment Program
This program is available to students who need additional financial assistance for tuition and fees. The minimum amount is $500 with repayment terms between 12 to 60 months. Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Veterans Benefits
The GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

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 http://www.benefits.va.gov/gibill

Agency Programs
Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards
Delivery Method
The institution is approved to offer programs through residential, Hybrid and Online delivery. Under residential delivery, all courses in a program are held at the campus. Hybrid programs consist of online lecture and on ground lab. Instructors are required to respond within 48 business hours to students' online work, projects, and discussion boards.
Online programs are delivered 100% online. Externship courses are offered residentially (on-ground). Refer to the program outline for details for each program delivery method.
Title 38 beneficiaries are not eligible for online or hybrid modality at all campuses except for the Gardena, Sacramento, and Riverside locations.

Definition of a Module
All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Dental Assistant, Heating, Ventilation and Air Conditioning and Electrician Technician programs, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

Definition of a Clock and Credit Hour

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours which includes approved outside/homework hours.

The credit conversion for financial aid credits is 30 Clock Hours to 1 Semester Credit.

Published Program Length

Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks, or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student's start date to the student's graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or is required to repeat a class.

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal a grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work

Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

Graduation Requirements

To be eligible for graduation and receive a diploma, or an Associate degree (for the Health Services Administration program) the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and current with all financial obligations to the school.

If a student is not current with all financial obligations, the student will not receive their diploma and tool kits/supplies upon graduation. Additionally, the student may not be able to participate in the graduation ceremony.

Upon completion of the Health Services Administration program, graduates will be awarded an Associate of Applied Science degree.

Transcript Policy
Upon successful completion of his/her educational program, each eligible student (as noted above) will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school's website: https://www.uei.edu/

Copyright Policy

UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff, and students to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Attendance Policy
Attendance Requirements

UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy. Additionally, all students in a hybrid and Online program are expected to submit completed academic activities for the online portion of the program. Absent -The student will be considered absent if s/he fails to attend the assigned class session. For Hybrid and Online Programs, the lack of an academic activity for a given day will result in an absence for that day.

Student Attendance Record Monitoring

Students are required to check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student's attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student's right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student's academic good standing.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class (the first missed academic activity in the online portion of the program) to discuss and implement actions and options to remedy absenteeism.
Student attendance will also be monitored each module. At the end of a student's module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student's current cumulative attendance rate.

ACCET-Accredited Schools: If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failing grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as "tardy" or "leaving early" as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. "Extenuating circumstances" must be supported by verifiable documentation and are defined as the following:
a) Death of an immediate family member
b) Medical emergency of the student or an immediate family member
c) Military assignment
d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)

Students who have failed a module due to attendance must be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

Cumulative Attendance Progress *(ACCET-Accredited Schools Only)*

A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program. Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The +action plan and progress timeline to ensure that the student will have achieved the minimum attendance requirement by the end of the didactic portion of the program and/or by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.

An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Overall Cumulative Attendance for the Program

ACCET-Accredited Schools: Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

All Schools: Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

14 Days of Absences

If a student is absent from both a lab activity and an online attendance taking activity (student must attend both of these activities at least once) for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

Tardy

If a student is tardy for class, as defined below:

Tardy - (Residential Programs and Residential Portion of Hybrid Programs) Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15-minute increment as follows:

- 01-07 minutes of every 15-minute period is round down to nearest 15 min increment.
- 08-14 minutes of every 15-minute period is round up to nearest 15 min increment.

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students, and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may also locate their own site. In such an event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to non-attendance. Externships are held at approved off-campus sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days *(as described in the attendance policy)* will be dropped from the program.

Leave of Absence (LOA)

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.

4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.)*
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

An approved LOA will change a student's projected graduation date and the student will be notified of the change noted on their monthly progress report and noted on the student status change request form.

Intent to Return

If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student's first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for

any additional Federal Student Aid.

7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student's failure to return from an Intent to Return may have on the student's loan repayment terms, including the expiration of the student's grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Student must be physically present in class when attendance was taken. For the online portion of Hybrid programs and the Online programs, students are marked present upon completion of an academic activity.
10. Existing Financial Obligations remain in effect during an Intent to Return period.
11. Students who fail to return to class on their scheduled Intent to Return returned date are dropped from the program.
12. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

Re-admission Policy

A student who has withdrawn or has been terminated may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program. Students will not be able to be re-admitted into the same program if they are not a High School graduate or GED holder if it has been over 180 days from their last date of attendance.

Satisfactory Academic Progress (SAP)

To be eligible for graduation, a student must successfully complete and pass all modules and achieve a cumulative GPA of 2.0 by the time he/she completes the program. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length.

Satisfactory Academic Progress is measured according to an SAP evaluation schedule as specified in the Required Completion Rate charts included in this policy. SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

Academic Advisement

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit ("ATB") students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress ("SAP") requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

Grading System

UEI College grading scale in effect for modules starting on or after 9/26/2022:

Percent Range	Letter Grade	Grade Points
96-100	A	4.0
90-95	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
76-79	C+	2.3
70-75	C	2.0
66-69	C-	1.7
63-65	D+	1.3
60-62	D	1.0
0-59	F	0

Students who do not achieve a letter grade of "D+" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated into the cumulative GPA. Until the module is repeated, the "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress ("SAP").

To achieve the required cumulative GPA of 2.0, students may be required to repeat a previously passed course. Students are not charged for repeats and will only receive financial aid for the 1st attempt. Students must successfully achieve a minimum cumulative GPA 2.0 upon completion of all didactic classes to be eligible for externship. All programs require a minimum cumulative GPA of 2.0 for graduation.

UEI College grading scale in effect for modules starting on or before 9/26/2022:

Percent	Letter Grade	Grade Point Average
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

Students who do not achieve a letter grade of "C" or better in any module are considered to have failed that

module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

TC   Transfer Credit
AF   Attendance Fail
LS   Leave of Absence during module (Attendance in module is less than 25% of scheduled module hours)
L   Leave of Absence during module (Attendance in module is more than 25% of scheduled module hours)
WS   Withdrawn (Attendance in module is less than 25% of Scheduled module hours)
W   Withdrawn (Attendance in module is more than 25% of scheduled module hours)
EW   An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls after the seventh (7) day but before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog. **In addition, a student who does not achieve a minimum of 50.00% lab attendance for scheduled lab days by the fourteen (14) consecutive calendar days from the start date will be an early withdrawal from the program.**

Required Grades
Students must complete and pass all modules and achieve a cumulative 2.0 grade point average upon completion of the program to be eligible for graduation. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Grade Changes and Repeats
Within 24 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. The grade entry due date is 24 business hours following the last day of the module. Any change to a final module grade must be completed within seven (7) calendar days after the grade entry due date. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

The effect of withdrawals or module failures will change a student's projected graduation date and the student will be notified of the change noted on their monthly progress report and when a student has a failed a module, they receive an auto generated email with an updated class schedule and updated projected graduation date.

Satisfactory Academic Policy
I.   **Satisfactory Academic Progress:**
To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

II.   **Evaluation of Students' Satisfactory Academic Progress:**
For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program length. At each evaluation point, the student's cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted.

The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.

For academic purposes, student progress is monitored at the end of each module. *Students who have failed a module will be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative academic requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan.* Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination.

The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

SAP Standards 8-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4

SAP Standards 9-Modules Program		
Second Evaluation (100%, typically 8 modules)	62.5%	1.75
Maximum Timeframe (150%, typically 12 modules)	67%	2.0

SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 9 modules)	66.7%	1.85
Maximum Timeframe (150%, typically 13 modules)	67%	2.0

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in in order to graduate.

SAP Sanctions
FA Warning: If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.
SAP Termination: If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.

FA Probation: If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.

Conditions for Probation:
1. Student must appeal to be placed on probation;
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted;
3. In rare instances, the Academic Plan may exceed MTF based on a case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Appeal Procedure
If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student's financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

How Different Grades and Statuses Count in the SAP Measurements
Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
Withdrawals: A module from which a student withdraws and receives the grade "W" or "WS" will be included as an attempted module in calculation of pace of completion and MTF to complete the program but will not impact the GPA. The "EW" grade does not have a SAP impact.
Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA.
Incomplete grades are not given at the institution.

Re-entry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student's financial aid eligibility.
If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the `reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation point.

Cancellation and Refund Policies

Student Right to Cancel: (All States Except Florida)

California Education Code Section 94919 (d) provides that the student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. In accordance with California Education Code Section 94919(d), the institution's policy is that all new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

In accordance with California Education Code Section 94919(b), Students shall notify the school in writing of the cancellation of their enrollment agreement ("Notice of Cancellation"). If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid. A student may cancel the enrollment agreement in the event the school cancels the program. All monies paid will be returned to the student within thirty (30) days after either the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement as described below.

In addition to the California Education Code cancellation requirements above, new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will also be considered a Cancelation. Cancellations that occur under the conditions above are assigned the following cancel status codes in the Electronic Student Database:

1. "Cancel" status is assigned to cancellations that occur until midnight of the seventh (7) day from the scheduled start date of the first module.

2. "Early Withdrawal" (EW) status is assigned to cancellations for new students with an LDA after the seventh (7) day but before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module. The determination date for "EW" will fall on the 14th absent consecutive calendar day from the student's LDA, not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the "EW" status will be automatically assigned by Electronic Student Database.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. Additionally, all tuition paid by the student will be refunded.

Cancellation Initiated by the Institution:

There are conditions in which a cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only). The following conditions may result in a cancelation initiated by the institution:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. The tuition paid will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena, Riverside and Sacramento.

In the event an enrolled applicant is rejected, the school cancels the program, a student cancels his/her enrollment during the cancelation period or is a no show/never starts the program, all tuition paid by the student will be refunded.

STUDENT PROTECTION FUND (Florida Only)

The State of Florida created the Student Protection Fund to relieve or mitigate economic losses suffered by students in educational programs who are Florida residents. Any student who was enrolled in a licensed school but was unable to complete a program at the school because the school ceased operations or terminated the program in which the student was enrolled may qualify for payments from the Student Protection Fund for training out the student in the program in which the student was previously enrolled.

REFUND POLICY (Florida Only)

In the event a Student does not enter a program for which he/she has enrolled, withdraws after commencement of classes, or is dismissed from the school prior to completion of the program, a refund of monies paid (applied to the Student's tuition account) is made to the Student in accordance with the following refund policies:

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES:

1. If the school does not accept the applicant, or cancels the Registration, all funds paid will be fully refunded.

2. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

3. If such cancellation occurs after the three-business-day period but before the commencement of classes, the school will refund any tuition deposits paid.

4. Any monies paid by the Student are refunded to the Student in the event the school discontinues a program of training prior to the Student starting the first class.
5. Any monies due the Student shall be refunded within 30 calendar days from cancellation or failure to appear on or before the first day of class.

STUDENT RIGHT TO CANCEL:
All new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) consecutive calendar day from the scheduled start date of the first module excluding school-scheduled holidays. A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school) not including school-scheduled holidays and school-scheduled breaks (but does include weekends, in-service days, and days between modules) based on the following criteria:
1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.
Note: Cancellations will result in all charges being reversed.

All new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status "Early Withdrawal" (EW). The determination date for "EW" will fall on the 14th absence consecutive calendar day from the student's LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays. In addition, a student who does not achieve a minimum of 50% lab attendance for scheduled lab days by the fourteen (14) consecutive calendar days from the start date will be early withdrawal from the program.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:
In the event of withdrawal from the program by the Student or termination by the school, the school will use the Institutional Refund Policy.

Institutional Refund Policy
You have the right to withdraw from a course of instruction at any time.
The institution has the right to withdraw a student after the cancellation period for the following reasons:
1. Not meeting minimum attendance requirements.
2. Not meeting minimum Satisfactory Academic Progress
3. Violation of the Student Code of Conduct.
4. Not returning from Leave of Absence
5. Not having been placed on an externship site within 14 days *(as described in the attendance policy).*
6. An Eligible Career Pathway Program (ECPP) student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider.

A student may withdrawal from a program by notifying a campus representative, either in writing or verbally, of their intent to withdrawal.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

$$\frac{\text{Scheduled hours in period of enrollment up to student's LDA}}{\text{Total hours in the period of enrollment}} = \text{Percentage of period of enrollment attempted}$$

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS (30 DAYS IN FLORIDA) OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

Return of Title IV Funds

The U.S. Department of Education maintains a "return of Title IV Funds" policy for students who receive Federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.

The federal policy for "return of title IV Funds" defines that a student who has attended up through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed* from start date of the enrollment period to the last date attended}}{\text{Number of calendar days in the period of enrollment}} = \text{Percentage of Title IV Funds Earned**}$$

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned. Total disbursed minus earned equals the federal funds that must be returned to the funding program
*Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.
** Rounded to the nearest whole number
To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.

Order of Refund
The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan

3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Withdrawal Date:
The withdrawal date for a student who officially or unofficially withdraws from school is the student's last date of attendance. The withdrawal date for a student who fails to return from a leave of absence (LOA) is the last date of attendance prior to the start of the LOA.

Date of Determination (DOD)
The DOD is the date used to determine the timeliness of the return of unearned title IV funds.
The DOD is the earliest of the following three (3) dates:
1. Date the student provides official notification of intent to withdraw;
2. The date the student failed to comply with one of the school's published attendance/academic policies;
3. 14 calendar days from the student's last date of attendance.

Course and Program Changes
UEI College has the right, at its discretion, to make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving the students' educational experience. UEI College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When ongoing federal, state, or accreditation changes occur which affect students currently in attendance, UEI College is required to make appropriate changes.

Student Services
Student Academic Advisement
UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, childcare, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of Education for information on academic advisement, counseling referrals, and professional and academic development.

Career Services
The school maintains a policy of providing job placement assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does provide assistance with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up. Please contact

the Director of Career Services for additional information on job placement services.

Academic Coaching and Tutoring Support
UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition
UEI College believes that student success is our success, and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, high academic achievement, serving as a Student Mentor or School Ambassador, and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Mentoring
UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades, and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Learning Resources
Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/ DVDs and volumes housed on campus. Hybrid, online and residential students can access learning resources remotely using a computer/smart device with internet connection. Students in the Health Services Administration AAS degree program have access to the Library and Information Resources Network (LIRN). Access to the learning resource center is between the hours 8am - 8pm Monday through Friday (hours vary by campus). Online library resource is available 24/7.

Attendance and Leaves of Absence
UEI College maintains policies related to attendance monitoring and leaves of absence (LOA). The school regularly monitors student attendance and notifies students of their attendance progress in each module. For detailed information regarding attendance requirements and LOAs please refer to the Attendance Policy section and Leave of Absence section of this catalog. Students with questions regarding attendance or LOAs should contact the Director of Education.

Student Complaint/Grievance Procedure
Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and

assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Student Hotline", send an email to studenthotline@ieccolleges.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

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Student Hotline
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

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In the event the complaint or concern has not been resolved at the school level or by the Company's Student Hotline: A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov
A student may contact the Bureau with any grievance prior to an internal grievance procedure.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting www.osar.bppe.ca.gov

For Georgia online students: Should a satisfactory resolution not be reached at the school level, student may contact the State of Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, (770) 414-3300. *https://gnpec.georgia.gov/student-resources/complaints-against-institution*

For Florida online students: In the event the complaint or concern has not been resolved at the school level or by the Company's Student Hotline, a Florida student may file a complaint about the institution with: Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1544 Tallahassee, Florida 32399-0400 Telephone: 850-245-3238 E-mail: cieinfo@fldoe.org Fax: 850-245-3238

Additionally, a student may consider contacting the school's accrediting agency as follows:

For ACCET-accredited schools:
A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET):

Online Complaint Submission Form

For ACCSC-accredited schools:
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure 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 of the complaint to the school for a response. This can be accomplished by filing the ACCSC complaint Form. The complaint(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 of Career Schools & 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.

GED Referral Program
Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Student Record Retention
UEI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

1. **The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.**

With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding

hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade, or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. **The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

• To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

• To accrediting organizations to carry out their accrediting functions.

• To parents of an eligible student if the student is a dependent for IRS tax purposes.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as "directory information."

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

• To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

As stated above, FERPA permits institutions, within established guidelines, to disclose "directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

> • Name, address, telephone number, and e-mail address
> • Date and place of birth
> • Enrollment status
> • Dates of attendance and graduation
> • Field of study
> • Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.**

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to

the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

Crime Awareness and Campus Security

Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

Emergency preparedness information, information regarding UEI College's written emergency preparedness plan and student safety and well-being may be obtained at https://www.uei.edu/about-us/campus-safety/

Housing

The institution **has no responsibility to find or assist a student in finding housing** does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near all campuses. Per the California Student Aid Commission statistics for 2022-2023, average housing costs are $1339.00 per month. Per the California Student Aid Commission statistics for 2023-2024, average housing costs are $1,440.00 per month.

UEI College campuses included in this Catalog offer the following programs. Not all programs are offered at all locations.

Campus and Program Chart

	Automotive (AUTO)	Business Office Administration (BOA)	Criminal Justice (CJ)	Electrician Technician	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Medical Office Specialist (MOS)	Dental Assistant (DA)	Pharmacy Technician (PT)	Heating, Ventilation and Air Conditioning (HVAC)	Welding	*Medical Billing & Insurance Coding - 100% Online	*Business Office Administration (BOA) - 100% online	*Health Services Administration AAS degree- 100% online
Garden Grove	X	X	X	X	X	X		X		X				
Bakersfield	X	X	X	X	X	X		X	X	X				
Chula Vista	X	X	X	X	X		X	X		X				
Encino (Reseda)		X		X	X	X		X	X	X				
Fresno			X		X			X	X	X				
Gardena	X	X¹	X	X	X	X		X	X	X	X	X¹	X¹	X¹
Huntington Park		X	X	X	X		X	X		X				
Ontario		X	X	X	X		X	X		X				
Riverside		X		X	X	X		X	X	X				
Oceanside	X	X¹	X	X	X		X	X	X	X				
Sacramento	X			X	X	X		X		X				
Stockton		X	X¹	X	X		X	X		X				
West Covina	X	X	X	X	X	X		X	X	X				

* = California, Arizona, Georgia, Florida and Nevada Residents Only

X¹= Currently not enrolling
X = Currently Offering

Program Information

Automotive Technician

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Automotive Technician
Diploma

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Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

The Automotive Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up, and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair, and safety procedures.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment. A diploma will be awarded upon graduation.

Career Outcomes (SOC Codes: 49-3023.00)

This program prepares students for entry-level positions such as: Automotive Drivability Technician, Automotive Mechanic, Automotive Service Technician, Automotive Technician, Diagnostic Technician, Lube Tech (Lubrication Technician), Mechanic, Quick Service, Technician, Service Technician, Auto Technician, Automobile Technician, Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
AT 110	Engine Theory and Systems	80	4.0
AT 120	Electrical Theory and Diagnosis	80	4.0
AT 130	Engine Performance and Ignition Systems	80	4.0
AT 140	Fuel Systems and Emission Control	80	4.0
AT 150	Steering, Suspension and Passenger Comfort	80	4.0
AT 160	Brake Systems	80	4.0
AT 170	Manual Transmissions	80	4.0
AT 180	Automatic Transmissions	80	4.0
AT 190	Preventative Maintenance and Hybrid Technology	80	4.0
Totals		**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only

Course Descriptions

Business Office Administration

Business Office Administration
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objectives
Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and QuickBooks, along with gaining a basic understanding Customer Service, knowledge of Communication, Organization and Accounting skills.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)
This program prepares students for positions such as: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant, Clerk Specialist, Office Technician, Administrative Assistant, Secretary, Office Coordinator, Office Manager, Receptionist, Bookkeeper.

