



AUMT INSTITUTE

Student Catalog – January 1, 2015 - Dec 31, 2015*

Campus Locations:

Ontario Campus (Main Campus)

Location: 601 Milliken Ave., Ste. K-130, Ontario, CA 91730
Telephone: 909-390-0150
Fax Number: 909-390-0148
Web Site: www.aumt.org
Contact: Samantha Torres (samantha@aumt.org)

Torrance Campus

Location: 20300 S. Vermont Ave., Ste. 105, Torrance, CA 90502
Telephone: 310-532-5133
Fax Number: 310-532-5062
Web Site: www.aumt.org
Contact: Raquel Manuel (raquel1@aumt.org)

Victorville Campus

Location: 12402 Industrial Blvd, Unit A1, Victorville, CA 92395
Telephone: 760-952-2121
Fax Number: 760-952-2280
Web Site: www.aumt.org
Contact: Ashley Plamer (ashley@aumt.org)

Temecula Campus

Location: 43300 Business Park Drive, Ste. 204, Temecula, CA 92590
Telephone: 951-695-5045
Fax Number: 951-695-6805
Web Site: www.aumt.org
Contact: Maggie Harris (maggie@aumt.org)

Hours of Operation

Monday through Thursday (9:00 AM to 6:00 PM)
Friday (9:00 AM to 2:00 PM)
Saturday (9:00 AM to 12:00 PM) (Appointment Only)

***This catalog and all its content are applicable from January 1, 2015 to December 15, 2015.** In the continued efforts to better serve its education purposes in a complex and changing world, AUMT Institute reserves the right to modify or to change any or all programs, policies and procedures described in this publication. AUMT will notify all students and BPPE of these changes and the date the changes take effect prior to the date these changes take effect. The policy of this institution is to update the official school catalog annually, in January of each year.

Approval Disclosure Statement	AUMT Institute is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Park 59, Division 10, Title 3 of the California Education Code.
Review of Documents Prior to Signing	As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Schools Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
Questions	Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, www.bppe.ca.gov , toll-free telephone: (888)-370-7589 or by fax (916) 263-1987.
Complaints	A Student or any member of the public may file a complaint about institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov .
Housing	This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.
Pending Litigation	AUMT Institute has never filed for 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 proceeding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec, 1101 et seq.)
Placement Services	<u>AUMT Institute does not provide any placement services of any kind at this time.</u>
Accreditation Status	This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
Academic Freedom	This institution is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. This institution encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Affirmative Action Statement

AUMT Institute is committed to providing educational programs to all eligible students regardless of race, creed, religion, national origin, sex, age, disability or medical condition, except under special circumstances where a disability would constitute either an occupational limitation or a limitation in participation in the program offered.

Family Educational Rights and Privacy Act

AUMT Institute complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena.

The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Equal Opportunity Act

AUMT Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

Administrative Prerogatives

AUMT Institute reserves the right at any time to make changes as necessary in regulations and fees and to cancel any course if registration does not justify continuance of the program. Any decision made in these areas would only be performed within the guidelines of federal, state and local agencies.

English as a Second Language

This institution does not provide ESL instruction.

**State of California
Student Tuition
Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

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About the Institute

Our Mission and Objectives

The mission of AUMT Institute, hereto forth referred to as the school, is to provide inexpensive, local career education programs designed to prepare students for employment in the allied health field. In support of this philosophy, the school continuously operates in accordance with the following objectives:

1. To provide up-to-date curricula and instruction which are responsive to employers' needs, student's interests, and state and national performance standards.
2. To provide the students opportunity to acquire the skills that will enhance their employment opportunities in the workplace such as developing and using technical craft, organizing and analyzing information, solving problems, acting professionally, using patient centered customer service, and developing and using interpersonal communications, self-discipline, and confidence.
3. To provide a faculty of mature and competent industry professionals who possess skills and enthusiasm for teaching and a concern for students and their educational progress.
4. To provide an academic atmosphere of structure and professionalism that will bring out the best effort of the student.
5. To use student assessment results to review and improve curricula, instructional practices, and school environment.
6. To ensure the opportunity for every student to develop their potential without regard to race, color, national origin, gender, sexual orientation, economic status, or disability.

Physical Facility and Equipment

All Campuses have classrooms, computer rooms, and administrative offices.

Entrances and exits are located so that the building can be cleared quickly and safely in the case of an emergency. Parking is available in a well-lit parking lot.

The maximum number of students per instructor in the classroom lecture setting ranges from 8-20. The maximum number of students per instructor in the laboratory setting is 8. The institution fully complies with requirements relating to fire safety, building safety, Occupational Safety and Health Administration, Centers for Disease Control, and the Department of Health and Human Services.

The school is equipped with all of the necessary apparatus and instruments for students' use in the lecture rooms and the laboratories. The classrooms are equipped with ample seating, desks, whiteboards, and visual aids. Instructors have access to televisions, VCRs, and computers with internet access for instructional needs.

No libraries are maintained on campus at this time.

Computers

Each campus has computers available to all students at any time during normal operation hours. Along with internet access, all computers contain practice exams in relevant subjects and references to on-line information that the students may want to use to enhance their education. Computers may not be available during certification testing. Check with receptionist for certification test dates and times.

Administration

Chief Executive Officer.....**Andy Song, MA**
Chief Financial Officer.....**Kyle Song, MBA**
Chief Academic Officer.....**Agnes Myungsoon Lee, RN**
Director of Registrar's Office.....**Lucy Erdene**
Clinical Coordinator.....**Raquel Manuel**

Academic/Faculty

Medical Assistant Director and Instructor,
Kay Song, RN

Phlebotomy Director and Instructor,
Agnes Myunsoon Lee, RN

Phlebotomy Instructors

Anthony Abello, CPTI
CPTI, *Kaiser Permanente*

Janet Friend, CMA, CAN, CPTI, MA
CPT1, *Diagnostic Laboratories*

Luis Martinez, MA, CPTI
CPT1, *LabCorp*

Tina Lunetta, CNA, CPTI, CDL
Medical Examiner, *Portamedic*

Holidays

There will be no class on these days 2015

Martin Luther King, Jr. Day	1-19
President's Day	2-16
Memorial Day	5-25
Independence Day	7-4
Labor Day	9-7
Thanksgiving Day	11-26 11-28
Winter Recess Begins	12-15

Tuition

Tuition Policy

Tuition and fees for all courses are listed in the "Schedule of Charges for Programs", available at the registration office. The program cost is the total charges to the student, which includes the application fee, tuition, STRF, books and supplies (when necessary). The application fee, STRF, books and supplies fees are non-refundable and are due when the "Enrollment Agreement" is signed. Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations of both parties are reflected in the "Enrollment Agreement".

Tuition is due and payable on the first day of class unless other arrangements have been made with the Business Office. Other costs that the student must take into consideration when calculating the total cost of the program include room and board, personal expenses, and transportation. All students are responsible for providing their own transportation for all programs associated with the classroom or clinical education.

Payment Plans

Payment plans are available to students. The total amount due is divided into equal installments for the period equal to the duration of the didactic program. All terms and obligations of both parties are reflected in the "Tuition Contract". Failure to meet any financial obligation while enrolled may result in dismissal of the student. Unless other arrangements have been made, all accounts must be current before national or state exams can be taken. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Title IV

AUMT Institute does not participate in any federal or state financial aid nor does it provide financial aid directly to its students at this time.

STUDENT'S RIGHT TO CANCEL

Cancellation

Students have the right to **cancel** their Enrollment Agreement through attendance at the first class session, or the seventh day after the signing of the Enrollment Agreement, whichever comes later. The student will receive a full return of all monies paid minus non-refundable fees.

Withdrawal

The student has the right to voluntarily or involuntarily **withdraw** from school at any time after the first class session or after the seventh day of signing the "Enrollment Agreement", whichever comes later.

Notice of withdrawal must be made in writing to the Registrar Office:
20300 S. Vermont Ave., Suite 105, Torrance, CA 90502 (310)532-5133

For the purpose of determining the amount a student owes for the time attended, the student shall be deemed to have withdrawn from classes when any of the following conditions apply:

- The student notifies the school of his/her withdrawal. The date of withdrawal for the purpose of this case is determined by the last date of recorded attendance.
- The school terminates the student's enrollment. The date of withdrawal for the purpose of this case is determined by the last date of recorded attendance.
- The student fails to attend classes for a three-week period. The date of withdrawal for the purpose of this case is determined by the last date of recorded attendance.
- The student fails to return from a leave of absence. The date of withdrawal in this case is determined as the last date of recorded attendance.

If the student voluntarily or involuntarily **withdraws** from school or the Student's enrollment is terminated by the School at any time after the start date of class or after the seventh day of signing this "Enrollment Agreement", whichever comes later, the Student understands that:

Refunds

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. Notice of withdrawal must be made in writing to the Registrar AND ONLY TO THE REGISTRAR. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250)

The institution shall issue a refund for unearned institutional charges if the student cancels and enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. The Student will be obligated to pay for all educational services rendered before withdrawal or termination

Loan Payments

If a student has obtained a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less any amount of refund.

The school's refund policy is also outlined in the "Enrollment Agreement".

The student will receive a "Notice of Refund" and a check for the amount of the refund, within 45 days after notifying, Registrar Office: 20300 S. Vermont Ave., Suite 105, Torrance, CA 90502 (310-532-5133).

Admissions

Admission Requirements

Applicants are required to have either a:

- High school diploma, or
- General Education Diploma (GED) certificate, or

Please see program descriptions for additional and specific prerequisites for each program.

English Language Proficiency

All courses are taught in English and accreditation tests are delivered in English. Students must be able to fluently speak, read, and write in English at a high school level.