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	MS Excel Fundamentals Spreadsheets for	80	4
BA 130	Finance	80	4
BA 140	Business Applications	80	4
BA 150	Office Administration Customer Service &	80	4
BA 160	Ethical Business Practices	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	MS Excel Fundamentals	80	4
BA 130	Spreadsheets for Finance	80	4
BA 140	Business Applications	80	4
BA 150	Office Administration Customer Service &	80	4
BA 160	Ethical Business Practices	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module
*In-Residence offered to VA students only

Course Descriptions

Criminal Justice

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Criminal Justice
Diploma

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Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S., as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.
The program is 36 weeks long and consists of nine modules.   Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 33-9032.00)
This program prepares students to successfully enter the workforce in a variety of entry-level positions, such as: Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, Security Officer, Armed Security Guard, Hotel/Retail Loss Prevention Specialist Agent, Emergency Dispatcher, Retail Security Officer

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CJ 110	Private Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Security Professionals	80	4.0
Totals		**720 Clock Hours**	**36.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only

Course Descriptions

Dental Assistant

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Dental Assistant
Diploma

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Instructional Weeks: 34
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and in- Residence*

Program Objective
Students are trained in clinical, radiographic, and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes. A diploma will be awarded upon graduation.
**For pre-clinical and clinical procedures, the maximum student teacher ratio is 6:1.

Career Outcomes (SOC Code: 31-9091.00)
This program prepares students for an entry-level dental assisting position such as: Dental Assistant (DA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Registered Dental Assistant (RDA), Surgical Dental Assistant, Orthodontic Technician, Certified Dental Assistant (CDA), Certified Registered Dental Assistant (CRDA).

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
DA 110[2]	Dental Science/Medical Emergencies	90	4.5
DA 120	Chairside Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/Administrative Assistant	90	4.5
DA 190	Externship	170	3.5
	Totals	**800 Clock Hours**	**35.0 Semester Credit Units**

[1]An additional 90 hours of outside work is assigned for each didactic module.

[2]All students must begin the program in Module DA 110.

*In-Residence offered to VA students only

** Applies only to programs approved by the Dental Board of California.

Course Descriptions

Electrician Technician

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Electrician Technician

Diploma

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Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence**

Program Objective
The Electrician Technician program offers an industry recognized curriculum providing the basic knowledge and skills in applied electrical theory; residential, commercial, and industrial wiring; blueprint reading; estimating; and building codes, motor controls, Programmable Logic controls, Low voltage application and solar and Photovoltaic systems. Proper safety practices in the use of test equipment and hand and power tools are also stressed. Students gain valuable on-site electrical experience through wiring mock stations simulating real life experience.
The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Students receive an Electrician Training Card after enrolling in the program which allows them to work in the electrical field under supervision, as per Department of Industrial Relations (DIR) regulations. A diploma will be awarded upon graduation.

Career Outcomes* (SOC Code 47-2111.00, 49-2098.00)
This program prepares students for entry-level positions, such as: Electrical Troubleshooter, Electrician, Housing Maintenance Electrician, Industrial Electrician, Maintenance Electrician, Alarm Technician, Fire Alarm Technician, Home Security Alarm Installer, Install Technician, Installation Technician, Installer, Security Installation Technician, Security Installer, Security Technician, Service Technician, Electrician Apprentice.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
EL 110[2]	Basic Safety	80	4.0
EL 120[2]	Introduction to Electrical Theory	80	4.0
EL 130[2]	Flexible Cables/Conduit Bending and Raceways	80	4.0
EL 140	Residential Applications	80	4.0
EL 150	Commercial Applications	80	4.0
EL 160	Low Voltage Applications	80	4.0
EL 170	Motor and Industrial Motor Controls	80	4.0
EL 180	Programmable Logic Controls	80	4.0
EL 190	Solar Electric Applications	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]All students must complete modules EL 110, EL 120, and EL 130 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.
**In-Residence offered to VA students only

Course Descriptions

Medical Assistant
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 31-9092.00)

This program prepares students for positions such as: Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Optometric Technician, Medical Assistant, Medical Office Assistant, Ophthalmic Technician, Clinical Assistant, Medical Records Clerk, Medical Lab Assistant, Medical Administrative Assistant

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module
*In-Residence offered to VA students only

Course Descriptions

Medical Billing and Insurance Coding

Medical Billing and Insurance Coding
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals, and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 29-2072.00)
This program prepares students for positions such as: Health Information Clerk, Health Information Specialist, Health Information Technician, Medical Records Clerk, Medical Records Coordinator, Medical Records Technician, Medical Billing and Coding Specialist, Medical Coder, Medical Biller

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only

Course Descriptions

Medical Office Specialist

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Medical Office Specialist
Diploma

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Instructional Weeks: 36
Normal Time to Complete: 41
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a medical office specialist, administrative medical assistant, electronic health record specialist, medical records technician, and medical secretary. Students are trained in the health care fundamentals, including infection control, vital signs, patient rights, federal and state regulations, and emergency procedures, including CPR. Students are trained in the office management tasks, insurance processing, coding, and billing, bookkeeping, information processing, and medical records management. Students are trained in medical administrative procedures for ambulatory care facilities, medical clinics, dental offices, and hospitals. Anatomy, physiology, pathology, medication terminology professionalism, computer skills, and career development activities are integrated throughout the program.

The program is 36 weeks long and consists of eight modules. The eighth module is spent in a practicum consisting of 250 hours of on-the-job training at an approved ambulatory care or hospital facilities in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 43-6013.00)

This program prepares students for positions such as: Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk, Billing Coordinator, Health Unit Coordinator, Patient Coordinator, Unit Secretary, Admin Coordinator, Administrative Medical Assistant, Electronic Health Record Specialist, Medical Records Technician, Medical & Dental Biller, Medical Administrative Specialist, Medical Front Office Specialist.

Program Outline:

Module

Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MOS 110	Health Care Fundamentals	80	4.0
MOS 120	Medical Record Management	80	4.0
MOS 130	Medical Office Reception	80	4.0
MOS 140	Dental Office Procedures	80	4.0
MOS 150	Medical Insurance	80	4.0
MOS 160	Medical Office Finance	80	4.0
MOS 170	Office Management and Emergency Procedures	80	4.0
MOS 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module
*In-Residence offered to VA students only

Course Descriptions

Pharmacy Technician

Pharmacy Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 42
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims and maintaining drug inventory.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The ninth module is spent in an externship consisting of 120 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 29-2052.00)

This program prepares students for positions such as: Pharmacy Technician, Retail Pharmacy Technician, Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Registered Pharmacy Technician.

The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check. The California State Board of Pharmacy may take up to 45 days to process Pharmacy Technician applications.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
PT 110	Hospital Procedures and Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Drug Administration and Information	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Additional Settings and OTC Medications	80	4.0
PT 180	Health Insurance & Billing	80	4.0
PT 190	Externship	120	2.5
	Totals	**760 Clock Hours**	**34.5 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only

Course Descriptions

Heating, Ventilation and Air Conditioning

Heating, Ventilation and Air Conditioning
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation, and air conditioning field, which includes selling, installing, and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. Obtaining an EPA Section 608 Certification is a graduation requirement for this program for all students starting on or after 3/27/23. The R-410A certification is not a program completion requirement but is strongly encouraged. A diploma will be awarded upon graduation.

Career Outcomes: (SOC Codes: 49-9021.00)
This program prepares students for entry-level positions, such as: A/C Tech (Air Conditioning Technician), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer), HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic), HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Tech (Heating, Ventilation, and Air Conditioning Technician), Refrigeration Mechanic, Refrigeration Operator, Refrigeration Technician (Refrigeration Tech), Service Technician (Service Tech), Engineering Specialist, HVAC Apprenticeship

Program Outline:

Module

Course Number	Course Title	Clock Hours[1]	Semester Credit Units
HVC 130[2]	Basic Electricity, Motors and HVAC Controls	80	4.0
HVC 135[2]	Basic Refrigeration Theory and Application	80	4.0
HVC 140	Air Conditioning, Troubleshooting and Heat Pump Systems	80	4.0
HVC 145	Heating Systems	80	4.0
HVC 150	Duct Design, Blueprint Reading and Load Calculation	80	4.0
HVC 155	Commercial Refrigeration Systems	80	4.0
HVC 160	Specialized Commercial Equipment and Green Awareness	80	4.0
HVC 165	Regulation and Building Automation	80	4.0
HVC 170	Electrical and Mechanical Troubleshooting	80	4.0
Totals		**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]All students must complete modules HVC 130 and HVC 135 before entering any other module.
*In-Residence offered to VA students only

Welding

Welding
Diploma
(ACCSC[1] Accredited Campuses)

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence**

Program Objective

The welding program provides students with training in various processes including Gas Metal Arc Welding (GMAW)-MIG, Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW)-TIG, Flux Cored Arc Welding, Oxyfuel Welding and Cutting and Pipe Welding. The content includes, but is not limited to, employability skills, safe and efficient work practices, blueprints reading, identifying metals and basic shop skills.

Lab activities are an integral part of this program and provide instruction in the various processes, use of current industry standards, practices, and techniques. This program involves a combination of hands-on lab work and related classroom instructions. While not required for employment, students will receive OSHA 10 safety training and CPR First Aid training.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting. A diploma will be awarded upon graduation.

Career Outcomes* (SOC Codes 51-4122.00, 51-4121.00)

The Welding program prepares the student for entry-level positions, such as: Assembly Line Brazer, Brazer, Fabrication Welder, Maintenance Welder, MIG Welder (Metal Inert Gas Welder), Solderer, TIG Welder (Tungsten Inert Gas Welder), Welder, Welder Fitter, Braze Operator, Finishing Technician, Mig Welder, Robot Operator, Spot Welder, Brazing and machine setters, Welder fitters and tenders.

Program Outline:

Module Course Number	Course Title	Clock Hours[2]	Semester Credit Units
WD 110[3]	Welding Principles and Safety	80	3.0
WD 120	Welding Blueprint Reading and Planning	80	3.0
WD 130	Gas Metal Arc Welding	80	3.0
WD 140	Shielded Metal Arc Welding	80	3.0
WD 150	Flux Cored Arc Welding	80	3.0
WD 160	Gas Tungsten Arc Welding	80	3.0
WD 170	Welding Alloys	80	3.0
WD 180	Oxy-Fuel Welding and Cutting Processes	80	3.0
WD 190	Metal Fabrication and Lay-out	80	3.0
Totals		**720 Clock Hours**	**27 Semester Credit Units**

[1]ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[2]An additional 40 hours of outside work is assigned for each didactic module.
[3]All students must complete module WD 110 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field
**In-Residence offered to VA students only

Medical Billing and Insurance Coding – 100% Online

Medical Billing and Insurance Coding – 100% Online
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Online

Program Objective
Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals, and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of Nine modules. The nine modules are 80 hours each and are conducted in an online classroom. Tests and/or quizzes are administered weekly during each didactic module. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 29-2072.00)
This program prepares students for positions such as: Health Information Clerk, Health Information Specialist, Health Information Technician, Medical Records Clerk, Medical Records Coordinator, Medical Records Technician, Medical Billing and Coding Specialist, Medical Coder, Medical Biller

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MB110	Insurance Billing	80	4.0
MB120	Insurance Coding Principles	80	4.0
MB130	Medical Law and Ethics	80	4.0
MB140	Documentation and Records	80	4.0
MB150	Medical Billing and Collections	80	4.0
MB160	Insurance Practices	80	4.0
MB170	Medical Office Procedures	80	4.0
MB180	Workers Compensation and Disability Insurance Procedures	80	4.0
MB185	Dental Office Procedures	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module

Business Office Administration Diploma– 100% Online Diploma

Business Office Administration Diploma– 100% Online Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Online

Program Objectives
Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and QuickBooks, and along with gaining a basic understanding of Customer Service, and thorough knowledge of Communication, Organization and Accounting Skills.

The program is 36 weeks long and consists of nine modules. The nine modules are 80 hours each and are conducted in an online classroom. Tests and/or quizzes are administered weekly during each didactic module. A diploma will be awarded upon graduation.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)
This program prepares students for positions such as: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant, Clerk Specialist, Office Technician, Administrative Assistant, Secretary, Office Coordinator, Office Manager, Receptionist, Bookkeeper.

Program Outline:

Course Number	Course Title	Clock Hours	Semester Credits
BA110	Accounting Principles	80	4.00
BA120	Excel Fundamentals	80	4.00
BA130	Spreadsheets for Finance	80	4.00
BA140	Business Applications	80	4.00
BA150	Business Administration	80	4.00
BA160	Customer Service and Ethical Business Practices	80	4.00
BA170	Communications	80	4.00
BA175	Business Networking Database Management	80	4.00
BA185	Microsoft Integration Skills Capstone	80	5.00
	Totals	**720 Clock Hours**	**37 Semester Credit Units**

Health Services Administration- Associate of Applied Science

Health Services Administration- Associate of Applied Science

Instructional Weeks: 78[1]
Normal Time to Complete: 48[2]
Delivery Method Offered: Online

Note: [1]34 weeks Allied Health diploma transfer in plus 44 weeks HSA = 78 Instructional weeks
          [2]Normal Time for HSA only is 48 weeks

Program Objective
The objective of this program is to provide students with a range of administrative knowledge integral to office management in a variety of health care and wellness facilities. The program is designed to prepare students for entry-level administrative positions.
This degree level program provides students with general education courses as well as program specific coursework in areas of healthcare administration. The curriculum is designed to provide students with the knowledge and understanding of the health industry laws, regulations, policies, procedures, and regulatory bodies that govern the healthcare professions. Courses also provide students with the opportunity to demonstrate effective communication, customer relations, and organizational and administrative skills.

Specific Program Requirements

This is a transition program designed primarily for students transferring an allied health diploma totaling 33.50 semester credits. Potential students into this AAS degree program must have graduated from a relevant allied health diploma program in Dental Assistant, Medical Assistant, Medical Billing and Insurance Coding, Medical Office Specialist, and Pharmacy Technician may fully transfer their diplomas into this associate degree program. At a minimum, the allied health diploma must total 33.50 semester credits. An Associate of Applied Science degree will be awarded upon graduation.

Career Outcomes* (SOC Code 11-9111.00) (CIP Code 51.2211)
The program is designed to prepare students for entry-level administrative positions, such as office manager, nurse manager, health manager, program manager and practice administrator.

Program Outline
Program Requirements: 1,320** Contact Hours, 66.50 Semester Credits, and 78 Weeks.

General Education Modules
General Elective courses are comprised of humanities; mathematics and the sciences; and the social sciences. Students must complete a minimum of 15.00 credits of general education through a combination of coursework and/ or transfer credit. Student must fulfill general education requirements as follows:

Course Number	Course Title	Clock Hours	Semester Credits
ENG101	English Composition (Humanities)	45	3
MTH110	College Algebra (Math)	45	3
PSY101	Introduction to Psychology (Social Sciences)	45	3
SCI201	Introduction to Biology (Science)	45	3
SPH205	Speech (Humanities)	45	3
	Total General Education	**225**	**15**

Concentration Modules

Course Number	Course Title	Clock Hours	Semester Credits
HSA200	Health Information Technology and Management	60	3.00
HSA210	Healthcare Delivery in the United States	45	3.00
HSA230	Essentials of Healthcare Compliance	45	3.00
HSA240	Healthcare Management and Administration	45	3.00
HSA250	Healthcare Customer Relations and Outcomes	45	3.00
HSA260	Human Resources and Public Relations	45	3.00
	Total Concentration	**285**	**18.00**
	Allied Health Diploma (Transferred)	**810**	**33.50**
	Total AAS Degree	**1,320**	**66.50**

**520 of the contact hours are completed through UEI's general education and concentration modules. However, contact hours previously completed in an allied health diploma program varies.

Graduates from relevant allied health diploma programs in Dental Assistant, Medical Assistant, Medical Billing and Insurance Coding, Medical Office Specialist, and Pharmacy Technician may fully transfer their diplomas into this associate degree program. At a minimum, the allied health diploma must total 33.50 semester credits.

Diploma Course Numbering

Courses are listed using the following numbering system:

AT   Automotive Technician courses
BA   Business Office Administration courses
CJ   Criminal Justice courses
DA   Dental Assistant courses
EL   Electrician Technician
MA   Medical Assistant courses
MB   Medical Billing & Insurance Coding courses
MOS   Medical Office Specialist
PT   Pharmacy Technician courses

100—199................ First level courses
Legend for breakdown of hours: 00/00 lec/lab/extern
Lec: lecture hours; Lab: laboratory hours; Extern: Externship hours

Course Descriptions

Automotive Technician

Module   4.0 units 40/40 lec/lab
AT110 Engine Theory and Systems
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT120 Electrical Theory and Diagnosis
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT130 Engine Performance and Ignition Systems
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT140 Fuel Systems and Emission Control
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT150 Steering, Suspension and Passenger Comfort
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT160 Brake Systems
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing, and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
AT170 Manual Transmissions
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
AT180 Automatic Transmissions
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly, and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
AT190 Preventative Maintenance and Hybrid Technology
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow, and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Business Office Administration

Module   **4.0 units 40/40 lec/lab**
BA110 Accounting Principles
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students will gain proficiency in QuickBooks and basic bookkeeping functions. AR/AP, invoicing, collections, cash receipts, financial statements, balance sheets, reconciliations. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA120 MS Excel Fundamentals
In this module students will learn common uses of Excel in an office environment such as such as creating address books, mailing lists, inventory lists, and tracking expenses. Students will learn about functions, formulas, and charts. Students will identify problems and structure spreadsheets to solve and display a solution. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA130 Spreadsheets for Finance
This module introduces students to the financial functionality of Microsoft Excel how to apply those skills to business applications such as reporting, and the automation of accounting and financial tasks. Students will learn the differences between Google Sheets, and Microsoft Excel. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA140 Business Applications
In this module's students will be introduced to various office applications and use of the applications in a business environment to create documents, publications, and complete tasks that require the use of a word processor. Students will develop proficiency in Microsoft Word, Adobe Acrobat, and Google Apps, will be explored. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA150 Office Administration
This module includes practical training in basic business functions of office operations Working knowledge of office equipment, like multifunction printer's mailroom equipment, shredder, and projectors. Students will learn how to schedule and set up meetings, business travel and office inventory. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA160 Customer Service & Ethical Business Practices
In this module students will learn about effective customer service with internal and external customers. Students will develop proficiency in Microsoft Outlook, learn conflict resolution methods, structuring information, problem solving, general practices in business etiquette (avoiding controversial subjects, discrimination). *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
BA170 Communications
Students will learn the principles and styles of effective written and verbal business communications and group presentations. Students will develop proficiency in Microsoft PowerPoint, Skype, and typing skills and learn to effectively use graphical representation, concise language, impactful body language, and voice tone when presenting & communicating and text and phone etiquette. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
BA190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up.

Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 though 170

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Prerequisite: Successful completion of modules 110 though 170

Criminal Justice

Module **4.0 units 40/40 lec/lab**
CJ 110 Private Security
This course explores private security through an in-depth examination of the various operations conducted by private security professionals. Students explore the origin and history of private security and evaluate the business and ethical concepts involved in security. Potential civil and criminal liability issues as well as the legal powers of private security officers are covered. The fields of Private Security are compared and contrasted. In addition, students are trained on legal aspects, Patrol techniques, Report Writing, liability, and company requirements relating to the arrest of an individual utilizing the Department of Consumer Affairs' Powers of Arrest Training Manual.   *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
CJ 120 Corrections
This course explores the programs, services, facilities, and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as well as develop practical skills in prisoner management. The difference between detention facilities, Jail facilities, and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. In addition, students are trained in the use of Handcuffs, ankle cuffs, Chemical Agents and how to apply, decontaminate, document, and report them. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
CJ 130 Crime Scene Technology
In this course students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations on scene. Students will learn the fundamentals of recovering fingerprints, blood spatter, ballistics, crime scene sketching and incident scene protection and security. Also, collection, and preservation of evidence, as well as entomology and trace evidence and the importance of both. How to interview witnesses, search for suspects, make arrests, interrogate suspects, identify leads, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem-solving skills that play a vital role when working at a crime scene. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
CJ 140 Investigations and Surveillance
This course teaches the fundamental details of how criminal investigations are conducted and what role, evidence, information, surveillance, and undercover operations play in them. Students will be introduced to commonly used tools, techniques, and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of incident or crime. Students will progress from a simple trespass incident to an advanced robbery/ shooting investigation. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
CJ 150 Legal Studies for Justice and Security
This course will introduce the student to the Criminal Law system. The student will gain an appreciation for the manner in which the criminal law is applied to uncover justice in our society. Students learn the classification of law, Part 1 crimes and the elements that define those laws and their statute of limitations. The student will learn Constitutional law including amendments, warrants, and their exceptions, as well as exigent circumstances. The student will explore case law and develop an understanding for "letter of the law" and "spirit of the law". The aspects of Liability and criminal liability will be discussed along with the defenses used against liability. The state of American Law, the court system, and the corrections system are covered, as are methods of measuring crime and victimization. Students will also consider new and emerging challenges for the criminal justice system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 160 Homeland Security and Terrorism
This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Students will learn the importance of Threat Assessment and how they are conducted. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving, and conflict resolution are typical within the workplace setting. In addition, students are trained on the observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 170 Criminology
This course focuses on the concepts and theories relating to the nature and extent of crime. This topic is examined in the context of the legal system as well as from the perspective of the victim. Students explore the psychology studies as well as the profiling of these defiant behaviors and lifestyles associated with crime. Students will understand the advantages and disadvantages of profiling human behavior and the causes of crime. Students will explore some of the dark sides to defiant crime behavior to distinguish between different types of defiant exotic crime. The role and function of the criminal justice system is also presented as it pertains to success to rehabilitation of these people and the eventual warehousing of many. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 180 Gangs and Drugs
This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs in society are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs associated with the gang subculture, explain the threats and dangers they pose, as well as identifying the connection with prison gangs and the law enforcement measures used to prevent their proliferation. An analysis of drugs in the workplace, their policy, and an explanation of the sociology and psychological effects of drug abuse. The enforcement options are also included along with ethical and legal implications faced in controlling gangs and their drug trade in corrections and the detention system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
CJ 190 Communications for Security Professionals
In this course students learn the most important skills required in justice and security and that is communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal. Students learn the communication techniques used in interviewing and interrogating criminals, suspects, and witnesses. The use of modern technology in communications is discussed, as well as the issue of communicating with special groups in terms of age and cultural diversity. Students will also learn the art of security emergency dispatching. Students will learn radio codes and how to operate a portable radio. Students will be exposed to handling domestic violence situations, missing persons, as well as Critical Incident situations. The use of modern technology in communication is discussed and practiced in lab, as well as special groups, age specific challengers and cultural diversity. *There are no prerequisites.*

Dental Assistant

Module   **4.5 units 45/45 lec/lab**
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession in the State of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *There are no prerequisites; however, all students must begin the DA program in this module.*

Module   **4.5 units 45/45 lec/lab**
DA 120 Chairside Assisting
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral

camera. Students will practice placing and activating chairside whitening with a non-laser light curing device Introduction of tooth morphology, oral structures, and oral pathology are presented.
Prerequisite: Module DA110

Module **4.5 units 45/45 lec/lab**
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography.
Prerequisite: Module DA110

Module **4.5 units 45/45 lec/lab**
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns.
Prerequisite: Module DA110

Module **4.5 units 45/45 lec/lab**
DA 150 Preventative Dentistry
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.
Prerequisite: Module DA110

Module **4.5 units 45/45 lec/lab**
DA 160 Dental Specialties
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments.
Prerequisite: Module DA110

Module **4.5 units 45/45 lec/lab**
DA 170 Prosthodontics/Administrative Assistant
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office.
Prerequisite: Module DA110

Module **3.5 units 170 extern hours**
DA 190 Externship
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 - 170

Electrician Technician

Module **4.0 units 40/40 lec/lab**
EL110 Basic Safety
This course is an industry-designed course covering safety topics specific to the construction industry. This provides the electrical worker with instruction in general construction site safety, measurements, and formulas, use

of hand and power tools, interpretation of blueprints, basic rigging techniques and methods used to move equipment and materials. In this course the student will be taught basic math for calculation and accurate measurements.

Additionally, this course provides students with training in OSHA 10 regulations and CPR for safety and health in the construction industry, as well as safe working practices for electricians servicing electrically live installations mandated by NFPA 70. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
EL120 Introduction to Electrical Theory
This course will provide instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. Also, this course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three phase motors, capacitor start/run motors, and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
EL130 Flexible Cables/Conduit Bending and Raceways
This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. This course will provide hands-on applications in the installation of conduits in both metallic with other raceways commonly used in commercial electrical wiring. Students will perform the mechanics of bending to form different types of bends. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
EL140 Residential Applications
This course will provide instruction on various flexible conduits. It will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols, and prints, along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment.
Prerequisite: EL110, EL120, and EL130

Module   4.0 units 40/40 lec/lab
EL150 Commercial Applications
This course gives the student an introduction to commercial wiring methods and three phase electrical distribution systems. The course will help the student read

and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder, and branch circuit requirements. It also establishes the principles of proper maintenance and troubleshooting.
Prerequisite: EL110, EL120, and EL130

Module   4.0 units 40/40 lec/lab
EL160 Low Voltage Applications
This course provides an overview of the alarm, telecommunications, and entertainment electronics industries from a technician's perspective. It covers the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems. It also provides information and detail instruction for selecting, installing, testing, and terminating devices on various cables used in low voltage work.
Prerequisite: EL110, EL120, and EL130

Module   4.0 units 40/40 lec/lab
EL170 Motor and Industrial Motor Controls
This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. It will provide the students with a working knowledge of industrial motor controls.
Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include timers, Start and stop switches, pressure, temperature, and other sensors along with many others that challenge today's electricians and instrumentation technicians.
Prerequisite: EL110, EL120, and EL130

Module   4.0 units 40/40 lec/lab
EL180 Programmable Logic Controls
This course introduces the students to the principles of solid-state control and examines various applications that are relevant to the electrician. It introduces the students to electricity and semiconductor fundamentals. Students will identify, test, and work with components that explain basic digital logic elements, flip-flops, shift registers and counter, the function and purpose of programmable logic controllers (PLC), different numbering systems used in PLCs, and the hardware and software use in PLCs.
Prerequisite: EL110, EL120, and EL130

Module   4 units 40/40 lec/lab
EL190 Solar Electric Applications
This course provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture and hands on lab exercises, students will learn the concepts and

processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy system's conceptual, mechanical, and electrical design, with an emphasis on wiring and electrical issues.
Prerequisite: EL110, EL120, and EL130

Heating, Ventilation and Air Conditioning

Module   **4.0 units 40/40 lec/lab**
HVC 130 Basic Electricity, Motors, and HVAC Controls
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. *Prerequisite None*

Module   **4.0 units 40/40 lec/lab**
HVC 135 Basic Refrigeration Theory and Application
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
HVC 140 Air Conditioning, Troubleshooting and Heat Pump Systems
This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychometrics, residential and light commercial air conditioning equipment types, and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 145 Heating Systems
This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course

also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 150 Duct Design, Blueprint Reading, and Load Calculation
This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 155 Commercial Refrigeration Systems
This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 160 Specialized Commercial Equipment and Green Awareness
This course is designed familiarize students with the specialized refrigeration equipment principles that they will face in the industry and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 165 Regulation and Building Automation
This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 170 Electrical and Mechanical Troubleshooting
This course is designed to help the students, troubleshoot, and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer.
Prerequisites: HVC 130, HVC 135

Medical Assistant

Module   **4.0 units 40/40 lec/lab**
MA 110 Administrative Medical Assisting Duties
In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 120 Introduction to Anatomy & Physiology
During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 130 Office Environmental Safety, Infection Control and Laboratory
This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back-office check-in and checkout procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 140 Psychology and Special Senses
Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 150 Medical Management
This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back-office check-in and checkout procedures. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
MA 190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110-170

Module   **5.50 units 250 extern hours**
MA 190 Externship (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110-170

Medical Billing and Insurance Coding

Module   **4.0 units 40/40 lec/lab**
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations, and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice, and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans, and the

TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system, and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics, and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module   **5.55 units 250 extern hours**
MB 190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation, and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite Successful Completion of Modules 110-170

Module   **5.50 units 250 extern hours**
MB 190 Externship (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation, and attendance. All absences during the

externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite Successful Completion of Modules 110-170

Medical Office Specialist

Module   **4.0 units 40/40 lec/lab**
MOS 110 Health Care Fundamentals
In this module, the student will get an orientation to the medical office environment. The student will study professional behaviors and communications for the health care environment. Federal and state regulatory guidelines, including HIPAA, are also discussed. Students will learn basic skills needed for rooming patients, including interview techniques, vital signs, and infection control. The student will practice asepsis techniques, vital signs, and interviewing patients in the laboratory setting. The student will also work with electronic health record and MS Word. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 120 Medical Record Management
In this module, the student will learn the components of the medical record and important legal documents required from patients. Electronic medical records, along with medical office computerization, computer security, and system maintenance will be discussed. Students will learn about the paper medical record, filing systems, and maintaining paper records. The student will study the anatomy, physiology, pathology, and related medical terminology of the muscular and skeletal system. The student will practice filing methods, completing medical office required documents, electronic medical record scenarios, and MS Word and computer skills in the laboratory setting. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 130 Medical Office Reception
In this module, the student will get an orientation to the medical office receptionist position. The student will learn reception procedures, including telephone etiquette, methods to handle incoming calls, appointment scheduling, mail processing, and document creation. The student will study the anatomy, physiology, pathology, and related medical terminology of the senses and the circulatory and respiratory systems. The student will practice creating and maintaining appointment schedules, handling phone calls, processing mail, composing letters and documents and computer skills in the laboratory setting. The student will utilize MS Word and electronic health record during this course. In addition, computer skills and principles of Skills for Workplace Success will be reviewed. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
MOS 140 Dental Office Procedures
In this module, the student will get an orientation to the

dental reception procedures. The student will study dental basics, including dental anatomy, number systems, charting methods, and dental procedures. The student will learn dental specific activities, including telephone and scheduling management, patient and staff communication, computerized and paper record systems, inventory management, financial arrangements, and insurance processing. The student will practice dental receptionist duties and utilize dental practice management software. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 150 Medical Insurance
In this module, the student will learn the basics of medical insurance typically seen in the medical office. Types and sources of insurance, claim submission methods, federal legislation that impacts insurance and reimbursement procedures are discussed. Students learn concepts related to traditional fee-for-service plans, managed care procedures, Medicaid and Medicare regulations, military carriers, workers' compensation, and disability insurance. In the laboratory setting, the student will practice preparing claim submissions for various coverage. The student will practice using MS Excel and electronic health record. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 160 Medical Office Finance
In this module, the student will learn diagnostic and procedural coding, along with reimbursement systems and managing practice finances. The student will study bookkeeping procedures, banking activities and petty cash fund procedures. The billing process, account aging, and collection activities are discussed along with applicable federal legislation. The student will study the anatomy, physiology, pathology, and related medical terminology of the endocrine, integumentary, and nervous systems. The student will practice procedural and diagnostic coding, bookkeeping, and banking activities, collection procedures, and computer skills in the laboratory setting. The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
MOS 170 Office Management and Emergency Procedures
In this module, the student will learn the duties of an office manager and how to assist with emergencies in the medical office. CPR, first aid, OSHA safety precautions, emergency preparedness, and guidelines for providing emergency care are discussed. The student will learn how to maintain the office, provide routine maintenance to office equipment, perform inventory, and methods to monitor environmental safety. The student will study the anatomy, physiology, pathology, and related medical terminology of the digestive, urinary, and reproductive systems. The student will practice CPR and first aid procedures, emergency preparedness activities, and office management duties in the laboratory setting. The student

will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module   5.55 units 250 Externship Hours
MOS 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. In this module, the student will apply the knowledge and skills learned in the prior modules to real life experiences. The externship includes an experience in an ambulatory health care setting, focusing on duties of the administrative medical assistant with an emphasis on office duties, insurance processing, and billing procedures. The student will also learn employment seeking skills, including resume building, interviewing skills, and professional dress. This externship is a nonpaid experience. Satisfactory completion of practicum is required for graduation. *Prerequisite: Successful completion of modules MOS 110-170.*

Pharmacy Technician

Module   4.0 units 40/40 lec/lab
PT 110   Hospital Procedures and Sterile Preparations
The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Identify and define the responsibilities and task in an institutional setting as well as identify different regulatory agencies, standards and procedures, automated dispensing systems, floor stock, hazard and nonhazardous IV preparations, tracking controlled substance, communication between Pharmacy and nursing staff in a hospital setting. Students will be able to differentiate between the various causes of medication errors and what causes them, necessity of reporting medication errors and the organizations/groups that track errors, list the five patient's rights. Students will also learn the major components of the hematological system and recognize drugs used to treat the conditions associated the hematological system. *There are no prerequisites.*

Module   4.0 units 40/40 lec/lab
PT 120   Internal Medicine
The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to

decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 130 Pharmacy Law
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 140 Pharmacology and Compounding
The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 150 Drug Administration and Information
The module covers Dosage Forms and Routes, pharmacokinetics, pharmacodynamics, medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 160 Retail Pharmacy Procedures
The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 170 Additional Settings and OTC Medications
The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins, and minerals, and anti-inflammatory and antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module   **4.0 units 40/40 lec/lab**
PT 180 Health Insurance & Billing
The module covers the basics of health insurance including how to handle insurance claims in pharmacy settings. Students will learn pharmacy billing in various pharmacy settings and how to expedite the handling and processing of online insurance claims. In addition, students will learn how to manage rejected claims, the differences between private insurance and managed care and how managed care options affect reimbursement. In addition, students will learn about the many types of managed care plans and government managed insurance programs, along with content about various prescription payment methods including the essentials of Medicare policies and regulations, payment, and reimbursement. *There are no prerequisites.*

Module   **2.5 units 120 extern hours**
PT 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110-180.

Welding

Module   **3.0 units 20/60 lec/lab**
WD 110 Welding Principles and Safety
This module introduces the students to the basic principles of Welding, the different welding processes, and employment in welding. The module will address workplace safety and safe operating procedures. Additionally, this module provides students with training

in OSHA 10 regulations and CPR First Aid training. Students will be instructed on storing and moving equipment, shielding gasses, and storing fluids in a safe manner. This module also teaches the safe use of many welding tools and the different types of welding equipment. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *There are no prerequisites.*

Module   **3.0 units 20/60 lec/lab**
WD 120   Welding Blueprint Reading and Planning
This module teaches students the basic elements of a welding blueprint, which consists of drawings and welding symbols, and how to read them. The module introduces students to planning procedures including reading a working drawing, selecting materials and procedural steps. Students read and apply a drawing to a project. *Prerequisite: WD 110.*

Module   **3.0 units 20/60 lec/lab**
WD 130   Gas Metal Arc Welding
This module teaches students the gas metal arc welding (GMAW) or MIG welding process, including equipment, welding terms and safety procedures. Students will learn setup, operation and perform bead, single and multiple pass butt and tee, lap and outside corner welds in the flat, horizontal positions. Students will learn how to produce single V-groove butt joint welds in the vertical up, flat, and overhead position. Fillet lap and T-joint welds in the horizontal and vertical down position will be included. Students will also be able to utilize the spray transfer method to produce fillet lap joint welds in the flat and horizontal position and single V-groove welds in the flat position.
Prerequisite: WD 110.

Module   **3.0 units 20/60 lec/lab**
WD 140 Shielded Metal Arc Welding
This module teaches students the shielded metal arc welding (SMAW) process utilizing low-hydrogen (E-7018) and non-low-hydrogen (E-6010) electrodes, including, various welding equipment, welding terms and safety procedures. Students will learn how to strike and control arc to produce quality welds. Students will learn how to deposit a pad of beads in the flat position. Students will be able to produce lap joint fillet welds in the horizontal position and a padded plate of beads in the flat position. Students will learn how to produce fillet welds in lap and T-joints, stringer beads, and square-groove welds in butt joints using the shielded metal arc welding process. Multi-pass fillet welds in lap and T-joints will be covered.
Prerequisite: WD 110.

Module   **3.0 units 20/60 lec/lab**
WD 150   Flux Cored Arc Welding
This module teaches students the flux cored arc welding (FCAW) process, including equipment, welding terms and safety procedures. Students will learn how to produce single-V-groove butt joint welds using self-shielded tubular electrode wire. Students will also produce fillet weld lap joints and single-V-groove butt joints with metal-cored wire and single-V-groove welds in butt joints.
Prerequisite: WD 110

Module   **3.0 units 20/60 lec/lab**
WD 160   Gas Tungsten Arc Welding
This module teaches students the gas tungsten arc welding (GTAW) process including equipment, terms, and safety procedures. Students will learn how to setup, adjust, and shut down gas tungsten arc welding equipment. Students will be able to deposit stringer beads in the flat position, produce fillet welds in lap joints, butt joints, corner joints, and tee joints.
Prerequisite: WD 110.

Module   **3.0 units 20/60 lec/lab**
WD 170   Welding Alloys
This module teaches the fundamental principles of joining ferrous and non-ferrous alloys, including equipment, welding terms and safety procedures. Students will learn how to use the correct tools and equipment for cutting and beveling joint during fabrication. Metallurgy will also be covered.
Prerequisite: WD 110.