English abilities will be determined through the school's admission interview and the student's acceptable completion of the enrollment papers. The admissions counselor may request further evidence of the student's English abilities through an English Proficiency Examination.

This school will accept a minimum score of 90 on the TOEFL (IBT), internet based TOEFL exam, as evidence of acceptable English abilities. The school must receive the official score report. The scores must be less than two years old.

TOEFL (IBT) Exams are given at specific dates in specific locations around Southern California. These dates and places can be found on the TOEFL website. The exam costs \$160.00 to \$175.00 depending on the location.

This school does not provide any English language services at this time.

Admission Procedures

The prospective student should make an appointment with an admissions representative of the school.

The admissions representative will assess the prospective student's qualifications and abilities for the program in which the student is interested. Alternative program opportunities can also be discussed at this time.

A physical tour of the facilities of the campus, including the lecture rooms, laboratories, computer laboratory, and other campus facilities can also be conducted.

The prospective student should be prepared to:

- submit a High School Diploma, or its equivalent, as specified in the "Admissions Requirements"
- complete an admissions form
- complete an enrollment agreement
- pay \$245 Application fee, STRF, course materials fees (due prior to the orientation session)

Applicants must set up all payment arrangements prior to admission.

Applicants must attend an orientation session prior to the first day of class.

Academic Credit

AUMT Institute has no agreements with any other institutions about the acceptance of earned credit from those institutions.

Experiential Credit

AUMT Institute will give credits for work experience required by the state for Advanced 40 Hour Phlebotomy and Advanced 20 Hour Phlebotomy classes only.

Students who wish to apply for credit of work experience for prerequisite requirements must provide proof of employment. A placement examination may be given to determine if the student has obtained the same level of knowledge that is expected of the students that attend the AUMT Institute classes.

Orientation

Orientation is a *mandatory* step in the admissions process. Students will not be allowed to attend classes until their orientation has been completed. During orientation, pertinent policies and procedures concerning the students, the institution, and the programs are discussed. Additional forms are completed and any questions related to the school's policies can be answered.

Satisfactory Academic Progress

Graduation Requirements

Students must meet all of the following requirements in order to qualify for a Diploma:

1. Achieve a cumulative grade point average of 2.3 or higher (75% or higher) *in each module*.
2. Achieve all "satisfactory" grades or higher on all externship assignments.
3. Attend at least 85% of the scheduled hours of the lectures.
4. Attend 100% of the scheduled externships.
5. Complete all designated requirements (tests, assignments, etc) of the program.
6. Satisfactorily complete the entire program within 1.5 times the normal program length.
7. Satisfactorily demonstrate (during their externship) the knowledge and skills required by the occupation for which the training is intended.
8. Satisfy all financial obligations to the school.

Didactic Grades

Students are required to pass each module within a course with a 2.3 GPA or above (letter grade of C or higher). A cumulative GPA of all modules of 2.3 is not satisfactory for graduation if one or more modules fall below a 2.3 GPA. A student who fails to achieve 2.3 GPA in any of the modules may be dismissed from the program.

At the midpoint of each module, students who are below a 2.3 will be evaluated by the instructor. The instructor will review the situation with the student and every possible solution to bring the student's GPA up before the end of the module will be discussed.

Course Repetition

When a student's fails to achieve a 2.3 GPA in any module, they will be placed on academic probation. They will set up an appointment and discuss the possibility of repeating the module with the Chief Academic Officer.

Attendance

Students are required to attend more than 85% of the scheduled sessions throughout the entire didactic program. Any student that does not meet the minimum attendance (85%) for a didactic program may be dismissed.

When a student falls below 95% attendance they will be given a verbal warning by their instructor. When a student falls below 90% attendance they will be placed on probation for the remainder of the didactic program. The student will be notified of their probation status and they will be required to meet with the Program Director.

Students may be allowed to repeat a module in which their attendance has fallen below 85%, provided the Program Director determines that the student can reasonably be expected to complete the program. Singular "missing days" cannot be repeated; the entire module must be repeated.

If the situation arises that is beyond the control of the student, and an absence from the school of more than 15% of any module is anticipated, the student is advised of their ability to take a Leave of Absence.

The school will assume that a student who is absent for 21 consecutive days (three calendar weeks) without notifying the school, has withdrawn from the program.

Tardiness

Tardiness is a disruption of the learning environment and is strongly discouraged. An accumulation of four tardy occurrences is counted as one absence. A student is considered to be tardy when arriving 15 minutes after the start time of the class, or leaving 15 or more minutes before the teacher has dismissed the class. Students not in class for at least 50% of the time will be considered absent for one day.

Missed Examinations/ Assignments

A student is expected to take all course examinations and complete all projects on the scheduled dates in order to demonstrate satisfactory academic progress.

If a student misses an examination for reasons beyond their control, a make-up examination will be arranged by their instructor. If a student does not take the make-up examination, they may be dismissed from the program.