Module   **3.0 units 20/60 lec/lab**
WD 180   Oxy-Fuel Welding and Cutting Processes
In this module students will be introduced to the oxy-fuel welding process and other less common processes along with their most common usages in the industry. Cutting processes along with their advantages and disadvantages will be described. Students will learn how to produce fillet welds in lap and T-joints, stringer beads, and square-groove welds in butt joints using the shielded metal arc welding process. Multi-pass fillet welds in lap and T-joints will be covered.
Prerequisite: WD 110.

Module   **3.0 units 20/60 lec/lab**
WD190   Metal Fabrication and Lay-out
This module introduces students to the principles and practices of metal fabrication including layout and design techniques, while emphasizing proper operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to basic design techniques used to fabricate basic metal projects, measurement, basic shop math, and related trade applications. *Prerequisite: WD 110.*

Course Descriptions

Online Programs

Business Office Administration

Module   4.0 units 40/40 lec/lab
BA110 Accounting Principles (100% Online Course Only)
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot.
Prerequisite: None

Module   4.0 units 40/40 lec/lab
BA120 Excel Fundamentals (100% Online Course Only)
In this module students will learn common uses of Excel in an office environment such as creating various charts, mailing lists, inventory lists, tracking expenses. Students will learn about functions, formulas, and charts. Students will analyze data and structure spreadsheets to solve and display a solution. *Prerequisite: None*

Module   4.0 units 40/40 lec/lab
BA130- Spreadsheets for Finance (100% Online Course Only)
This course introduces students to the financial functionality of Microsoft Excel how to apply those skills to business applications such as reporting, and the automation of accounting and financial tasks. Students will learn the differences between Google Sheets, and Microsoft Excel. *Prerequisite: None*

Module   4.0 units 40/40 lec/lab
BA140 Business Applications (100% Online Course Only)
In this module's students will be introduced to various office applications and use of the applications in a business environment. Students will develop proficiency in Microsoft Word, Adobe Acrobat, and Google Apps, will be explored. **Prerequisite:** None

Module   4.0 units 40/40 lec/lab
BA150 Office Administration (100% Online Course Only)
This module includes practical training in basic daily business functions of office operations. Students will gain knowledge of office layouts and office equipment. Students will learn how to schedule and set up meetings, business travel and maintain office inventory. *Prerequisite: None*

Module   4.0 units 40/40 lec/lab
BA160 Customer Service and Ethical Business Practice (100% Online Course Only)
In this module students will learn about effective customer service with internal and external customers. Students will develop proficiency in Microsoft Outlook, learn conflict resolution methods, structuring information, problem solving, general practices in business etiquette and avoiding controversial subjects, discrimination.
Prerequisite: None

Module   4.0 units 40/40 lec/lab
BA170 Communications (100% Online Course Only)
Students will learn the principles and styles of effective written and verbal business communications and group presentations. Students will develop proficiency in Microsoft PowerPoint, and video conferencing applications, and learn to effectively use graphical representation, concise language, impactful body language, and voice tone when presenting & communicating and text and phone etiquette. **Prerequisite:** *None*

Module   4.0 units 40/40 lec/lab
BA175 Business Networking Database Management (100% Online Course Only)
In this module students will learn how to develop and grow their professional and personal relationships. Students will learn the benefits of developing a business network. Students will also be introduced to databases utilizing Microsoft Access, which provides a convenient way to organize data and present information.
Prerequisite: None

Module   5.0 units 80/00 lec/lab
BA185 Microsoft Integration Capstone (100% Online Course Only)
Students will showcase the knowledge and skills acquired during the Business Office Administration Program for using Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft PowerPoint, in this capstone module. Students will demonstrate sharing information between applications as they act as a coordinator for a selected company project. Students will create a budget, proposal, and presentation for the project using Microsoft Office applications and using various Office integration methods, such as copy and paste, linking, and embedding.
Prerequisite: BA110-BA175

Medical Billing and Insurance Coding

Module   4.0 units 40/40 lec/lab
MB 110 Insurance Billing (100% Online Course Only)
This module is designed to familiarize students with the basics of health insurance and insurance claims forms for a variety of providers, including Group Plan Insurances.

HIPAA training is covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 120 Insurance Coding Principles
(100% Online Course Only)
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will be introduced to medical terminology, word parts, abbreviations, and symbols *There are no prerequisites*.

Module **4.0 units 40/40 lec/lab**
MB 130 Medical Laws and Ethics
(100% Online Course Only)
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice, and breach of contract. Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 140 Documentation and Records
(100% Online Course Only)
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 150 Medical Billing and Collections
(100% Online Course Only)
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn about inpatient hospital services, radiology, nuclear medicine, surgery, and anesthesia. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 160 Insurance Practices
(100% Online Course Only)
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans, and the TRICARE and CHAMPVA programs. Students will learn about the digestive system, the urinary system, and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 170 Medical Office Procedures
(100% Online Course Only)
This module is designed to teach students basic medical office procedures. Students will study the proper handling of patient records, filing and managing telephone calls. Students will learn to use one of the most popular billing software programs. Students will learn about the obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 180 Workers Compensation and Disability Insurance Procedures
(100% Online Course Only)
This module is designed to familiarize students with the insurance claim forms for Worker's Compensation and Federal and State Disability programs. Students will learn about the integumentary system, pathology, and medicine. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module **4.0 units 40/40 lec/lab**
MB 185 Dental Office Procedures
(100% Online Course Only)
In this module, the student will get an orientation to the dental office procedures. The student will learn dental specific activities, including telephone and scheduling management, patient, and staff communication. The student will utilize dental practice management software to manage patient records, financial arrangements, insurance processing, and insurance claims. Students will learn about the endocrine system and the nervous system. Students will also learn how to bill and code for procedures and diagnoses related to these systems**.** *There are no prerequisites.*

Course Descriptions

Health Services Administration- Associate of Applied Science

Module   **3.0 units 45/00 lec/lab**
ENG101 English Composition (100% Online Course Only)
English Composition guides you through the writing process of planning, drafting, revising, editing, and proofreading. In this course you will develop skills in crafting coherent sentences and paragraphs, and build skills editing your writing for proper spelling, grammar, and punctuation. You will learn about narrative structure and techniques, and you will identify the elements that comprise successful argumentation and persuasive discourse. English Composition also guides you through every stage of the research process. You will develop a research plan, conduct research, organize, and draft a research paper, and then revise, edit, and proofread your research paper.

Module   **3.0 units 45/00 lec/lab**
MTH110 College Algebra (100% Online Course Only)
College Algebra emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Module   **3.0 units 45/00 lec/lab**
PSY101 Introduction to Psychology (100% Online Course Only)
Introduction to Psychology explores the major perspectives, principles, theories, and methods that govern the study of mental processes and behaviors. You will trace psychology's historical roots, scientific basis, and major perspectives. In addition, you will consider contemporary and historical theories of how biological, cognitive, and environmental factors underlie and influence human development, sensation and perception, consciousness, intelligence, and social dynamics. This course also will introduce you to the theories and processes essential to learning, memory, motivation, and personality. Additionally, you will identify psychological disorders and their treatments, and discuss application of psychological principles to everyday experiences and real-life examples.

Module   **3.0 units 45/00 lec/lab**
SCI201 Introduction to Biology (100% Online Course Only)
Biology is an introductory course in which students examine the dual nature of the biological world: its unity and diversity. Students will explore both the unifying principles that underlie all life on Earth and the enormous diversity of biological structures produced as a consequence of evolution. The course introduces students to fundamental concepts concerning the molecular basis of life, cell structure and energetics, the genetic transmission of information, natural selection and adaptation, population biology, and ecology. The course provides students with the basic understanding of biological principles necessary to allow them to see their world in a new way, making connections between aspects of their own lives and the biological basis of life.

Module   **3.0 units 45/00 lec/lab**
SPH205 Speech (100% Online Course Only)
Effective Communication provides students with a foundational knowledge of interpersonal communication, group communication, and public speaking. These foundational skills are essential—good communication skills are continuously ranked by employers as one of the most valued competencies for any employee. Upon completion of this course, students will be able to describe the methods and processes of interpersonal communication, group communication, and public speaking, as well as the theories and reasons behind them. Different types of communication will be examined to determine how they vary by gender, culture, setting, and type of relationship. People's perceptions often alter how they "read" and respond to both verbal and nonverbal communication. Students will analyze these perceptions and explain methods for improving communication skills. In addition, the course assignments will allow students to gain valuable experience in group communication and public speaking.

Module   **3.0 units 30/30 lec/lab**
HSA200 Health Information Technology (100% Online Course Only
This course is designed to teach the emerging healthcare professional in a theoretical and practice approach to healthcare information technology and management. This innovative approach targets students who respond best to hands-on and visual learning. Basic understanding of computer technology in health care, fundamentals of computer systems, and the use of electronic health records will be covered.

Module   **3.0 units 45/00 lec/lab**
HSA210 Healthcare Delivery in the United States (100% Online Course Only
This course is designed to provide students with the understanding of how the business of healthcare affects the practice of healthcare. Students analyze and evaluate healthcare delivery systems. The relationships between various stakeholders including consumers, providers, payers, regulatory agencies, and policy makers and their effect on healthcare are described. The focus is on economic implications of health planning, organization of personnel and resources, the design of payment systems, and the outcome analysis of healthcare delivery, including the cost effectiveness of healthcare services. Students will be exposed to quality and performance improvement, risk

management, and marketing strategies. Effective communication with patients and professionals, along with skills to manage both people and practice, will be presented.

Module   **3.0 units 45/00 lec/lab**
HSA230 Essentials of Healthcare Compliance (100% Online Course Only)
This course is designed to prepare students with the knowledge and skills necessary to understand the implementation of a formal compliance program in a health care facility. Real-world examples will be presented and discussed to promote effective application of information. Students will also learn strategies to keeping the health care practice compliant with federal, state, and local laws.

Module   **3.0 units 45/00 lec/lab**
HSA240 Healthcare Management and Administration (100% Online Course Only)
This course is designed to develop student's skills in analyzing organizational patterns of different types of health care institutions. A number of administrative functions, including medical staff organization, department functions, policy formation, internal control systems, planning procedures, fiscal and professional management, public relations and the various information needs of administration will be covered.

Module   **3.0 units 45/00 lec/lab**
HSA250• Healthcare Customer Relations and Outcomes (100% Online Course Only)
This course is designed to demonstrate to students that exceptional customer service in healthcare is pertinent to the organization's success. Students will learn the importance of creating and sustaining standards of excellent customer service in business operations, effective strategies to motivate employees to influence customers, and measure customer service outcomes. Students will critique their personal 'way' of delivering customer service, and study successful models of customer service excellence.

Module   **3.0 units 45/00 lec/lab**
HSA260• Healthcare Resources and Public Relations (100% Online Course Only)
This course is designed to provide students with an overview and basic understanding of how human resources and public relations effects business and administrative practice of healthcare. Students will examine human resources as well as public relations practices in healthcare verses human resources management and public relations in industry for differences and similarities. The focus is on the nature of supervision, management functions, the hiring process, leadership style, and performance appraisal, conducting

effective meetings, managing conflict, medical marketing, advertising as well as the managed care factor. Students will be exposed to the nature of The Healthcare System as well as effective communication with internal and external sources.

Program Tuition

Program Tuition Tables

Program**	Student Tuition Recovery Fund+*	Tuition Charge	Total Charges for the Program [1, 2, 3]	Cost Per Credit
Automotive Technician	$0.00	$21,500.00	$21,500.00	$597.22
Business Office Administration Diploma	$0.00	$19,900.00	$19,900.00	$593.32
Criminal Justice Diploma	$0.00	$19,900.00	$19,900.00	$552.78
Dental Assistant Diploma	$0.00	$19,900.00	$19,900.00	$568.57
Electrician Technician	$0.00	$21,500.00	$21,500.00	$597.22
Medical Assistant Diploma	$0.00	$19,900.00	$19,900.00	$593.32
Medical Billing and Insurance Coding Diploma	$0.00	$19,900.00	$19,900.00	$593.32
Medical Office Specialist	$0.00	$19,900.00	$19,900.00	$593.32
Pharmacy Technician Diploma	$0.00	$19,900.00	$19,900.00	$568.57
Heating, Ventilation and Air Conditioning Diploma	$0.00	$21,500.00	$21,500.00	$597.22
Welding	$0.00	$21,500.00	$21,500.00	$796.30

For Online Programs (California Residents)

Medical Billing and Insurance Coding- Diploma - 100% Online	$0.00	$19,900.00	$19,900.00	$552.77
Business Office Administration- 100% Online	$0.00	$19,900.00	$19,900.00	$537.83
Health Services Administration AAS degree- 100% Online	$0.00	$13,500.00	$13,500.00	$409.09

For Online Programs (Non-California Residents)

Medical Billing and Insurance Coding- Diploma 100% Online	N/A	$19,900.00	$19,900.00	$552.77
Business Office Administration- 100% Online	N/A	$19,900.00	$19,900.00	$537.83
Health Services Administration AAS degree- 100% Online	N/A	$13,500.00	$13,500.00	$409.09

+The State of California Student Tuition Recovery Fund (STRF)
Non- Refundable Fees
** Not all programs are offered at all locations.*
[1] *Total charges include the tuition, books, supplies, and uniforms.*
[2] *Total charges for a period of attendance and schedule of total charges for the entire educational program.*

Academic Calendar
2024

Academic Calendars

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday		In Service	School Breaks		
A	01/10/2024 - Wed	02/07/2024 - Wed	02/07/2024 - Wed	01/17/2024 - Wed	01/24/2024 - Wed	01/15/2024 - Mon	MLK BIRTHDAY				
B	01/29/2024 - Mon	02/23/2024 - Fri	02/22/2024 - Thu	02/04/2024 - Sun	02/11/2024 - Sun						
A	02/12/2024 - Mon	03/08/2024 - Fri	03/07/2024 - Thu	02/18/2024 - Sun	02/25/2024 - Sun			03/08/2024 - Fri			
B	02/27/2024 - Tue	03/25/2024 - Mon	03/25/2024 - Mon	03/04/2024 - Mon	03/11/2024 - Mon			03/08/2024 - Fri			
A	03/11/2024 - Mon	04/08/2024 - Mon	04/04/2024 - Thu	03/17/2024 - Sun	03/24/2024 - Sun	03/29/2024 - Fri	SPRING HOLIDAY				
B	03/27/2024 - Wed	04/24/2024 - Wed	04/23/2024 - Tue	04/03/2024 - Wed	04/10/2024 - Wed	03/29/2024 - Fri	SPRING HOLIDAY				
A	04/10/2024 - Wed	05/07/2024 - Tue	05/07/2024 - Tue	04/16/2024 - Tue	04/22/2024 - Mon						
B	04/29/2024 - Mon	05/24/2024 - Fri	05/23/2024 - Thu	05/05/2024 - Sun	05/12/2024 - Sun	05/27/2024 - Mon	MEMORIAL DAY				
A	05/09/2024 - Thu	06/06/2024 - Thu	06/06/2024 - Thu	05/15/2024 - Wed	05/22/2024 - Wed	05/27/2024 - Mon	MEMORIAL DAY	06/07/2024 - Fri			
B	05/28/2024 - Tue	06/24/2024 - Mon	06/24/2024 - Mon	06/03/2024 - Mon	06/10/2024 - Mon			06/07/2024 - Fri			
A	06/10/2024 - Mon	07/10/2024 - Wed	07/09/2024 - Tue	06/16/2024 - Sun	06/23/2024 - Sun				07/04/2024 - Thu	07/08/2024 - Mon	BREAK
B	06/26/2024 - Wed	07/26/2024 - Fri	07/25/2024 - Thu	07/02/2024 - Tue	07/14/2024 - Sun				07/04/2024 - Thu	07/08/2024 - Mon	BREAK
A	07/11/2024 - Thu	08/07/2024 - Wed	08/07/2024 - Wed	07/17/2024 - Wed	07/24/2024 - Wed						
B	07/29/2024 - Mon	08/23/2024 - Fri	08/22/2024 - Thu	08/04/2024 - Sun	08/11/2024 - Sun						
A	08/08/2024 - Thu	09/05/2024 - Thu	09/05/2024 - Thu	08/14/2024 - Wed	08/21/2024 - Wed	09/02/2024 - Mon	LABOR DAY	09/06/2024 - Fri			
B	08/26/2024 - Mon	09/23/2024 - Mon	09/23/2024 - Mon	09/01/2024 - Sun	09/09/2024 - Mon	09/02/2024 - Mon	LABOR DAY	09/06/2024 - Fri			
A	09/09/2024 - Mon	10/04/2024 - Fri	10/03/2024 - Thu	09/15/2024 - Sun	09/22/2024 - Sun						
B	09/25/2024 - Wed	10/22/2024 - Tue	10/22/2024 - Tue	10/01/2024 - Tue	10/08/2024 - Tue						
A	10/07/2024 - Mon	11/01/2024 - Fri	10/31/2024 - Thu	10/13/2024 - Sun	10/20/2024 - Sun						
B	10/24/2024 - Thu	11/20/2024 - Wed	11/20/2024 - Wed	10/30/2024 - Wed	11/06/2024 - Wed						
A	11/04/2024 - Mon	12/04/2024 - Wed	12/03/2024 - Tue	11/10/2024 - Sun	11/17/2024 - Sun				11/27/2024 - Wed	12/01/2024 - Sun	BREAK
B	11/21/2024 - Thu	12/23/2024 - Mon	12/23/2024 - Mon	12/02/2024 - Mon	12/09/2024 - Mon			12/06/2024 - Fri	11/27/2024 - Wed	12/01/2024 - Sun	BREAK
A	12/05/2024 - Thu	01/09/2025 - Thu	01/09/2025 - Thu	12/11/2024 - Wed	12/18/2024 - Wed	12/31/2024, 1/1/2025	WINTER HOLIDAY	12/06/2024 - Fri	12/24/2024 - Tue	12/29/2024 - Sun	BREAK
B	12/30/2024 - Mon	01/29/2025 - Wed	01/29/2025 - Wed	01/07/2025 - Tue	01/14/2025 - Tue	12/31/24, 1/1/25, 1/20/25	WINTER HOLIDAY		12/24/2024 - Tue	12/29/2024 - Sun	BREAK

Academic Calendar
2024

Weekend:

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday	In Service	School Breaks		
WKND	01/27/2024 - Sat	02/23/2024 - Fri	02/23/2024 - Fri	02/02/2024 - Fri	02/09/2024 - Fri					
WKND	02/24/2024 - Sat	03/22/2024 - Fri	03/22/2024 - Fri	03/01/2024 - Fri	03/08/2024 - Fri		03/08/2024 - Fri			
WKND	03/23/2024 - Sat	04/26/2024 - Fri	04/26/2024 - Fri	03/29/2024 - Fri	04/05/2024 - Fri			03/30/2024 - Sat	04/05/2024 - Fri	BREAK
WKND	04/27/2024 - Sat	05/24/2024 - Fri	05/24/2024 - Fri	05/03/2024 - Fri	05/10/2024 - Fri					
WKND	05/25/2024 - Sat	06/21/2024 - Fri	06/21/2024 - Fri	05/31/2024 - Fri	06/07/2024 - Fri		06/07/2024 - Fri			
WKND	06/22/2024 - Sat	07/26/2024 - Fri	07/26/2024 - Fri	06/28/2024 - Fri	07/05/2024 - Fri			06/29/2024 - Sat	07/05/2024 - Fri	BREAK
WKND	07/27/2024 - Sat	08/23/2024 - Fri	08/23/2024 - Fri	08/02/2024 - Fri	08/09/2024 - Fri					
WKND	08/24/2024 - Sat	09/20/2024 - Fri	09/20/2024 - Fri	08/30/2024 - Fri	09/06/2024 - Fri		09/06/2024 - Fri			
WKND	09/21/2024 - Sat	10/18/2024 - Fri	10/18/2024 - Fri	09/27/2024 - Fri	10/04/2024 - Fri					
WKND	10/19/2024 - Sat	11/15/2024 - Fri	11/15/2024 - Fri	10/25/2024 - Fri	11/01/2024 - Fri					
WKND	11/16/2024 - Sat	12/20/2024 - Fri	12/20/2024 - Fri	11/22/2024 - Fri	11/29/2024 - Fri		12/06/2024 - Fri	11/23/2024 - Sat	11/29/2024 - Fri	BREAK
WKND	12/21/2024 - Sat	01/24/2025 - Fri	01/24/2025 - Fri	12/27/2024 - Fri	01/03/2025 - Fri			12/28/2024 - Sat	01/03/2025 - Fri	BREAK

Academic Calendar
2024

Online (100% Online):

Start Cycle	Mod Start	Mod End	7th day Cancelation Date	14th day Cancelation Date	Holiday	In Service	School Breaks		
E	01/29/2024 - Mon	02/25/2024 - Sun	02/04/2024 - Sun	02/11/2024 - Sun			01/22/2024 - Mon	01/28/2024 - Sun	BREAK
E	02/26/2024 - Mon	03/24/2024 - Sun	03/03/2024 - Sun	03/10/2024 - Sun					
E	03/25/2024 - Mon	04/21/2024 - Sun	03/31/2024 - Sun	04/07/2024 - Sun			04/22/2024 - Mon	04/28/2024 - Sun	BREAK
E	04/29/2024 - Mon	05/26/2024 - Sun	05/05/2024 - Sun	05/12/2024 - Sun					
E	05/27/2024 - Mon	06/23/2024 - Sun	06/02/2024 - Sun	06/09/2024 - Sun					
E	06/24/2024 - Mon	07/21/2024 - Sun	06/30/2024 - Sun	07/07/2024 - Sun			07/22/2024 - Mon	07/28/2024 - Sun	BREAK
E	07/29/2024 - Mon	08/25/2024 - Sun	08/04/2024 - Sun	08/11/2024 - Sun					
E	08/26/2024 - Mon	09/22/2024 - Sun	09/01/2024 - Sun	09/08/2024 - Sun					
E	09/23/2024 - Mon	10/20/2024 - Sun	09/29/2024 - Sun	10/06/2024 - Sun			10/21/2024 - Mon	10/27/2024 - Sun	BREAK
E	10/28/2024 - Mon	11/24/2024 - Sun	11/03/2024 - Sun	11/10/2024 - Sun					
E	11/25/2024 - Mon	12/22/2024 - Sun	12/01/2024 - Sun	12/08/2024 - Sun					
E	12/23/2024 - Mon	01/19/2025 - Sun	12/29/2024 - Sun	01/05/2025 - Sun			01/20/2025 - Mon	01/26/2025 - Sun	BREAK

UEI COLLEGE

Bakersfield Campus Faculty / Staff List
Campus President/Executive Director: **Chris Callisto**

Admissions
Director of Admissions: **David McCabe**

Operations Administrator: Loana Howell

Career Services
Director of Career Services: **Erica Verdugo**

Registrar: Makalah Bivens

Education
Director of Education: **Robert Vaughn**
Associate Director of Education: **Tina Stemen**
Associate Director of Student Affairs: **Patricia Bishop**

Student Financial Services
Director of Student Finance: **Jenn Baker**
Associate Director of Student Finance: **Alicia Perez**

Faculty

Automotive Technician

Don Farris (Part-Time)
Degree/Certifications: N/A
Professional Experience: 19 years
Gilberto Galvan - (Full Time)
Degree/Certifications: N/A
Professional Experience: 20 years
Wayne Provencio - (Full Time)
Degree/Certifications: N/A
Professional Experience: 12 years
Thomas Liebengood - (Full Time)
Degree/Certifications: N/A
Professional Experience: 9 years

Business Office Administration

Stephanie Chambers - (Full Time)
Phillips Junior College: AA degree in Business Administration
Professional Experience: 31 years
Jessie Dillon - (Part Time)
Azusa Pacific College: Medical Assistant Organizational Management
Professional Experience: 20 years
Claudia Prado - (Seasonal)
University of Phoenix: Masters degree in Business Administration
Professional Experience: 9 years
Thomas Morrison - (Seasonal)
Liberty University: Masters degree in Business Administration
Professional Experience: 3 years

Criminal Justice

Alvaro Avila - (Part Time)
Coastline Community College: AS degree in Criminal Justice
Professional Experience: 6 years
Scot Kimble - (Part Time)
University of Phoenix: BA degree in Criminal Justice Administration
Professional Experience: 31 years

Dental Assistant

Cynthia Sanchez Guzman (CDC)
SJVC: Dental Assistant Diploma
Certs: RDA
Professional Experience: 32 years
Priscilla Medina - (Full Time)
Degree/Certifications: N/A
Certs: RDA
Professional Experience: 17 years
Tasha Armstead - (Part Time)
SJVC: Dental Assistant Diploma
Certs: RDA
Professional Experience: 21 years
Gina Couch - (Full Time)
Taft College: AA degree in liberal Arts; AS degree in Criminal Justice
SJVC: Dental Assistant Diploma
Certs: RDA
Professional Experience: 20 years
Kiara Cauley - (Part Time)
SJVC: Dental Assistant Diploma
Certs: RDA
Professional Experience: 13 years
Daisia Simmons - (Part Time)
SJVC: Dental Assistant Diploma
Certs: RDA
Professional Experience: 5 years

Heating Ventilation & Air Conditioning

Kelby Oneal - (Full Time)
SJVC: AS Degree in HVAC
Certs: EPA Certified
Professional Experience: 8 years
Roel Rodriguez - (Full Time)
SJVC: AS degree in HVAC
Professional Experience: 7 years
Joe Cardenas - (Full Time)
SJVC: AS degree in HVAC
Professional Experience: 18 years
James Ramirez - (Full Time)
SJVC: AS degree in HVAC
Professional Experience: 17 years
Carlos Perales - (Part Time)
SJVC: AS degree in HVAC
Professional Experience: 7 years
Timothy Huegel - (Part Time)
SBBC: HVAC Certificate
Professional Experience: 5 years

Pharmacy Technician

Jaimie Wesson - (Seasonal)
SJVC: Pharmacy Technician Diploma
Certs: Pharmacy Technician License
Professional Experience: 5 years
Arturo Rubio - (Part Time)
Northwest College: Pharmacy Technician Diploma
Certs: Pharmacy Technician License
Professional Experience: 22 years
Esha Raj - (Part Time)
North Orange County Community College: Pharmacy Technician Diploma
Certs: Pharmacy Technician License
Professional Experience: 5 years

Medical Assistant

Cynthia Salinas - (Part Time)
SJVC: Medical Assistant Diploma
Professional Experience: 29 years
Victor Juarez - (Part Time)
Regional Occupations: Medical Assistant Certificate
Professional Experience: 8 years
Carole Chacon - (Part Time)
National Education Center of Bryman: Medical Assistant Diploma
Professional Experience: 22 years
Delila Castillo - (Full Time)
UEI College: Medical Assistant Diploma
Professional Experience: 7 years
Carrie Young - (Part Time)
SJVC: Medical Assistant Diploma
Professional Experience: 22 years
Jessie Arreola - (Seasonal)
UEI College: Medical Assistant Diploma
Professional Experience: 8 years
Jennifer Ramirez - (Part Time)
UEI College: Medical Assistant Diploma
Professional Experience: 15 years
Pamela Valeriano - (Seasonal)
UEI College: Medical Assistant Diploma
Professional Experience: 6 years
Crystal Johnson (Part Time)
Milan Institute: Medical Assistant Certificate
Professional Experience: 6 years
Garrison, Alicia - (Part Time)
UEI College: Medical Assistant Diploma
Professional Experience: 15 years

Medical Billing & Insurance Coding

Alex Childress - (Part Time)
Degree/Certifications: N/A
Professional Experience: 15 years
Simran Mahal - (Part Time)
Degree/Certifications: N/A
Professional Experience: 9 years

Electrical Technician

Kenneth Ramirez - (Full Time)
Degree/Certifications: N/A
Certs: Electrician Certificate
Professional Experience: 8 years
Rene Heredia - (Full Time)
Degree/Certifications: N/A
Certs: Electrician Certificate
Professional Experience: 21 years
Garrett Gibson - (Full Time)
Degree/Certifications: N/A
Certs: Electrician Certificate
Professional Experience: 5 years
Douglas Palmbach - (Full Time)
Degree/Certifications: N/A
Certs: Electrician Certificate
Professional Experience: 12 years
Pope, Gary - (Full Time)
Degree/Certifications: N/A
Certs: Electrician Certificate
Professional Experience: 41 years

UEI COLLEGE

Chula Vista Campus Faculty / Staff List

Campus Executive Director: **Serica Martinez-Ervin**

Admissions
Director of Admissions: Adrian Asadourian
Associate Director of Admissions: Aracely Yankajtis

Operations Administrator
Claudia Ybarra-Diaz

Registrar
Registrar: Tannia Godinez

Career Services
Director of Career Services: Claudia Meyer

Education
Director of Education II: Mark Platt
Associate Director of Education: Lorena Meza
Associate Director of Education: Richard Luis
Associate Director of Student Affairs: Alejandra Munoz

Student Financial Services
Director of Student Finance II: Jennifer Bauske

Faculty

Automotive Technician

Philip Boncher
Degree/Certifications: Southwestern College-AS degree in Automotive Technology
Certs: CA Smog License
Professional Experience: 9 years

Eric Benner
Professional Experience: 36 years

Steve Keevil
Degree/Certifications: San Diego Miramar College-AS degree in Administration of Justice
Degree/Certifications: San Diego Office of Education–Regional Occupational Program
Certs: ASE , Engine Repair, Brakes, Engine Performance, Heating and Air Conditioning.
Professional Experience: 30 years

Adan Martinez
Professional Experience: 9 years

Jose Sainz
Degree/Certifications: San Diego City College-Automotive Technician
Certs: ASE
Professional Experience: 7 years

Daniel Flores
Professional Experience: 33 years

Business Office Administration

Freeman Liban
Degree/Certifications: Meric College-Computer Networking Diploma
Certs: Comp TIA: A+ Certified Professional, Microsoft (MCSE, MCDBA)
Professional Experience: 20 years

Ronald Pena
Degree/Certifications: San Diego City College-AA degree in Liberal Arts with an Emphasis of Human Behavior
Professional Experience: 14 years

Jesus Ramos
Degree/Certifications: City University of Seattle-BS degree in Business Administration
Professional Experience: 5 years

Criminal Justice

Clifton Emison
Degree/Certifications: The University of New Mexico-BA degree in Criminal Justice
Degree/Certs: Kaplan University-MS degree in Criminal Justice
Degree/Certs: National University-Juris Doctor Degree
Professional Experience: 24 years

Ray Ojeda
Degree/Certifications: University of Phoenix-BS degree in Business
Professional Experience: 32 years

Dental Assistant

Estela Aragon
Certs: RDA
Professional Experience: 32 years

Patricia Humphrey
Degree/Certifications: ROP-Dental Assistant Diploma
Certs: RDA
Professional Experience: 19 years

Angelica Ivey
Degree/Certifications: Bryman College-Dental Assistant Diploma
Certs: RDA
Professional Experience: 20 years

Zelma Leon
Certs: RDA
Professional Experience: 12 years

Beatriz Sanchez
Degree/Certifications: Concorde Career Institute-Dental Assistant Diploma
Certs: RDA
Professional Experience: 17 years

Alexandra Simental (CDC)
Degree/Certifications: UEI College-Dental Assistant Diploma
Certs: RDA
Professional Experience: 20 years

Dental Assistant (Continued)

Julie Sorrentino
Degree/Certifications: UEI College-Dental Assistant Diploma
Certs: RDA
Professional Experience: 11 years

Richard Flores
Degree/Certifications: American Business College
Certs: RDA, CPR
Professional Experience: 34 years

Electrician Technician

Enrique Carrillo
Certs: Electrical Journeyman
Professional Experience: 5 years

Hilario Gudez
Degree/Certifications: San Diego City College-AA degree in General Education
Certs: Western Electrical Contractors Association , Solar Training , Associated Builders & Contractors
Professional Experience: 22 years

David Hoff—Campus Department Chair
Degree/Certifications: Electrical/Electronic Associate Degree-DOD NAVY
Certs: Electrical Journeyman
Professional Experience: 42 years

John Ray Lopez
Certs: Electrical Journeyman
Professional Experience: 12 years

Edward Joe Ochoa
Degree/Certifications: Electrical Training Institute of San Diego-Journeyman
Professional Experience: 26 years

Jose (Joe) Roman
Degree/Certifications: National Center for Construction Education & Research: Electrical Level Four
Professional Experience: 35 years

Charles Benker
Certs: Residential Electrician
Professional Experience: 5 years

Valentin Valdez
Degree/Certifications: University of Phoenix-BS Business Administration
Professional Experience: 15 years

Chris Fogerty
Certs: CPR
Professional Experience: 10 years

Sebastian Sanchez
Degree/Certificates: San Diego City College-Electricity
Professional Experience: 4 years

Heating, Ventilation and Air Conditioning

Ammar Aldulaimi
Certs: ESCO: EPA 608, 410A
Professional Experience: 12 years

Lida Msuku
Certs: EPA 608, 410A
Professional Experience: 7 years

Miguel Fernandez
Certs: EPA 608 Universal, Processing CFC/HCFC Refrigerants
Professional Experience: 11 years

Joseph Werner
Degree/Certification: San Diego City College– HVAC/Environmental Control Program
Certs: EPA 608 Universal
Professional Experience: 39 years

Roman Sanchez
Certs: EPA 608 Universal
Professional Experience: 5 years

Medical Assistant

Magnolia Garcia
Degree/Certifications: University of California San Diego-BS. degree
Degree/Certifications: Southwestern College-Associates degree in Mathematics and Science
Professional Experience: 6 years

Ana Lujano
Degree/Certifications: Kaplan College-Medical Assistant Diploma
Degree/Certifications: American Medical Technologist-RMA
Degree/Certifications: Career Education Colleges and Universities-Certified Higher Education Professional
Professional Experience: 18 years

Patricia Junquera
Certs: Certified Clinical Medical Assistant
Professional Experience: 27 years

Gamaliel Marroquin
Degree/Certifications: California Commission on Teacher Credentialing-Health Science & Medical Technology
Professional Experience: 10 years

Elvira Miller
Degree/Certifications: Southwestern College-AA degree
Degree/Certifications: U.S. Colleges-Certified Medical Assistant
Degree/Certifications: Maric College-Patient Care Assistant Technician
Professional Experience: 7 years

Gerald Rivera Rodriquez
Degree/Certifications: University of Puerto Rico-BS degree in Biology
Degree/Certifications: Independence University-MA degree in Public Health
Professional Experience: 13 years

David Rose
Degree/Certifications: Surface Warfare Medical Institute-Medical Training
Professional Experience: 12 years

Christina Louise Sandoval
Degree/Certifications: Maric College-Medical Assistant Certificate
Professional Experience: 23 years

Cinthya Smith
Degree/Certifications: UEI College-Medical Assistant Certificate
Professional Experience: 4 years

Jose Maria Martin Del Campo
Certs: CPR
Professional Experience: 4 years

Medical Office Specialist

Blanca Castillo
Degree/Certifications: Concorde Career College-Medical Assistant Diploma
Professional Experience: 28 years

Julia Kau'we
Degree/Certifications: UEI College-Medical Assistant Diploma
Degree/Certifications: Career Education Colleges and Universities-Certified Higher Education Professional
Certs: CMA (NHA)
Professional Experience: 17 years

Fresno Campus Faculty / Staff List
Campus President/Executive Director: **Ada Clower**

Admissions
Director of Admissions: **Jose Gutierrez**

Operations Administrator: **Maria Coley**

Career Services
Director of Career Services: **Open**
Associate Director of Career Services: **Lorena Gudino**

Education
Director of Education In Residence: **Cari Stockdale**
Associate Director of Education: **Michael Credille**
Associate Director of Student Affairs: **Matthew Carter**

Registrar II: **Matthew Herrera**

Student Financial Services
Associate Director of Student Finance: **Jennifer Chalk-Trevarrow**

Faculty

Pharmacy Technician

Stephanie Sanchez (PT)
MCed College-Pharmacy Technician
Certs: PT Licensed, PTCB
Professional Experience: 10 Years
Laurel Dyckman
SJVC: AS Pharmacy Technician
Professional Experience: 7years
Jenehira Mendez (PT)
UEI College-Pharmacy Technician
Professional Experience: 5 years
Michael P Lee (FT)
Central Adult School-certificate of completion
Boston Reed College-Pharmacy Technician Certificate
Fresno City College– AA Degree
Certs: license PT
Professional Experience: 16 years

Medical Assistant

Julio Alfaro (PT)
Universidad de El Salvador-Doctor of Medicine
Professional Experience: 17 years
Erika Razo (FT)
Kaplan College-Medical Assistant
Fresno Adult School-Medical Front Office
Professional Experience: 6 years
Alma Lopez (FT)
SJVC-Medical Assistant
Professional Experience: 6 years
Brittney Steiner (PT)
Heald College-AS Degree in Front Office & Medical Assisting
Professional Experience: 14 years
Brittany Summers (PT)
SJVC -Medical Assistant Certificate
Professional Experience: 6 years
Joseph Cornell (FT)
SJVC Fresno MA Diploma
Professional Experience: 10 years
Ashley Mullins (FT)
SJVC-Medical Assisting: Associate of Science
Professional Experience: 9 years

)Dental Assistant

Sherise Decanio (CDC
Galen College-Dental Assistant Certificate
Professional Experience: 20 years
Noah Replogle (FT)
SJVC-Registered Dental Assistant
Professional Experience: 21 years
Tasha Landcraft (PT)
Brightwood College-Dental Assistant Diploma
Professional Experience: 15 years
Tanya Jimenez (FT)
SJVC-Dental Assistant Certificate
Professional Experience: 8 years
Jose Avila Lopez (PT)
Brightwood College 2016 DA Diploma
Professional Experience: 7 years
Victoria Inostroz (PT)
UEI College: Dental Assistant Certificate
Professional Experience: 5 years
Melissa Davis (FT)
SJVC: Dental Assistant AS Degree
Professional Experience: 14 years

Criminal Justice

Christopher Hulsey (PT)
Degree/Certifications: N/A
Professional Experience: 15 Years
Jonathan Anger (PT)
Fresno City College: AS Criminology
Professional Experience: 32 years