If a student does not complete any assignment for reasons beyond their control, their instructor will set up a date for the completion of the assignment. If the student fails to complete this assignment by this agreed "date for completion", the student may be dismissed from the program.

Maximum Time frame

The student must satisfactorily complete the program within 1.5 times the normal length of the program in calendar weeks. A Leave of Absence is not included in the calculation of the length of study. If the student is not able to complete the program within the maximum timeframe, the student may be dismissed from the program. The student will be notified in writing and may petition the Chief Academic Officer for re-instatement. The student may be reinstated if the student takes corrective actions to ensure timely completion. Otherwise, the student will be dismissed.

Clinical Externship

All programs offered at the AUMT Institute include a clinical externship, in which the students obtain clinical experience in the field they have chosen. Clinical externship sites are assigned to each student by the program's clinical coordinator and each student must attend his/her assigned site.

The following is a list of requirements for clinical externship:

- Students will be required to be available during general clinic/office hours from 8:00 AM to 6:00 PM, Monday through Friday. Part-time externships will not be available. If a student cannot meet the clinical externship hours, they will be dropped from the program.
- Students will have to provide their own transportation to and from the externship sites at their own expense. The school will make every effort to provide a site within 30 miles of the student's residence.

Externship programs may also require the following at the student's expense:

- Complete a BLS/AED certification course
- Complete HIPAA training
- Obtain a negative Tb test or chest x-ray
- Obtain Rubeola, Rubella, and Varicella zoster titers
- Obtain at least the first of three Hepatitis B vaccinations prior to starting the externship

While on externship, students are required to follow all policies that the externship site has established for its employees. Although the externship portion of each program is an integral part of the class, a different set of satisfactory progress requirements may be necessary. This is due to the varying work environments and regulations that an externship site may require of its employees. When a student is dismissed from an externship site, the student will immediately be placed on probation and only be reassigned to a new externship site when the clinical coordinator is assured that any repeat of the actions leading to the dismissal will not occur again.

When a student is either disciplined or dismissed from an externship site for the second time, the student will be dismissed.

Conduct

Enrolled students agree to conduct themselves within the limits of acceptable behavior and appearance set forth by the school. The school also expects the behavior of the students to reflect favorably upon our institution when the students are participating in off-site activities, such as health fairs, field trips, and during the students' externships.

The following are considered to be some of the violations of student conduct policies that will result in the offending student's probation:

- Smoking in the classroom, restrooms, laboratories, or externship sites
- Eating, drinking, or chewing gum in the laboratories or externship sites
- The use of indecent or profane language
- Disruptive behavior during a lecture
- Disrespectful behavior to another student, administrator, or faculty member
- Handling any equipment without the supervision or permission of the instructor (Students are expected to handle all equipment only as instructed. Any damage resulting from negligence on the part of a student can result in the student being billed for the cost of broken equipment.)
- Not wearing uniforms according to the uniform regulations while in the classrooms or externship sites

The following are considered to be some of the serious violations of student conduct policies that will result in the offending student's immediate dismissal:

- Cheating in any form on academic work
- The possession or use of drugs, alcohol, or weapon on college property
- Intentional destruction or theft of any college property or the property of other students
- Failure to follow or willful disregard of safety regulations
- Disrespectful or abusive behavior toward any patient during externships

Probation

When a student has been placed on probation, the student will be notified in writing and is required to meet with the Chief Academic Officer. The goal of the meeting with the CAO is to discuss the reason for the action that led to the probation, decide how these actions can be corrected or eliminated, and a plan for the continuation of class. The student will be given notification that will include the date of action, the reason for the probation, the agreed upon requirements for the student's continuation in class and removal from probation, the deadline for petition of reinstatement, and the consequences if not reinstated. Any continued offenses while a student is on probation will result in the student's dismissal. If the student feels that the probation was given unfairly or is in error, the student should submit a petition, obtained from the registrar, before the stated deadline in the notification.

Dismissal

A student who does not meet the Satisfactory Academic Progress requirements, violates any provisions listed under Student Conduct, who fails to pay the tuition, or is not available for assigned externship site, will be dismissed. In the event of dismissal, the student will receive a written notice showing the date of action, the cause, and the deadline for a petition. If the student feels that the dismissal was unfair or in error, the student should submit a petition, obtained from the Registrar's Office, before the stated deadline. The Chief Academic Officer will review the petition for further consideration. If the petition is denied, the student may submit a second petition. The College officers will review the second petition.

When a student is dismissed from the school they will receive refunds in accordance with the refund policies noted in the refund section of this handbook.