Heating Ventilation and Air Conditioning

Louie Lopez– CDC
IOT-HVAC Certification
Professional Experience: 6 years
Ernest Oats
UEI College-HVAC Diploma
Professional Experience: 5 years
Joel Oats (FT)
UEI College -HVAC Technician Certification
Professional Experience: 30 years
Juan Renobato (PT)
Fresno City College-HVAC Technician Certification
Professional Experience: 24 years
Krystopher Lynn Casey Sr. (FT)
UEI College:-HVAC Diploma
E.P.A Certification
Professional Experience: 7 years
Spenser Arvizo (PT)
SJVC– AS HVC
Professional Experience: 7 years
Oscar Bermudez-Neri (FT)
UEI College -HVAC Technician Certification
Professional Experience: 4 years
Samuel Redner
UEI College -HVAC Technician Certification
Professional Experience: 73years
William Mabrey
Fresno City College: HVAC Certification
Professional Experience: 9 years

UEI COLLEGE

Garden Grove (Formerly Anaheim) Campus Faculty/Staff List
Campus President/Executive Director: **Mark Lucero**

Admissions
Director of Admissions: **Derron Putnam**

Business Office Manager
Will Arreola

Career Services
Associate Director of Career Services: Marlena Acosta

Operations Administrator:
Alexandra Trujillo

Education
Director of Education: **Dalila De Fiesta**
Associate Director of Student Affairs: **Jeff Andrews**
Associate Director of Education: **Peggy Stedman**

Registrar
Susan Garcia

Student Financial Services
Director of Student Finance: **Jeanett Ramirez**

Faculty

Business Office Administration

Clayton, Anthony (PT)
Degree/Certifications: M.B.A. degree in International-University of Phoenix
Professional Experience: 21 years

Dental Assistant

Martha Flores, Campus Department Chair (FT)
Certs: RDA Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 27 years

Joeimee Hugo (FT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR, Orthodontic Assisting License
Professional Experience: 12 years

Christina Stirrat (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 13 years

Veronica Flores (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 14 years

Jessica Ortega (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 18 years

Mishell Araujo (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience:8 years

Jon Nagamine (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 19 years

Medical Assistant

Susan Herrera (PT)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 9 years

Cabrini Langi (SUB)
Degree/Certifications: Medical Assistant Diploma–North ROP Orange County
Certs: CPR
Professional Experience: 16 years

Jennifer Roush (FT)
Degree/Certifications: Medical Assistant Diploma-WyoTech College
Certs: CPR
Professional Experience: 9 years

David Ortega (PT)
Degree/Certifications: Medical Assistant Diploma-Northwest College
Certs: CPR
Professional Experience: 11 years

Joseph Alvarez (FT)
Degree/Certifications: Medical Assistant Diploma-Everest College
Certs: CPR
Professional Experience: 30 years

Anissa Padilla (PT)
Degree/Certifications: Medical Assistant Diploma-Nova Institute of Health Technology
Certs: CPR
Professional Experience: 24 years

Joel Ortega (PT)
Degree/Certifications: Medical Assistant Diploma–North ROP Orange County
Certs: CPR
Professional Experience: 29 years

Linda Carrasco (SUB)
Degree/Certifications: Medical Assistant Diploma–Downey Adult School
Certs: CPR, NCRMA
Professional Experience: 5 years

Shannon Roa (PT)
Degree/Certifications: Medical Assistant Diploma–Bryman College
Certs: CPR
Professional Experience: 20 years

Heating, Ventilation & Air Conditioning

Darren Edmunds, Trades Campus Department Chair (FT)
Degree/Certifications: HVAC Technician Certificate-UEI College
Certs: EPA Universal, OSHA10, Green Awareness, Electrical and Plumbing
Professional Experience: 6 years

Kevin Alvarado (PT)
Degree/Certifications: HVAC Technician Certificate-The HVAC School
Certs: EPA Universal
Professional Experience: 10 years

Heating Ventilation and Air Conditioning (cont'd)

Samuel Ayala (Sub)
Degree/Certifications: HVAC Technician Certificate-Puron
Certs: EPA Universal
Professional Experience: 19 years

Fernando Valdez (PT)
Certs: EPA 608, 609, HVAC tech
Professional Experience: 16 years

Mitch Medina (FT)
Certs: EPA Universal
Professional Experience: 37 years

Ariel Cervantes (PT)
Degree/Certifications: Air Conditioning and Refrigeration-Riverside City College
Certs: EPA Universal
Professional Experience: 14 years

Electrician Technician

Gary Chavarria (FT)
Degree/Certifications: Electrical Journeyman– LA Trade Tech College
Professional Experience: 35 years

Antonio Heredia (FT)
Certs: Electrical Journeyman
Professional Experience: 30 years

Danny Salgado (FT)
Certs: Electrical Journeyman
Professional Experience : 14 years

Christopher Witten (FT)
Certs: Electrical Journeyman
Professional Experience: 10 years

Fernando Valdez (PT)
Certs: Electrical Journeyman
Professional Experience: 16 years

Medical and Insurance Coding Billing

Cristina Valle (FT)
Degree/ Certifications: MBIC Diploma-UEI College
Certs: CPR
Professional Experience: 14 years

Criminal Justice

Charles Cunha, Instructor (PT)
Degree/Certifications: A.S. degree in Criminal Justice-Truckee Meadow's
Degree/Certifications: B.S. degree; M.S. degree in Administration of Justice-Mt. State University
Professional Experience: 18 years

Rolland Joiner (PT)
Degree/Certifications: B.A. degree in Psychology-Argosy University
Degree/Certifications: M.A. degree in Teaching,-National University
Degree/Certifications: A.A. degree in Criminal Justice-Rhodes College
Professional Experience: 11 years

Edward Luna (SUB)
Degree/Certifications: A.S. degree Criminal Justice-Truckee Meadow's
Degree/Certifications: B.S. degree; M.S. degree in Administration of Justice-Mt. State University
Professional Experience: 18 years

Automotive Technician

Royce McGinty (FT)
Degree/Certifications: AOS degree in Automotive Technology-Universal Technical Institute
Professional Experience: 14 years

Victor Ambriz (FT)
Degree/Certifications: AOS degree in Automotive Technology-Universal Technical Institute
Professional Experience: 14 years

Jose Lopez (PT)
Degree/Certifications: AOS degree in Automotive Technology-Universal Technical Institute
Professional Experience: 7 years

Nichol Cruz (PT)
Degree/Certifications: AOS degree in Automotive Technology-Universal Technical Institute
Professional Experience: 8 years

UEI COLLEGE

Gardena Campus Faculty / Staff List
Campus President: **Raphael Glover**

Admissions
Director of Admissions: **Katherine Azzaraga**

Career Services
Director of Career Service: **Aracely Caballero**

Financial Services
Director of Financial Services: **Nancy Rivera**

Education
Director of Education: **Monica Delgadillo**

Registrar
Assistant Registrar: **Sara Rodriguez**

Operations Administrator:
Louis Torres

Faculty

Automotive Technician
Edik Galstjan
ITT Technical Institute: Associates in Electronics Engineering
Professional Experience: 36 years

George Sims
Professional Experience: 22 years

Bobby Morales
UEI College: Automotive Technician Diploma
Professional Experience: 4 years

Dominic Barrett
UEI College: Automotive Technician Diploma
Professional Experience: 8 years

Charles Dotson
UEI College: Automotive Technician Diploma
Professional Experience: 3 years

Business Office Administration
Douglas Mejia
University of California, Berkley: Bachelor of Arts in Legal Studies
Professional Experience: 22 years

Criminal Justice
Veronica Braxton
University of Phoenix: Masters degree in Criminal Justice
Professional Experience: 19 years

John Idio
California State University Long Beach: B.S degree in Criminal Justice
Professional Experience: 13 years

Dental Assistant
Patricia Melbourne, CDC
Certs: RDA
Professional Experience: 22 years

Monique Alderete Casillas
Orange Coast College: AA degree, Dental Assistant
Certs: RDA
Professional Experience: 4 Years

Dennis Garcia
Unciano College of Dentistry: Doctor of Dental Medicine
Professional experience: 27 years

Maria Unzueta
Certs: RDA
Professional Experience: 20 years

Heating, Ventilation Air Conditioning
Jaime Ramirez
East San Gabriel ROP: HVAC certificate
Certs: EPA Certified
Professional Experience: 19 years

Miny Zelaya
El Camino College: AS degree in Air Conditioning and Refrigeration
Professional Experience: 18 years

Joshua Johnson
Stillman College-BA degree in History
Professional Experience: 12 years

Medical Assistant
Daisy Ramirez
UEI College: Medical Assistant Diploma
Professional Experience: 8 years

Camille Garcia
Everest College: Medical Assistant Diploma
Professional Experience: 13 years

Yojana Morataya
Concorde Career College: Medical Assistant Diploma
Professional Experience: 5 years

Dr. Danilo Meza
University of San Carlos of Guatemala: Physician and Surgeon Licentiate
Professional Experience: 35 years

Brandy Rios
Paramount Adult School: Certified Medical Assistant
Professional Experience: 5 years

Taryn Bealey
UEI College: Medical Assistant Diploma
Professional Experience: 5 years

Marcia Lane
Harbor Occupational Center: Certificate in Medical Assisting
Professional Experience: 32 years

Ebonie Bennett
UEI College: Medical Assisting Diploma
Professional Experience: 7 years

Medical Billing and Insurance Coding
Seminolia Lamar
Professional Experience: 50 Years

Maria Gonzalez
UEI College: Medical Billing and Coding Diploma
Professional Experience: 14 years

Pharmacy Technician Program
Leticia Palacios
UEI College: Pharmacy Technician Diploma
Professional Experience: 4 years

Amber Dufresne
UEI College: Pharmacy Technician Diploma
Professional Experience: 4 years

Christine Hicks
American Career College: Pharmacy Technician Diploma
Professional Experience: 11 years

Welding
Leonard Terrazas
Rio Hondo College: AS degree in Welding Technology
Professional Experience: 22 Years

Fernie Tafoya
Cerritos College: Associate degree in Arch Welding and Blue Print
Professional Experience: 8 years

Joseph Brady
The Ocean Corporation: Welding Diploma
Professional Experience: 17 years

Rayce Chapa
Fullerton College: Welding Certificate
Professional Experience: 4 years

Electrician Technician
Randy Fea
Tucson College: Electrical Technician Diploma
Professional Experience: 13 years

Samuel Sutherland
LACE JATC: Electrician
Professional Experience: 8 years

Jorge Vera
Professional Experience: 27 Years

Justin Novack
Associated Builders and Contractors: Electrical Technician
Professional Experience: 18 Years

Roberto Martinez
College in Electrical Engineering Technology/Long Beach City College
Professional Experience 22 years

Brandon Elias
Summit College Electrical Certification
Professional Experience: 4 years

UEI COLLEGE

Gardena Campus Online Faculty / Staff List
Campus President: **Raphael Glover**

Admissions
Director of Admissions: **open**

Career Services
Online Director of Career Service: **Michelle Craft**

Financial Services
Online Associate Director of Student Finance: **Aaron Maples**

Education
Online Director of Education: **Valentin Galvan**

Registrar
Online Registrar: **Francyne Huls**

Faculty

Business Office Administration Online

Madelyn Behnke
DeVry University: Bachelors in Business Administration
North-West College: Medical Assistant Certificate
Professional Experience: 26 years

Brenda Price
DeVry University: Master of Business Administration
Professional Experience: 14 years

General Education Online Instructor (H S A)

Alice Henry
MA, Psychology, Los Angeles Pacific University
MA, Leadership & Development, Los Angeles Pacific University
BA, Human Development, Azusa Pacific University
Professional Experience: 10 years

Cynthia Mushett
MA in English Language & Literature University of Virginia, Charlottesville, VA
BA in English Literature Christopher Newport University, Newport News, VA
Professional Experience:: 17 years

Fawzia Seupersad
Doctor of Health Science – PhD-ABD Keiser University, Fort Lauderdale, FL
Master of Business Administration – MBA University of Phoenix, Palm Beach Garden, FL
Organizational Management - BS   Palm Beach Atlantic University, West Palm Beach, FL

Health Services Administration

Silvia Klee
Bachelor in Health Information Management
Institution: Keiser University
Professional Experience:: 9 years

Medical Billing and Insurance Coding Online

Madelyn Behnke
DeVry University: Bachelors in Business Administration
North-West College: Medical Assistant Certificate
Professional Experience: 26 years

Tracie Walker
University of Phoenix: Bachelors in Health Administration
Professional Experience: 14 years

Melinda Arnold
University of Phoenix: Bachelors in Health Administrator
Charter College: Associate Medical Billing and Coding
Professional Experience: 24 years

Cynthia Bennett
Wilmington University: Master of Business in Administration
Peirce College: Bachelor of Science in Business Administration
Peirce College: Associate of Science in Medical Practice Management
Professional Experience: 24 years

Tanya Dundas
MEd, University of Arizona
BA, Healthcare Administration
Certs., AAPC, AHIMA
Professional Experience: 20 years

UEI COLLEGE

Huntington Park Campus Faculty / Staff List
Campus President/Executive Director: **John Esprio**

Admissions
Director of Admissions: **Yvonne Zepeda**
Associate Director of Admissions: **Claudia Santizo**

Operations Administrator
Betty Alvarez

Education
Director of Education: **Laura Barrientos**
Associate Director of Student Affairs: **Brendalyth Alvarez**
Associate Director of Education : **Karina Hernandez**
Dental Assistant Program Chair: **Dominikie Watley**

Career Services
Director of Career Services: **Marco Guerrero**

Registrar
Senior Registrar: **Karla Martinez**

Student Finance;
Associate Director of Student Finance: **Melinda Valencia**

Faculty

Business Office Administration
Yesenia Florez
Degree/Certifications: Master degree in Industrial Organizational Psychology-Touro University
Degree/Certifications: Bachelor degree in Science Psychology-Cal State Dominguez Hills
Professional Experience: 24 years

Criminal Justice
Thomas Wade
Degree/Certifications: MBA, Master degree in Public Administration Management-UOP
Professional Experience: 38 years

Dental Assistant
Eduardo Medina
Degree/Certifications: Dental Assistant Diploma-United Education Institute
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Radiology License, CPR
Professional Experience: 12 years
Miriam Ramirez
Degree/Certifications: Dental Assistant Diploma-Bryman College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, X-Ray License, CPR
Professional Experience: 25 years
Noemi Hernandez
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Radiology License, CPR
Professional Experience: 23 years
Kayla Carter
Degree/Certification: Dental Assistant Diploma– Everest College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, CPR, Radiology, X-Ray License
Professional Experience: 10 years.
Deborah Cornejo
Degree/Certification: Dental Assistant Diploma-Hacienda La Puente Adult Education
Certs: RDA, Coronal Polish, Pit & Fissure Sealant.
Professional Experience: 27 years
Anthony Urrea
Degree/Certification: Dental Assistant Diploma-UEI College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Extended Functions, CPR
Professional Experience: 12 years
Dominikie Watley
Degree/Certification: Dental Assistant Diploma-UEI College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Extended Functions, CPR
Professional Experience: 11 years
Laura Urrea
Degree/Certification: Dental Assistant Diploma-UEI College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Extended Functions, CPR
Professional Experience: 23 years

Medical Assistant
Andrea De La Cueva
Degree/Certifications: Medical Assistant Diploma-Bryman College
Certs: CPR
Professional Experience: 29 years
Antonia Mendez
Degree/Certifications: Medical Assistant Diploma-Everest College
Certs: CPR
Professional Experience: 10 years
Esmeralda Nario
Degree/Certifications: Medical Assistant Diploma-Everest College
Certs: CPR
Professional Experience: 10 years
Rose Portillo
Degree/Certifications: Medical Assistant Diploma-American Career College
Certs: CPR
Professional Experience: 21 years
Brenda Cabrera
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 7 years
Flor Valentin
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPT, CPR
Professional Experience: 9 years
America Amador
Degree/Certifications: Medical Assistant Diploma-Bryman College
Certs: CPR, CCMA-AC, CPT
Professional Experience: 30 years
Yvonne Diaz
Degree/Certifications: Medical Assistant Diploma-Bryman College
Certs: CPR, CPT
Professional Experience: 24 years
Kimberly Vargas Aparicio
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, CPT
Professional Experience: 5 years

Medical Office Specialist
Marco Gomez
Degree/Certifications: Medical Assistant Diploma-Everest College
Certs: NCMA, CPR
Professional Experience: 15 years

Rose Portillo
Degree/Certifications: Medical Assistant Diploma-American Career College
Certs: CPR
Professional Experience: 12 years

Heating, Ventilation and Air Conditioning
Jose Zalapa
Degree/Certifications: HVAC Technician-LA Trade Technical College
Certs: EPA
Professional Experience: 10 years .
Karland Reed
Degree/Certifications: HVAC Technician Diploma-UEI College.
Certs: EPA
Professional Experience: 4 years .
Darren Jamison
Degree/Certifications: HVAC Technician-National Comfort Institute.
Degree/Certifications: Business-Cal Poly Pomona
Certs: EPA
Professional Experience: 24 years
Juan Carlos Valenzuela
Degree/Certifications: HVAC Technician-Gadsden State Community College
Certs: EPA
Professional Experience: 15 years
Armando Gomez
Degree/Certifications: HVAC Technician-LA Trade Technical College
Certs: EPA
Professional Experience: 25 years
Michael Lovasco
Degree/Certifications: HVAC Technician-Wyotech Career College
Certs: EPA, Journeyman Electrician License
Professional Experience: 22 years

Electrician Technician
Erick Castaneda
Degree/Certifications: Electrician Construction & Maintenance Certificate-LA Trade Technical College
Degree/Certifications: Mechanist Certificate-Cerritos College
Professional Experience: 14 years
Bryan Barrios
Degree/Certifications: Electrician Construction & Maintenance Certificate-LA Trade Technical College
Professional Experience: 5 years
David Williams
Degree/Certifications: Electrician Construction & Maintenance Certificate-Wyotech
Professional Experience: 8 years
Gilbert Medina
Degree/Certifications: Electrician Certification-LA Trade Technical College
Professional Experience: 13 years
Jose Castillo
Degree/Certifications: AA East LA College
Professional Experience: 11 years
Josue Espinoza
Degree/Certifications: Electrician Certification-LA Trade Technical College
Professional Experience: 5 years
Juan Carlos Rodriguez
Degree/Certifications: DCA Contractors State License
Professional Experience: 20 years

UEI COLLEGE

Oceanside Campus Faculty / Staff List

Campus Executive Director: Jaclyn Marquez

Admissions
Director of Admissions: **Monica Romero**

Collections Specialist : Erica Carmon

Operations Administrator : Abigail Ybarra

Registrar: Kari Granger

Student Financial Services
Director of Student Finance: **Vanessa Figueroa**

Education
Director of Education: **Jacklyn Kimpton**
Associate Director of Education: **Danny Villa**
Associate Director of Student Affairs**: Victoria Castillo Mercado**