Grading System

The school uses the numeric grade 4.0 scales to measure and indicate student progress. Occasionally, a letter grade may be used for indication only. The following chart outlines the conversion:

Percentage	Letter Grade
90-100%	A
80-89%	B
70-79%	C (minimum passing grade)
60-69%	D
0-59%	F

Other Policies

Student Records

The Registrar is responsible for the retention and management of all student academic records. Student academic records include paper and computer format. Student academic records include, but are not limited to:

Student's Application Form

- Academic Records including Attendance, Exam Scores, and Final Grade for each module
- Externship Attendance Policy
- Externship Information and Contract Agreement
- Student's Clinical Externship Responsibilities
- Monthly Externship Evaluations
- Monthly Externship Timesheets
- Documentation of any probation or dismissal procedures (if applicable)
- Prerequisite documentation (if applicable)
- Letter of Reference from the externship site (if applicable)

The Chief Financial Officer is responsible for the retention and management of all student financial records. All student financial records are in paper format.

Student financial records include, but are not limited to:

- Tuition contracts and enrollment agreements
- Student's Installment Worksheets (if applicable)
- Student billing forms
- Student receipts
- Correspondences concerning tuition payments

Retention of Records Academic and Financial Records will be stored and maintained separately. Financial records are maintained in the Chief Financial Officers' office. Academic records are maintained in the Registrar's Office.

All student transcripts are retained permanently. All other student records are maintained for a period of not less than five years after the student's date of graduation.

The records will be kept in lockable filing cabinets. The cabinet must be locked anytime the records keeper is not in attendance. All student records are stored at the Torrance Campus.

Leave of Absence

A leave of absence is approved only if the school can reasonably expect that the student will be able to come back to school at the end of the leave. Only one leave of absence, not exceeding 180 days, will be granted to a student. However, more than one leave of absence may be granted for limited, well-documented cases due to unforeseen circumstances as described below.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period, a student may be granted additional leave of absences as follows:

1. *One additional leave of absence*, if it does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. This type of leave of absence would be subsequent to the granting of the former leave of absence.
2. *One or more subsequent leave of absence*, in well documented circumstances for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3), enacted February 5, 1993. The circumstances that are covered under the FMLA, as applied to students, are as follows:
 - Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning from the date of birth of the child)
 - Placement of a son or daughter with the student or adoption or foster care (for 12 months beginning on the date of the placement)
 - Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition
 - A serious health condition that makes the student unable to function as a student

A leave of absence does not have to be for a single continuous period of time. It could include interruptions. A student may be granted a multiple-periods of leave of absence, for a single reason, but only if the student makes such request initially. This type of leave of absence will be treated as a single occurrence of leave of absence.

Students requesting a leave of absence must submit a signed "Leave of Absence" request form. If the student is unable to come to school, they can call the Registrar and request a leave of absence, verbally. In this case, a signed request form should be received by the school within 21 days from the last date of attendance. The "Leave of Absence" request form can be obtained at the Registrar's Office.

If a student fails to return from the leave of absence, the student would be dismissed from the school the following day of the scheduled return date.

AUMT Institute understands that unforeseeable circumstances and personal concerns do arise at times, and are often out of the control of the student. The school is committed to working with students to ensure that their schooling is minimally affected during such circumstances.

Re-admission

The student who has withdrawn or who has been dismissed by the school may submit a "Petition for Re-admission", which is available at the Registrar's office. The school will consider re-admission only if the student can document that the conditions that led to withdrawal or dismissal have been resolved, and if the school can reasonably expect that the student will make satisfactory progress.

Student Complaint Grievance Procedure

AUMT Institute strives to provide the best educational training possible for all students. If a conflict should arise, for any reason, between the school and the student, the student is encouraged to attempt a resolution of the problem with the parties involved. Complaints may be academic (grade disputes, academic dishonesty issues, and insufficient academic process disputes) or they may be non-academic (scheduling, fees, materials, and property).

If the student feels that his/her oral complaint was not resolved between the immediate parties involved, the student is encouraged to submit the complaint in writing to the Registrar, who will forward the complaint to the CAO for review and appropriate action. "Student Complaint Forms" may be obtained from the Registrar. The CAO will confer with the student, the instructor, and the program director to gather and analyze any appropriate information. From this information the CAO will make a decision on the grievance and take appropriate action if found necessary.

The school shall, within ten (10) calendar days of receiving the written complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be outlined in the written response.

If the student feels that the decision of the CAO is unsatisfactory, the student may file a formal complaint with the BPPE at the addresses below.

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

Mailing address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Sexual Harassment AUMT Institute adheres to all definitions and actions such as responses, reporting, and prevention of sexual harassment as outlined in the publication: U.S. Department of Education, Office of Civil Rights, *Sexual Harassment: It's Not Academic*, Washington, D., C., 2008. Copies of this pamphlet can be obtained from the receptionist's desk at each campus or can be obtained from <http://www.edpubs.gov/> (search "sexual harassment").

Sexual Harassment of students is illegal. The federal law, *Title IX of the education Amendments of 1972 (Title IX)*, prohibits discrimination on the basis of sex, including sexual harassment, in private educational institutions. *Title IX* protects male and female students from sexual harassment by any school employee, another student, or a non-employee third party.

Sexual harassment is conduct that is sexual in nature, unwelcome, and denies or limits a student's abilities to participate in or benefit from a school's education program. A detailed definition, with examples, of sexual harassment is given in *Part One* of the pamphlet cited above.

Any incident(s) of sexual harassment, suspected sexual harassment, or uncertain sexual harassment should be reported to any employee of school. This employee will notify the CAO immediately. The incident(s) can be reported directly to the CAO. Anyone, not just the victim, can report the incident(s). The report can be anonymous, by email, letter, or phone.

Once the CAO receives any report, he/she will immediately inform the victim of all their rights and options and discuss these with the victim before proceeding to an investigation. The CAO will then conduct a prompt, impartial and thorough investigation, in a manner outlined in *Part Two* of the pamphlet cited above, to determine what happened and the steps that must be taken to resolve the situation.

Student Impairment Students with alcohol or substance abuse problems create safety and health risks for themselves and others. Such abuses also can result in a wide range of emotional and behavioral problems. Therefore, the school makes available to everyone at the school a variety of alcohol and substance abuse awareness programs, which are designed to discourage the use of illicit substances and to educate students on the merits of legal and responsible alcohol consumption. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) the school has a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The program consists of:

- Distribution of the "Drug Information Supplement", provided at the time of employment or enrollment, describing the perils of drug abuse, and health and life threatening risks associated with the use of illicit drugs and alcohol.
- Referrals to drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
- Referrals to workshops and seminars with outside experts conducting the lectures on anti-drug and alcohol programs.

AUMT Institute strictly prohibits the use, possession or sale of drugs or alcohol in or on its premises. Anyone who violates this rule is subject to immediate dismissal.

Professional Ethics

Every medical facility is required by law to draft and enforce a Patient's Bill of Rights which is often used as their professional ethics policy. Although these policies differ from facility to facility they all contain certain, basic patient's rights such as the right to privacy, the right to participate in their medical care, the right to informed consent on all procedures, the right to considerate and respectful care, etc.

It is the responsibility of every student to become familiar with all professional ethics policies set forth by the medical facility in which they will be participating in their externship.

It is the responsibility of every student to follow these policies to the letter, as though they were employed in that facility.

Students who fail to follow these policies will be immediately dismissed from the facility. They will be placed on probation at the school, or they may be immediately dismissed from the school, depending on the severity of the infraction. Students may also be charged and/or arrested by local authorities, depending on the infraction. Students may be liable for civil suits.

Medical Assistant with PTI (884 Hours)

The Medical Assisting Program (CMA) With PTI Certification Medical assistants aid physicians by performing administrative duties and handling basic clinical tasks. They work in a variety of atmospheres, helping in meeting the doctor's and patient's needs. Their "back office" duties include drawing blood, giving injections, running ECG's, and checking the height, weight, and other vital signs of each patient. Their "front office" duties include scheduling, billing, working with third party assisted payments, and procedural and diagnostic coding. Some medical assistants may work exclusively in front office or back office duties, but the knowledge of both operations help the medical assistants be more knowledgeable in total office operations and therefore more likely to be hired and promoted.

The Medical Assistant Job

Medical assistants typically work in healthcare facilities such as doctor's offices, clinics, and hospitals. They may travel to assisted care facilities or even patients' homes. Typical employment is in the day time, working forty hours a week; however part time, night time, and evening work is available. The "Occupational Outlook Handbook, 2010-2011", expects the employment of medical assistants to increase about 34 percent between 2008 and 2018. The average annual wage of medical assistants in the state of California is reported to be almost \$31,000.

Program Objectives

This program's focus is on entry level knowledge of medical terminology, anatomy, clinical procedures, pharmacology, and medical office management. Emphasis will always be on patient based service and patient communication; a necessary part of good service in a diverse population of patients. The program is taught through lecture, laboratory exercises, and practical experience at local externship sites. Upon successful completion of the program the students will be able to sit in both the NCCT "Medical Assistant Certification Exam" and the "Phlebotomy Certification Exam".

Program Length

The total hours include 564 hours of lecture and laboratory exercises and 320 hours of externship. The projected length of time to complete the course is 34 weeks. This time is the minimum value. You can expect longer times, depending on how quickly you're placed in an externship and the number of hours you dedicate per week to complete the externship.

Medical Assistant Program Curriculum

MA Program Core Courses

MA 101 Anatomy and Physiology

In this section the student will learn about medical terminology, how medical terms are constructed and the definitions of many common prefixes, suffixes, and root words. The construction of cells and the chemistries of medically important compounds will be discussed. All the body's major systems as well as physiologies on the macroscopic and microscopic level will be taught. The student will also learn positioning and directional terminology. This section will also train the student in all concepts of safety; including fire safety, electrical safety and chemical safety. Students will learn about infections, infection transmission, and infection control.