Career Services
Director of Career Services: **Linda Berry**
Associate Director of Career Services**: Evelyn Barrios**

Automotive Technician

Joseph Piraino
Universal Technical Institute: AOS degree in Automotive/Diesel
Certs: ASE
Professional experience: 26 years

Hugo Chavez
Universal Technical Institute: Automotive Technologies
Certs: ASE A1-A8, EPA 609
Professional experience: 15 years

George Hammel
AMI Automotive Management Institute: Bachelor Degree
Certs: ASE
Professional experience: 45 years

Gabe Yohner
Professional experience: 26 years

Jose Mendoza
UEI College: Automotive Technician Diploma
Professional experience: 4 years

Jose Benitez
Professional experience: 10 years

Electrician Technician

Briona Charles
Professional experience: 6 years

Jose Rodriguez
Professional experience: 5 years

Chad Starr
Professional experience: 30 years

William Clevenger
Professional experience: 8 years

Nicholas Tillman
Professional experience: 10 years

Michael Aguilar
Professional experience: 17 years

Business Office Administration

Candace Trevino
Professional experience: 30 years

Criminal Justice

Daniel Rubalcava
Palomar College, San Marcos: Bachelors Degree in Criminal Justice
Professional Experience: 12 years

Ricardo Gibert
California Western School of Law: Juris Doctor Degree
Certs: Document Fraud Examiner/Instructor/ Emergency Management Specialist
Professional Experience: 19 years

Pharmacy Technician
Rito Yanez
Certs: California State Board of Pharmacy Technician
Professional experience: 5 years

Dental Assistant

Elfried Mikuljan
Mesa Community College: Billing and Coding Electronic Health Records
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, CPR, Radiology
Professional experience: 8 years

Alexis Horowitz
Certs: RDA, Coronal Polish, CPR
Professional experience: 22 years

Dental Assistant (continue)

Prisma Quintero
UEI College: Dental Assisting
Certs: RDA, CPR
Professional experience: 8 years

Tracy Garcia
UEI College: Dental Assisting
Certs: RDA, CPR
Processional experience: 12 years

Cheryl Bates
Certs: RDA, CPR
Professional experience: 22 years

Jessica Cordero
Certs: RDA, CPR
Professional experience: 9 years

Medical Assistant
Victoria Castillo Mercado
National University: Masters in Public Health
Certs: CPR, BLS
Professional experience: 12 years

Lisa McCoy
Certs: CMA, CPR/BLS/AHA
Professional experience: 21 years

Alma Carrillo
Kaplan College: Medical Assistant
Certs: CNA, Phlebotomy, CPR
Professional experience: 7 years

Jomar Jean
Copper Mountain Community College: Associates degree in Liberal Arts
U.S. Navy: Hospital Corpsman "A" School
Certs: CPR, BLS, AHA
Professional experience: 6 years

Heating Ventilation and Air Conditioning

Justin Debondt
Universal Technical Institute: A.S. degree in HVAC
Certs: EPA Universal, 609, 410A, Hydrocarbon Refrigerant
Professional experience: 11 years

Adrian Chavez
Palomar College: HVAC Certification
Certs: EPA Universal
Professional experience: 16 years

Michael Garcia
Certs: EPA Universal
Professional experience: 7 years

Katie Davis
Certs: EPA Universal
Professional experience: 8 years

Medical Office Specialist

Lisa McCoy
Certs: Medical Assistant, CPR
Professional experience: 21 years

UEI COLLEGE

Ontario Campus Faculty / Staff List

Campus President: **Dr. Christopher Finn**

Admissions
Director of Admissions: **Christopher Lopez**

Operations Administrator: Claudia Viramontes

Career Services
Director of Career Services: **Nicole Pinillos**

Student Financial Services
Director of Student Finance: **Liliana Hoang**

Education
Director of Education: **Virginia Hughes**
Associate Director of Student Affairs: **Sasha Bracamonte**
Associate Director of Education: OPEN

Registrar
Senior Registrar: **Berenisa Rosas**

Faculty

Business Office Administration

Kathy Carvallo
University of Phoenix: MBA
Professional Experience: 13 years

Patricia Galvez
University of Phoenix: MBA
Professional Experience: 12 years

Christina Garcia
Platt College: B.A. degree in Visual Communication
Professional Experience: 17 years

Criminal Justice

Rolland Joiner
National University: MBA Teaching
Professional Experience: 22 years

Carlos Vasquez
UCR: A.A degree in Liberal Studies, B.S. degree in Sociology
Professional Experience: 25 years

Dental Assistant

Sandra Chalupa (Dental CDC)
UEI College: Dental Assistant Diploma
Certs: RDA, Coronal Polishing, X-Ray license, Pit & Fissure Sealant, BLS Instructor
Professional Experience: 21 years

Emilinda Pascua
University of E. Manila, Philippines: Dr. of Dental Medicine
Certs: RDA, Coronal Polishing, X-Ray license, Pit & Fissure Sealant, BLS Instructor
Professional Experience: 30 years

Sabrina Gutierrez
American Career College: Dental Assistant Diploma
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 10 years

Evelyn Camarena
UEI College: Dental Assistant Diploma
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 9 years

Susana Rubio
UEI College: Dental Assistant Diploma
Certs: RDAEF, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 23 years

Heating, Ventilation and Air Conditioning

Joseph Cook (HVC CDC)
UEI College: HVAC Diploma
Professional Experience: 9 years

Thomas Booth
UEI College: HVAC Diploma
Certs: EPA 410A
Professional Experience: 6 years

Alexander Carbajal
UEI College HVAC Diploma
Certs: EPA 410A
Professional Experience: 4 years

Juan Sierra
UTI College: AAS in HVAC
Certs: EPA Universal Refrigerant Transition and Recovery
Professional Experience: 30 years

Shawn Van Den Houten
UEI College: HVAC Diploma
Certs: EPA Universal, Refrigerant Transition and Recovery
Professional Experience: 7 years

Jacque Jones
UEI College: HVAC Diploma
Certs: EPA, 410A, ASE
Professional Experience: 5 years

Medical Assistant

Jessica Alverson
Wagner Training Institute: Medical Assistant Diploma
Certs: CCMA, BLS Instructor
Professional Experience: 22 years

Cynthia Cooke
Everest College: Medical Assistant Diploma
Bryman College: CSI
Professional Experience: 13 years

Claudia Gutierrez
Baldy View Regional Occupational Program: Medical Assistant Certificate
Professional Experience: 12 years

Martha Landeros
UEI College: Medical Assistant Diploma
Professional Experience: 10 years

Alexis Ramos
Everest College: Medical Assistant Diploma
Professional Experience: 12 years

Flora Carrillo
Mission Career College: Medical Assistant Diploma
Professional Experience: 20 years

Medical Office Specialist

Claudia Gutierrez
Baldy View Regional Occupational Program: Medical Assistant Certificate
Professional Experience: 12 years

Ana Martinez
Bryman College: Medical Assistant Certificate
Certs: BLS Instructor
Professional Experience: 13 years

Electrical Technician

Jaime Plascencia
Intercourse College: Electrician
Certs: BLS Instructor
Professional Experience: 5 years

James Cassabon
Chaffey Community College: Industrial Electrician
Certs: BLS Instructor , state certified journeyman electrician
Professional Experience: 9 years

Michael Duggan
Certs: BLS Instructor , C-10 Electrical Contractor License
Professional Experience: 18 years

David Gomez
Los Angeles Trade-Technical College: Industrial Electrician
Certs: BLS Instructor , state certified journeyman electrician
Professional Experience: 37 years

Tyler Brown
Paloma Community College District– Electrician
Certs: BLS Instructor , state certified journeyman electrician
Professional Experience: 14 years

Shawn Bowie
Certs: BLS Instructor , state certified journeyman electrician
Professional Experience: 15 years

UEI COLLEGE

Reseda Campus Faculty / Staff List
Senior Campus President: **Jackie Azizyan**

Admissions
Director of Admissions: **Marie Guerrero**

Collections Specialist: Lusine "Lucy" Abasyan

Operations Administration: Rebecca Simon

Career Services
Director of Career Services: **Ricardo Grizzelle**

Education
Director of Education: **Crystal Ramirez**
Associate Director of Education: **Fernando Rosales**

Sr. Registrar: Flor Alvarenga

Student Financial Services
Director of Finance: **Israel Valero**

Faculty

Business Office Administration
Oscar Hernandez, Master Instructor (Part- Time)
Degree/Certifications: M.A. degree in Public Administration-CSUN
Professional Experience: 19 years

Dental Assistant
Delma Rubalcava, Campus Department Chair (Full– Time)
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control, Dental Practice Act, 30 Hours Methodology
Professional Experience: 32 years

Shema Villanueva (Part- Time)
Degree/Certifications: Dental Assistant Diploma-Concorde Career Institute
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control, Dental Practice Act
Professional Experience: 21 years

Ana Giron (Full- Time)
Degree/Certifications: Dental Assistant Diploma-Bryman College
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control and Dental Practice Act
Professional Experience: 15 years

Amanda Prescott (Full- Time)
Degrees/Certifications: Dental Assistant Diploma-UEI College
Certs RDA, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control, Dental Practice Act, 30 Hours Methodology
Professional Experience: 4 years

Veronica Martinez (Full- Time)
Degrees/Certifications: Dental Assistant Diploma-Bryman College
Certs RDA, CPR, X-ray, Sealants, Coronal Polishing, HIPAA, Infection Control, Dental Practice Act,
Professional Experience: 15 years

Heating, Ventilation and Air Conditioning
Phillip Alano, Campus Department Chair (Full- Time)
Degree/Certifications: HVAC Diploma-UEI College
Certs: EPA 608
Professional Experience: 6 years

Joseph Boodanian (Full- Time)
Degree/Certifications: AS degree in Real Estate-Glendale Community College
Degree/Certifications: Technical Theatre Certificate-Los Angeles City College
Certs: EPA 608
Professional Experience: 15 years

Seyed Mahmoudi (Full– Time)
Degree/Certifications: AS Refrigeration and Air Conditioning Mechanics-LA Trade Technical College
Degree/Certifications: AS degree in Aviation Maintenance Technician-West LA College
Certs: EPA 608, 410-A
Professional Experience: 22 years

Edgardo Josue Heredia (Part– Time)
Degree/Certifications: HVAC Diploma-UEI College
Degree/Certifications: Electro Mechanics Certificate-Institute Tecnico Emiliani
Certs: EPA 608 (ESCO)
Professional Experience: 7 years

Dante Witcher (Full– Time)
Degree/Certifications: HVAC Diploma-UEI College
Certs: EPA 608 (ESCO)
Professional Experience: 4 years

Electrical Technician
Jose Del Castillo, Campus Department Chair (Full– Time)
Certs: California Department of Industrial Relations: Non-Residential Lighting Technician, CPR
Professional Experience: 48 years

Alex Sanchez (Full– Time)
Degree/Certifications: B.S. degree in Technical Management-Devry University
Professional Experience: 24 years

Fidencio Leal (Full– Time)
Professional Experience: 12 years

Jerome Moss (Full– Time)
Professional Experience: 10 years

Patrick Gaston (Full– Time)
Degree/Certifications: Electrician Certificate-Electrical Training Institute
Certs: General Electrician
Professional Experience: 7 years

Narek Abrahamian (Part– Time)
Certs: C10 License
Professional Experience: 7 years

Artak Hakobyan (Part– Time)
Certs: C10 License
Professional Experience: 10 years

Sebastian Ruiz (Part– Time)
Certs: Electrician Trainee Card, OSHA 30
Professional Experience: 10 years

Shane Eagen (Part– Time)
Degree/Certifications: Electrical Construction and Maintenance, Los Angeles Trade Technical
Certs: California Electrician Certificate
Professional Experience: 24 years

Falah Alzehhawi (Part– Time)
Degree/Certifications: Master of Science in Power Systems Engineering, Amity University
Professional Experience: 19 years

Medical Billing and Insurance Coding
Jessica Godoy (Full- Time)
Degree/Certifications: Medical Billing & Coding Certificate–Southern California Health Institute.
Certs: BLS, HIPPA, OSHA, AAPC
Professional Experience: 3 years

Pharmacy Technician
Sandra Posluszny (Full– Time)
Degree/Certifications: Pharmacy Technician Diploma-Career Colleges of America
Certs: CA Pharmacy Technician License, HIPPA, CPR
Professional Experience: 13 years

Medical Assistant
Pablo Dominguez (Full- Time)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: HIPAA, CPR, OSHA
Professional Experience: 5 years

Julianne Arnold (Full- Time)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPT-1, CPR, HIPAA
Professional Experience: 5 years

Cindy Jolon (Full- Time)
Degree/Certifications: Medical Assistant Diploma-Concorde College
Certs: HIPAA
Professional Experience: 5 years

Cinthia Collado (Full- Time)
Degree/ Certifications: Medical Assistant Diploma-National Career College
Certs: CPR
Professional Experience: 5 years

Riverside Campus Faculty / Staff List
Campus President: **Kevin Quirk**

Admissions
Director of Admissions: **Enrique Alvarez**

Operations Administrator: Keila Villasaldo

Career Services
Director of Career Services: **Hilda Velarde**

Student Financial Services
Director of Student Finance: **Johanna Delgado**

Education
Director of Education : **Stephanie Navarro**
Associate Director of Education: **Brenda Helguera**
Associate Director of Student Affairs: **Ruth Renteria**

Registrars
Registrar: **Melissa Steele**

FACULTY

Business Office Administration

Charles Barton
Northern Arizona University: B.A. degree in Criminal Justice with Minor in Private Security
Certs: CPR
Professional Experience: 26 years

Dental Assistant

Laura Daugherty
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant
Professional Experience: 21 years

Lisa Whitehead
Nova Institute of Health Technology: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 10 years

Melissa Stegehuis
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 5 years

Kathleen Gonzales (Campus Department Chair)
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 26 years

Regina Garcia
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant
Professional Experience: 16 years

Sanda Popescu
UCC Long Beach: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant
Professional Experience: 25 years

David Sanchez
Everest College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 17 years

Electrician Technician

Valentin Aguilar
ITT Technical Institute: A.S. (Computer & Electronic Engineering Technology), B.S. degree (Electronics & communication Technology)
Professional Experience: 10 years

David Bowser
US Navy Master Training: Electrical Training Program
Certs: Certified General Electrician
Professional Experience: 21 years

Frank Cano
Summit College: Electrical Technician
Professional Experience: 5 years

Martin Coronado
Certs: Certified General Electrician
Professional Experience: 12 years

Paul Garcia
Inter Coast College: Electrical Training Program
Certs: Certified General Electrician, Journeyman
Professional Experience: 26 years

James Kelly
UEI College: Electrical Technician
Professional Experience: 5 years

Juan Mateo
Jade Learning: Commercial and Industrial Wiring
Professional Experience: 14 years

Larry Perez
Certs: Certified General Electrician, Journeyman
Professional Experience: 20 years

Curtis Peters
Certs: Certified General Electrician, Journeyman
Professional Experience: 26 years

Daniel Tillman
Certs: Certified Electrician
Professional Experience: 20 years

Adrian Valdivia
Certs: Certified Electrician
Professional Experience: 20 years

Allen Vasquez
Certs: Certified Master POC, IBEW
Professional Experience: 7 years

Medical Billing and Insurance Coding

Jessica Hernandez
American Career College: Medical Billing and Coding Diploma
Professional Experience: 3 years

Lydia Anderson
Coding Source Inc.: AAPC Certification Program
Professional Experience: 21 years

Heating, Ventilation and Air Conditioning

Marcell Bernal
Universal Technician Institute: HVAC and Refrigeration
Certs: EPA
Professional Experience: 33 years

Emmanuel Contreras
Riverside Community College: Associates HVAC/R
Certs: EPA
Professional Experience: 5 years

Joe Del Real
Brownson Technical School: HVAC and Refrigeration
Certs: EPA /API Work Safety Key
Professional Experience: 18 years

Noe Helguera
Certs: EPA
Professional Experience: 8 years

Brian Jackson
SJVC: A.S. Heating Ventilation and Air Conditioning
Professional Experience: 3 years

Terrance Meyer
North American Training Center: HVAC
Certs: EPA
Professional Experience: 13 years

Alexis Mendez
UEI College: HVAC and Refrigeration Diploma
Certs: EPA
Professional Experience: 3 years

Armando Ramirez
Riverside Community College: HVAC and Refrigeration Diploma
Certs: EPA
Professional Experience: 5 years

Richardo Rocha
Mayfield College: HVAC and Refrigeration Diploma
Certs: EPA
Professional Experience: 6 years

Medical Assistant

Steve Dovalina
Bryman College: Medical Assistant Diploma
Professional Experience: 3 years

Connie Gonzalez
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 11 years

Fidel Gonzales
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 3 years

Rosaura Madrigal
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 7 years

Natalia Mendez
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 4 years

Mariel Mendez
Concorde Career Institute: Medical Assistant Diploma
Certs: NCMA, EKG, CP
Professional Experience: 19 years

Matthew Padilla
Modern Technology College: Medical Assistant Diploma
Certs: X-Ray, CPR
Professional Experience: 6 years

Marco Prado
Modern Technology School of X-Ray: Medical Assistant Diploma
Professional Experience: 4 years

Susan Rambert
American Career College: Medical Assistant Diploma
Certs: CCMA, CPT-1, CPR, Phlebotomy
Professional Experience: 24 years

Pharmacy Technician

Jessica Jones
Certs: PTCB
Professional Experience: 19 years

Geresha Jacks
Certs: PTCB
Professional Experience: 7 years

UEI COLLEGE

Sacramento Campus Faculty / Staff List

Campus President: **Jim York**

Director of Admissions-Andre Coffman

Director of Student Finance- Jenn Lo

Registrar- Clarissa Alvarado

Associate Director of Career Service- Michael Nguyen

Operations Administrator- Liana Ortiz

Director of Education- Celina Fimbres

Associate Director of Education- Jamie Gums

Associate Director of Student Affairs- Carlos Holguin

Faculty

Automotive

James Curl (FT)
Certs: ASE Auto Certified
Professional Experience: 21 years

Richard Turnier (PT)
Certs: ASE Master Technician, ASE Advanced Specialist, California Smog Inspector/Repair
Professional Experience: 26 years

Clayton Basinger (PT)
Degree/Certifications**:** UEI College- AT Certificate
Professional Experience: 13 years

Brandon Morgan (PT)
Professional Experience: 9 Years

Dental Assistant

Christine Abisia (FT)
Certs: RDA, Pit & Fissure, Coronal Polishing
Professional Experience: 17 years

Sally McCarrel (FT)
Certs: RDA, Pit & Fissure, X-Ray License/Coronal Polishing
Professional Experience: 40 years

Erly Gaiser (PT)
Certs: RDA
Professional Experience: 16 years

April Morris (FT)
Degree/Certifications: Purdue Global University-B.S degree in Business Administration.
Degree/Certification: Lincoln Tech Academy-Dental Assistant
Certs: RDA, CPR, Coronal Polishing, Pit & Fissure Sealant.
Professional Experience: 25 Years

Whitney Winston (FT)
Degree/Certifications: Carrington College-Dental Assistant
Professional Experience: 9 Years