Curriculum (cont')

MA 102 Clinical Medical Skills

This section will teach the student the knowledge and skills of patient care. The parts and variations of the hypodermics, and their use in intradermal, intramuscular, and subcutaneous injections will be reviewed and practiced. The student will learn, through theory and practice, how to take a patient history, vitals, temperature, and other important measurements. And the student will learn, through theory and practice how to perform an ECG, vision testing, as well specialty testing such as CLIA waived tests (glucose, hemoglobin, and others). Students will learn how to assist doctors with patient positioning and draping, as well as minor surgeries and wound care. The focus in this section will always be on patient service and the proper care for a diverse population.

MA103 Clinical Pharmacology and Phlebotomy

In this section the student will learn the general principles of drug activity within the body, drug reactions and interactions, and the factors affecting drug response. The student will learn how to calculate drug dosage, the various ways to administer them, and the important procedure of patient education. A review of the major drug categories will also be presented. For three weeks of this section students will also be taught all the required subjects (by the state of California) on the phlebotomy procedure by a State approved instructor. Students will take the phlebotomy exam immediately after this section is complete. The externship requirements for the state will be conducted during the student's externship module.

MA104 Medical Office Management

This section teaches students general office procedures, including oral and written communication skills, legal and professional concepts, communications equipment operation, and medical record keeping. Patient skills, privacy, and rights, and patient's cultural difference are of primary importance here. This section also includes basic accounting concepts, banking, and the maintenance and collection of patient's accounts. Finally the student will be taught about managed care models, insurance plans, third party payees, and the basic procedural and diagnostic coding for reimbursement.

MA Program Externship

MS 201 Practical Application of Skills

The student uses this time to apply their education in a clinical situation. Students will practice the basic medical skills and knowledge on patients in a work atmosphere. The student will also learn and participate in the paperwork and record keeping adopted by the institutions they are working in.

Resources

The Torrance Campus, where Medical Assistant with PT1 will be taught, is also equipped with a Medical Assistant Laboratory where students will practice their skills. This laboratory will include equipment such as exam tables, blood pressure cuffs, centrifuges, an ECG machine, glucose meters, Injection equipment, Ishihara color plates, ophthalmoscope, phlebotomy equipment, biohazards containers, sharps containers, PPE, Snelling charts, stethoscopes, thermometers, and weight scales. The students will also use similar equipment that is available to them during their externship in local medical offices and clinics. This equipment will have the same functions but different makers and protocols as the equipment on campus.

Transfer Out

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at AUMT Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Medical Assistant with CPTI program is also at the complete discretion of the institution to which you seek to transfer. If the diploma that you earn at this institution is 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 AUMT Institute to determine if your diploma will transfer.

Licensure Requirements

There is no California licensure for Medical Assistants. Employment eligibility in many facilities does require National Certification as a Medical Assistant.

Our MA Program is approved by NCCT to train students for their National Certification as a Medical Assistant and successful graduates will receive A National Certificate from NCCT. To obtain a National Certification for Medical Assistant from NCCT students must:

1. Pass each module of our accredited school’s didactic program with a Grade of “C” (75%) or higher.
2. Attend 320 hours of documented clinical training.
3. Students will then apply on line for the NCCT Medical Assistant Certification. This Application will include:
 - a. A Passport size photo
 - b. A Diploma from AUMT Institute (Diplomas may be sent after testing)
 - c. An application fee of \$90.00
4. When the student passes the NCCT Exam (and mails a copy of the AUMT Medical Assistant Diploma), the student will receive certification from NCCT.

Total Charges Paid for Entire Program

Non- Refundable Fees Paid To the School	
Application Fee (non-refundable)	\$75.00
Student Tuition Recovery Fund Fees (non-refundable)	\$1.50
Refundable Fees Paid The School	
Core Module Tuition	\$2800.00
Practical Education Tuition (Externship)	\$1195.00
Total Tuition Paid To the School	\$3995.00

**Total Charges Paid
for Entire Program
(cont')**

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$4071.50.

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$4071.50.

Fees Paid to Vendors for Supplies Required Medical Assistant with CPTI 1 class	
Textbook	\$110.00 new (used books may be acquired for less)
Scrubs	\$45.00
BLS/AED certification	\$50.00
HIPAA certification	\$25.00
Vaccinations	\$100.00
TB testing	\$45.00
Medical Assistant Exam Fee	\$90.00 (MA Exam) plus \$105.00 (CPT Exam)
CPT1 Application	\$100.00

80 Hour Phlebotomy Technician I (88 Hours)

40 Hour Phlebotomy Technician I (48 Hours)

Phlebotomy Technician I

PTI's are primarily responsible for the collection of blood specimens using standard phlebotomy techniques. Other duties include record checks, record keeping, verification of patient identification, specimen processing, and instructing patients on the collection of other specimens such as urine, stool, and sputum. The phlebotomist must have the skills to perform routine, non-routine, and the most difficult blood draws. They must be able to determine the appropriate collection supplies and equipment for specific laboratory tests and alter collection techniques for different laboratory tests. They must understand how the laboratory works and the important role of collection technique in laboratory testing results. The phlebotomists are the primary conduit between the patients and the laboratory and in many cases they are the only laboratory representatives that the patient will see. Therefore, phlebotomists are required to have extensive knowledge in the patient's Bill of Rights, HIPPA compliance, patient based service care, and communication skills.