Heating Ventilation and Air Condition

Benjamin Maestretti (FT)
Certs: EPA (Universal)
Professional Experience: 5 years

Ramon Hernandez (FT)
Cert: EPA (Universal)
Professional Experience: 16 Years

Josh Tyson (FT)
Cert: EPA (Type II)
Professional Experience: 9 Years

Adrian Askew (FT)
Cert: EPA (Type II)
Professional Experience: 6 Years

Medical Assistant

Amy Cardenas (FT)
Degree/Certifications: Carrington College-Medical Assisting Certificate
Professional Experience: 10 years

Nicole Henry (PT)
Degree/Certifications: Anthem College- Medical Assisting Certificate
Professional Experience: 6 years

Anese Warfield (FT)
Degree/Certifications: Carrington College-Medical Assistant
Professional Experience: 7 years

Vianna Ocampo (PT)
Degree/Certifications: Carrington College- Medical Assistant
Professional Experience: 12 years

Mary Marie Mendonsa (FT)
Degree/Certifications: Carrington College-Medical Assisting
Professional Experience: 9 years

Shelbi Ingham (PT)
Degree/Certifications: UEI College - Medical Assistant Certificate
Professional Experience: 4 Years

Ashley Bishop (FT)
Professional Experience: 7 Years

Annette Bonilla (PT)
Degree/Certifications: Institute for Business and Technology- Medical Assistant Certificate
Professional Experience: 8 years

Tonia Sood (PT)
Professional Experience: 12 years

Angel Washington (FT)
Professional Experience: 17 years

Medical Billing and Insurance Coding

Amanda Yochum (PT)
Degree/Certifications: Heald College- MBIC Degree
Professional Experience: 12 years

Troy Bell (PT)
Degree/Certifications: High Tech Institute-Associates of Science MBIC
Professional Experience: 17 years

Heather Camron (PT)
Degree/Certifications: Carrington College-Medical Billing and Coding
Professional Experience: 8 Years

Maribel Caldwell (PT)
Professional Experience: 16 years

Electrical Technician

Charles Felden (PT)
Degree/Certification: National Career Education- Electrical
Professional Experience: 5 years

Jose Jimenez (PT)
Degree/Certifications: Wyotech Electrical Program- Apprentice Standards Electrician Certification
Professional Experience: 4 years

Bob Boling (FT)
Degree/Certifications: Los Angeles Trade Technical College- Electrical Construction and Maintenance
Certs: General Electrician Journeyman
Professional Experience: 15 years

Elliott Woods (FT)
Degree/Certifications: WyoTech-Electrician Diploma
Professional Experience: 10 years

Harold Prinkleton (FT)
Professional Experience: 9 Years

Todd Purdy (PT)
Professional Experience: 36 Years

William West (FT)
Professional Experience: 23 years

Brian Hite (PT)
Professional Experience: 24 years

UEI COLLEGE

Stockton Campus Faculty / Staff List
Campus President/Executive Director: Robert Bayles

Admissions
Director of Admissions: **Regulo Miranda Jr.**
Associate Director of Admissions: **Lynda Mims**

Career Services
Director Of Career Services: **Clarissa Aguilar**

Operations Administrator: Lisa Segale

Education
Director of Education: **Kathy Escobedo**
Associate Director of Education: **Mona Concepcion**
Associate Director of Student Affairs: **Alexis Marquez Esmeralda**

Registrar- Roxanna Padilla

Student Financial Services
Director of Student Finance: **Diane Mullins**

Faculty

Business Office Administration

Aisha Abercrombie
Degree/Certifications: Medical Assistant Diploma-Chabot College
Degree/Certifications: AA degree in Business-San Joaquin Delta College
Certs: CPR
Professional Experience: 15 years

Dental Assistant

Peggy Del Rosario– CDC
Degree/Certifications: Dental Assisting Diploma-Kaplan College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS instructor
Professional Experience: 20 years

Elizabeth Stockton
Degree/Certifications: AA San Joaquin Delta College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR
Professional Experience: 34 years

Jesus Pena
Degree/Certifications: Dental Assisting Diploma-Kaplan College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR
Professional Experience: 10 years

Kimberly Charis
Degree/Certifications: Dental Assisting Diploma-Kaplan College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant ,CPR, BLS instructor
Processional Experience: 15 years

Anjanett Kongkriangkai
Degree/Certifications: Dental Assisting Diploma-Carrington College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR
Processional Experience: 4 years

Vantharie Chhoyeng
Degree/Certifications: Dental Assisting Diploma-Brightwood College
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR
Processional Experience: 4 years

Laurel Willey
Certs: RDA, X-ray, Coronal Polish, Pit & Fissure Sealant, CPR
Processional Experience: 38 years

Heating, Ventilation and Air Conditioning

Jesse Maldonado
Degree/ Certifications: HVAC Diploma-UEI College
Certs: Universal EPA
Professional Experience: 4 years

Raymond Campigli
Certs: Universal EPA
Professional Experience: 4 years

Timothy Avants
Certs: Universal EPA
Professional Experience: 25 years

Laci Cervantes
Certs: Universal EPA
Professional Experience: 5 Years

James Cornish
Cert: HVAC technician, EPA universal– UEI college
Professional Experience: 18 years

Medical Assistant

Michelle George
Degree/Certifications: Certified Medical Assistant-Kaplan College
Certs: CPR, BLS instructor
Personal Experience: 8 years

Mohammad Atif
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, BLS instructor
Professional Experience: 4 years

Pamela Vargas
Degree/Certifications: N/A
Certs: CPR, BLS instructor, NCMA
Professional Experience: 4 years

Jessica Yeley
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, BLS instructor
Professional Experience: 5 years

Medical Assistant (cont'd)

Crystal Kosan
Degree/Certifications: Medical Assistant-Heald College
Certs: CPR, BLS instructor
Professional Experience: 18 years

Ashley Lopez
Degree/Certifications: Medical Assistant-Heald College
Certs: CPR, BLS instructor
Professional Experience: 7 years

Takeia Crane Watts
Degree/Certifications: Medical Assistant-
Certs: CPR, BLS instructor
Professional Experience: 20 years

Medical Office Specialist

Ashley Lopez
Degree/Certifications: Medical Assistant-Heald College
Certs: CPR, BLS instructor

Carina Vasquez
Degree/Certifications: Medical Assistant certificate
Certs: CPR, BLS instructor
Professional Experience: 9 years

Jessica Prasad
Degree/certifications: Medical Assistant certificate
Certs; CPR,
Professional Experience: 18+ years

Electrical Technician

Scott Mayo -CDC
Certs: Basic Electricity and Electronics-United States Navy, CPR, Heart Saver instructor
Professional Experience: 14 years

William Lohman
Certs: General Electrician , CPR, Heart Saver instructor
Professional Experience: 30 years

Eric Lengyel
Certs: Journeyman Electrician, CPR
Professional Experience: 15 years

Daniel Watts
Certs: General Electrician/Contractor, OSHA 10, CPR
Professional Experience: 15 years

Jesse Maldonado
Degree/ Certifications: HVAC Diploma-UEI College/ ET card
Certs: Universal EPA
Professional Experience: 4 years

Chad Hersom
Degree: Electrician/ CPR
Professional Experience: 6 years

Harry Kalua
Certifications: Electrician/ Heart saver
Professional experience: 3 years

David Garber
Certs: Electrician
Professional experience: 20+ years

UEI COLLEGE

West Covina Campus Faculty / Staff List
Campus President: **Ali Malik**

Admissions
Associate Director of Admissions: Rose Medina

Operations Administrator
 Samuel Aranda

Student Finance
Director of Student Finance: Claudia Perre-Seleznoff

Education
Director of Education: Iriane Tovar
Associate Director of Education: Cassandra Boyd
Associate Director of Student Affairs: Serj Gholian

Student Records
Registrar: Cristina Figueroa

Career Services
Director of Career Services: Guadalupe Ramirez

Faculty

Automotive Technician
Eddie Moreland
Chaffey College: A.S. Degree in Auto Technology
Certs: ASE, Master Automobile Technician: Engine Repair, Automatic Transmission/Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance, Light Vehicle Diesel Engines.
Maintenance and Light Repair Technician, Advanced Level Specialist
Professional Experience: 48 years

John Arrieta
Certs: ASE, Automotive Technician: Engine Repair, Manual Drive Train and Axles, Automatic Transmission /Transaxle, Suspension and Steering, Breaks.
Professional Experience: 30 years

Alfredo Delgado
Certs: ASE, Automobile Technician: Engine Repair, Brakes, Parts Specialist/Automobile Parts. Mazda Certified.
Professional Experience: 27 years

Larry Rojo, Instructor
Universal Technical Institute: Automotive Technology Diploma
Professional Experience: 12 years

Business Office Administration
Alberto Hernandez
Cal Poly Pomona: BS degree in Sociology
Citrus College: AS degree in Sociology, AS degree in Behavioral Sciences, AS degree in Liberal Arts
Professional Experience: 5 years

Javier Hernandez
University of Phoenix: BS degree in Business Management
Professional Experience: 15 years

Criminal Justice
Joby Anderson
Trinity Law School: Juris Doctor
The Master University: B.A. degree in Theology
Certs: Heart Saver Certified, American Heart Association
Professional Experience: 15 years

James Reed
Antioch University Los Angeles: B.S. degree Arts/Liberal Studies, Masters of Arts (Organizational Mgmt.)
Certs: Heart Saver Certified, American Heart Association
Professional Experience: 16 years

Dental Assistant
Claudia Povero (CDC)
Northwest College: Dental Assistant Diploma
Certs: RDA, CPR
Professional Experience: 40 years

Yolanda Puente-Benson
Los Angeles City College: AA degree
Certs: RDA, CPR
Professional Experience: 39 years

Julie Mata
Everest College: Dental Assistant Diploma
Certs: RDA, CPR
Professional Experience: 10 years

Arturo Melendrez
Rio Hondo Community College: Dental Assistant Diploma
Certs: RDA, CPR
Professional Experience: 9 years

Vazquez, Maria Toni
Bryman College: Dental Assistant Diploma
Certs: RDA, CPR
Professional Experience: 11 years

Heating, Ventilation and Air Conditioning
Armando Guerrero
Universal Technical Institute: AOS degree in Air Conditioning and Refrigeration Technology
Certs: EPA, R-410A
Professional Experience: 15 years

Nathan Arragon
UEI College: HVAC Diploma
Professional Experience: 6 years

Electrician Technician
Randy Fea– Campus Dept Chair-Trades
Certs: General Electrician, C10 - Electrical Contractor's License, CPR
Professional Experience: 17 years

Feliciano Sanchez
East LA Occupational Center: Electrical Trainee Program Certificate
Certs: Heart Saver
Professional Experience: 13 years

Marco Vazquez
Certs: General Electrician, C10 - Electrical Contractor's License
Professional Experience: 25 years

Electrician Technician (cont'd)
Sidney Gloria Singco
Cebu Institute of Technology: Electrical Engineering continuing, TESDA
Certs: Lineman Electric Power, Building Wiring, Line Man Third Class, Barangay Electronic Third Class
Professional Experience: 15 years

Diego Del Valle
UEI College: Electrical Technician Diploma
Certs: Electrical Certification Unit from Department of Industrial Relations
Certs: Heart Saver
Professional Experience: 3 years

Ramses Chavez
Northwest Lineman College: Electrical Line Worker Training Program Certificate
Coastal Carolina Community College: Electrician Technician Diploma; Electrical Wiring Fundamentals Diploma
Certs: Heart Saver
Professional Experience: 5 years

Roy Chavez
Southern California Institute of Technology: General Electrician Diploma
Certs: Heart Saver
Professional Experience: 12 years

Adrian Alcoser
Southern CA Institute of Technology: B.S. degree in Electrical Engineering
Certs: Heart Saver
Professional Experience: 7 years

Medical Assistant
Edith Castaneda
Everest College: Medical Assistant Diploma
Certs: CPR
Professional Experience:11 years

Jessica Cardiel
SJVC: Clinical Medical Assisting Diploma
Certs: CPR
Professional Experience: 7 years

Katirena L. Karalaios
Bryman College: Medical Assisting Diploma
Certs: CMA, CPR
Professional Experience: 15 years

Zamia Prado
North Vista ROP: Medical Assisting
Certs: CPR
Professional Experience: 11 years

Medical Billing and Insurance Coding
Gail Norwood
Bryman College: Medical Insurance Billing and Coding Diploma
Certs: CPR
Professional Experience: 20 years

Brenda Talley
UEI College: Medical Coding and Medical Billing Certificate
Certs: CPR
Professional Experience: 5 years

Pharmacy Technician
Eman Malek
University of Tanta: Bachelor degree in Pharmaceutical Science
State of Florida Department of Health Division of Medical Quality Assurance: Pharmacist
Certs: CPT
Professional Experience: 35 years

Insert C - Licensure, Certification, or Registration
Programs Preparing Graduates for Licensure, Certification, or Registration

UEI College programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the State of California, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

UEI College has not made any determination regarding the licensure, certification, or registration requirements for any state other than the state of California in which the institution is located.

Program	Program Requirements	State License & Certification Exam and/or Registration
Automotive Technician		Criminal Convictions and drug screening results may impact the ability to become employed in the field. Poor Driving Record, or No Driver's License
Business Office Administration		Not Applicable
Criminal Justice		• An employer screening process in the industry may include, but is not limited to: Background investigation Medical exam (including a stress test EKG and height to weight ratio [BMI]); urinalysis; blood test), Lie detector test (polygraph)/Voice Stress, Analysis, Physical fitness test Psychological exam, Written test, Face to face interviews Criminal history and Credit check
Dental Assistant	• Proof of Immunizations may be required. • Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship	• California law requires all RDA applicants to undergo a criminal background check. • RDA Applicants must report all convictions including infractions, misdemeanors, and felonies.

Electrician Technician	Registration with the State of California as an Electrician Trainee (ET).	Not Applicable
Heating, Ventilation & Air Conditioning		**Required:** United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work.
Health Services Administration – AAS Degree		Not Applicable
Medical Assistant	Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship.	Not Applicable
Medical Billing and Insurance Coding	Proof of Immunizations may be required.	Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.
Medical Office Specialist	Proof of Immunizations may be required.	Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.
Pharmacy Technician	All applicants must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during, and upon completion of the program	• **Required:** Graduates must register with the California Board of Pharmacy to work as a Pharmacy Technician.
Welding	Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.	Not Applicable

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Bakersfield:

Automotive (AUTO)	30:1
Electrician Technician (ET)	24:1*
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Medical Assistant (MA)	30:1**
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

*Note: *Classes with a ratio between 25:1 and 30:1 will require a lab assistant*
*Note: **Classes with a ratio between 20:1 and 30:1 will require a lab assistant*

Fresno:

Business Office Administration (BOA)	25:1
Criminal Justice (CJ)	25:1
Medical Assistant (MA)	27:1*
Medical Billing & Insurance Coding (MBIC)	25:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Pharmacy Technician (PT)	25:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1

*Note: *Classes with a ratio between 20:1 and 27:1 will require a lab assistant*

Gardena:

Automotive (AUTO)	30:1
Business Office Administration (BOA)	30:1
Criminal Justice (CJ)	30:1
Medical Assistant (MA)	25:1*
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Welding	24:1
Electrician Technician (ET)	24:1**
Medical Billing and Insurance Coding – 100% Online	30:1
Business Office Administration Diploma– 100% Online	30:1
Health Services Administration- AAS	30:1

*Note: *Classes with a ratio between 20:1 and 25:1 will require a lab assistant*
*Note: **Classes with a ration between 25:1 and 30:1 will require a lab assistant*

Riverside:

Business Office Administration (BOA)	30:1
Electrician Technician (ET)	24:1**
Medical Assistant (MA)	25:1*
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Pharmacy Technician (PT)	30:1
Heating, Ventilation and Air Conditioning (HVAC)	22:1

*Note: *Classes with a ratio between 20:1 and 25:1 will require a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

Sacramento:

Automotive (AUTO)	30:1
Electrician Technician (ET)	24:1**
Medical Assistant (MA)	25:1*
Medical Billing & Insurance Coding (MBIC)	24:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Heating, Ventilation and Air Conditioning (HVAC)	30:1

*Note: *Classes with a ratio between 20:1 and 25:1 will require a lab assistant*
*Note: **Classes with a ration between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Chula Vista

Program	Lecture	Lab
Automotive Technician (AT)	30:1	30:1
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	30:1	30:1
Electrician Technician	24:1	24:1**
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	25:1	25:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

Maximum Student/Teacher Program Ratios
Garden Grove

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab	
Automotive Technician (AT)	24:1	24:1	
Business Office Administration (BOA)	25:1	25:1	
Criminal Justice (CJ)	25:1	25:1	
Electrician Technician	24:1	24:1**	
Medical Assistant (MA)	25:1	25:1*	
Medical Billing & Insurance Coding (MBIC)	25:1	25:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1)
			Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios
Huntington Park

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Medical Assistant	25:1	25:1*
Criminal Justice	25:1	25:1
Dental Assistant	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Business Office Administration	25:1	25:1
Medical Office Specialist	25:1	25:1
Heating, Ventilation and Air Conditioning	25:1	25:1
Electrician Technician (ET)	24:1	24:1**

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Oceanside

Program	Lecture	Lab
Automotive Technician (AT)	30:1	30:1
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Electrician Technician (ET)	24:1	24:1**
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	25:1	25:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Pharmacy Technician (PT)	25:1	25:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1	30:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Ontario

Program	Lecture	Lab
Business Office Administration (BOA)	25: 1	25:1
Criminal Justice (CJ)	25: 1	25:1
Medical Assistant (MA)	25: 1	25:1*
Medical Office Specialist (MOS)	25: 1	25:1
Dental Assistant (DA)	14: 1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25: 1	25:1
Electrician Technician (ET)	24:1	24:1**

Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
NOTE: **Classes with a ration between 25:1 and 30:1 will utilize a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Reseda

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Business Office Administration (BOA)	25:1	25:1
Electrician Technician	24:1	24:1**
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1)
		Pre-Clinical /Clinical Instruction (6:1)
Pharmacy Technician (PT)	25:1	25:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Stockton

Program	Lecture	Lab
Business Office Administration (BOA)	30:1	30:1
Medical Assistant (MA)	25:1	25:1*
Medical Office Specialist (MOS)	30:1	30:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1
Electrician Technician (ET)	24:1	24:1**

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

Maximum Student/Teacher Program Ratios

West Covina

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Automotive (AT)	30:1	30:1
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Electrician Technician (ET)	24:1	24:1**
Medical Assistant (MA)	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Pharmacy Technician (PT)	25:1	25:1
Heating, Ventilation and Air Conditioning (HVAC)	30:1	30:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI COLLEGE

UEI College
2024 School Catalog Addendum

Amendment to the May 1, 2024 School Catalog

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **5/1/24**.

Back to School Scholarship ($2,000)
This scholarship is offered to students who dropped from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study to qualify. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who return to school and qualify for re-entry.

Back to School Scholarship $5,000 (Online Programs Only)
This scholarship is offered to students who dropped from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study to qualify. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who return to school and qualify for re-entry.