The Phlebotomy Job

Phlebotomists typically work in healthcare facilities such as doctor's offices, clinics, and hospitals. Phlebotomists may also be employed by companies to travel to patients' homes. Typical employment is in the day time, working forty hours a week, however part time, night time, and evening work is available. The "Occupational Outlook Handbook, 2010-2011" does not have a classification for phlebotomist. Phlebotomy is considered to be a job duty of medical assistants or laboratory assistants. The "Handbook" does report that these two jobs will see a better than average growth and that the average hourly wage is around \$12.00.

Program Objectives

Upon successful completion of the program, including the completion of an approved national written examination which is given at our local campuses, the students will have met all of California's requirements to become a Certified Phlebotomy Technician I

Program Lengths

Phlebotomy Technician training is delivered in two different program lengths:
48 Hours
88 Hours

The Phlebotomy Program Curriculum

80 Hour Phlebotomy Technician I Basic (88 hours)

This section covers the laboratory environment, anatomy, safety and infection control, phlebotomy equipment, and the phlebotomy procedure.

Phlebotomy Externship

This section allows the student to apply the concepts and skills they learned in class on real patients and to become familiar with the paperwork and record keeping adopted by the facility they are working in.

40 Hour Phlebotomy Technician I Advanced (48 hours)

This section covers variations influencing the collection of blood, complications requiring alternative procedures, sources of preanalytical errors, communication concepts, and legal issues.

Resources

Each campus has a Phlebotomy Laboratory where students can practice their skills. Each laboratory will include equipment such as phlebotomy chairs, "Vacutainer" tubes, different gage needles with adaptors (equipped with safety engineered devices), butterfly needles (equipped with safety engineered devices), biohazard and sharps containers, PPE, tourniquets, prep pads, 2X2 gauze, lancets, centrifuges, and "Microtainer" tubes. The students will also use similar equipment that is available to them during their externship in local medical offices and clinics. This equipment will have the same functions but different makers and protocols as the equipment on campus.

Transfer Out

NOTICE CONCERNING THTRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at AUMT Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Certified Phlebotomy Technician I program is also at the complete discretion of the institution to which you seek to transfer. If the diploma that you earn at this institution is 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 AUMT Institute to determine if your diploma will transfer

Licensure Requirements

The State of California requires a "California CPTI License" to perform venipunctures on patients, without supervision, in California. Even with supervision many employment opportunities require or prefer a Phlebotomy Technician 1 (PT1) license.

Our school is approved by California Department of Health/ Laboratory Field Services to train students for CPT1 licensure. To obtain a CPT1 license from California DHS/LFS the students must:

1. Pass our 40 or 80 hour Phlebotomy Class with a grade of "C" (75%) or higher.
2. When the student fulfills the DHS/LFS requirements they will apply online for the NHA Phlebotomy Technician Test (The cost of the test will be \$105.00 paid by credit card)
3. When the student passes the NHA exam they will apply, online, to DHS/LFS for a CPT1 license. You will need the following documentation for the application:
 - a. Official high school or GED transcripts. A copy of a High School Diploma will not be accepted by the DHS/LFS. The only exception to this are college Associate Degree's or Bachelor Degree's or at least 20 college semester units.
 - b. 2 passport size photos
 - c. Certificate of Training from the externship site
 - d. AUMT Certificate
 - e. National Phlebotomy Certification from NHA
4. Students will apply, online, and they must pay a fee of \$100.00

Total Charges Paid for Entire Program

80HRS Phlebotomy Technician	Application & Materials fees	Tuition	Total Cost
Temecula Campus	\$245.00	\$1,350.00	\$1,595.00
Ontario Campus	\$245.00	\$1,145.00	\$1,390.00
Torrance Campus	\$245.00	\$1,245.00	\$1,490.00
Victorville Campus	\$245.00	\$1,145.00	\$1,390.00

40HRS Phlebotomy Technician	Application & Materials fees	Tuition	Total Cost
Temecula Campus	\$245.00	\$1,050.00	\$1,295.00
Ontario Campus	\$245.00	\$950.00	\$1,195.00
Torrance Campus	\$245.00	\$1,050.00	\$1,295.00
Victorville Campus	\$245.00	\$905.00	\$1,150.00

Fees Paid to Venders for Supplies Required By the Phlebotomy Class	
CPT1 National Exam Fee (NHA)	\$105.00
CPT1 License Application Fee (LFS/DSH)	\$100.00