



1704 E Tenth St Alamogordo NM, 88310

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**MOUNTAIN VIEW VOCATIONAL INSTITUTE LLC OWNERSHIP, BOARD, OBJECTIVES,
ACCREDITATION**

OWNERSHIP

Mountain View Vocational Institute NM LLC, Owner

Mountain View Vocational Institute NM LLC is a privately held corporation. It is a co-educational, non-denominational post-secondary educational Institution.

BOARD OF DIRECTORS

Ben Parks M. Ed., Director

MISSION

Mountain View Vocational Institute NM LLC is committed to preparing students for a career by providing an environment that combines in-class instruction with practical and scenario-based training. Mountain View Vocational Institute LLC programs of instruction will provide students with the professional and intellectual foundation to be successful in today's competitive workforce.

VISION

Our vision is to help improve and change other people's economic reality through the power of education.

ACCREDITATION AND APPROVALS

Mountain View Vocational Institute, NM LLC: Approved and Regulated by the New Mexico Higher Education Department in Santa Fe, NM.

ADMINISTRATION

Ben B. Parks M.Ed. Director

FACULTY AND STAFF

María Soria.....Instructor (PTD)
CDL Certified, Mesilla Valley Training Institute
PTD 101 Truck Driving Basic Applications
PTD 102 Vehicle Operations
PTD 103 Maneuvers and Skills
PTD 104 road Practice Driving

Ben B. Parks M. Ed.....Master Trainer NCCER/Instructor (PTD)
 CDL Certified Mountain View Vocational Institute
 M. Ed. Concordia University
 B. S., University of Texas at El Paso
 PTD 101 Truck Driving Basic Applications
 PTD 102 Vehicle Operations
 PTD 103 Maneuvers Skills
 PTD 104 Road Practice Driving

Ben B. Parks, M. Ed.....Director of Education
 Natasha Harding.....School Administrator
 Veronica OrtizRepresentative/Tester, 3rd party
 Michael Greer.....Representative/Admissions

HISTORY

Ricardo Zeschitz, founder of Mountain View Vocational Institute LLC, began his education in business administration at the Instituto Tecnologico de Ciudad Juarez, Chihuahua, Mexico and finished at the University of Texas at El Paso with a bachelor's degree in business administration. He received certification from the International Driving School and qualified for his Commercial Driver License which he used in the oil fields. With the desire and vision to continue adult education for academic, occupational, professional, and cultural enhancement, he opened Mountain View Vocational Institute, NM LLC.

FACILITIES AND EQUIPMENT

Mountain View Vocational Institute, NM LLC is a spacious building (3039 square feet) that is accessible to persons with disabilities and includes 2 classrooms, 2 bathrooms, a lab room with up to date laptops, and office, and a yard that will be used for the Professional Truck Driving course to provide a safe environment for students to learn. The rest of the building is dedicated to the student patio and receptionist area.

OFFICE HOURS

Office hours are 9:00 A.M to 6:00 P. M Monday through Friday, with exception of the days the school will be closed. When classes are not in session, the office will be closed for lunch from 1:00 P.M. to 2:00 P.M.

HOLIDAYS OBSERVED

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day

Good Friday
Cinco de Mayo
Memorial Day

Independence Day

Day After Thanksgiving
Christmas Day
Day after Christmas

Should the school close due to an unforeseen circumstance, notification of closure will be announced through local media and posted on the main entrance door.

COURSE TIME HOURS

The course time is at least 50 minutes of instruction during a 60-minute period.

PROGRAM AND COURSE DESCRIPTIONS



PROFESSIONAL TRUCK DRIVING

Program Description:

This course of instruction prepares individuals for careers as professional commercial truck drivers by providing them with a comprehensive training program composed of not only lectures but also on-road driving experience. This program provides instruction in the Department of Transportation (DOT) regulations and prepares students to pass the New Mexico Commercial Driver License (CDL) test. Graduates will back a truck, drive on city streets, secondary roads, and interstate and interstate highways. Graduates may find jobs as local truck drivers, delivery drivers and distribution and industrial truck operators.

Class Schedule:

Students will attend **PTD-Day** class Monday through Friday from 8:00 A.M. to 5:00 P. M. for approximately 5 weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M. Students will attend **PTD-Evening** class Monday through Friday from 5:00 P. M. to 9:00 P. M. and Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 7 weeks. A ten-minute break will be taken every hour and lunch on Saturday and Sunday will be from 11:50 A.M. to 1:00 P.M. Students will attend **PTD-Weekend** class on Saturday and Sunday from 7:00 A. M. to 4:00 P. M. for approximately 13 weeks. A ten-minute break will be taken every hour, and lunch will be from 11:50 A.M. to 1:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen

circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
PTD 101**	Truck Driving Basic Application	30/ 00/ 00/ 30	2.0
PTD 102**	Vehicle Operations	20/ 20/ 00/ 40	1.5
PTD 103**	Maneuvers and Skills	20/ 40/ 00/ 60	2.0
PTD 104**	Road Practice Driving	10/ 60/ 00/ 70	2.5
Total Hours for Program Completion		80/ 120/ 00/ 200	8.0

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour. Entrance requirements for each single subject will demonstration of skills or completion of the prerequisite subject.

The approximate time required to complete this program is 5 weeks for day and evening students. Upon successful completion of the program, the student will receive a certificate of completion in Professional Truck Driving.

Course Descriptions

PTD 101- Truck Driving Basic Applications

Subject Hours: 30 course hours (30 CT hours lecture, CT hours lab, 00 CT hours externship)

2.0 Semester Credit Hours

Subject Description: Truck Driving Basic Applications introduces students to the rules, regulations, and procedures that govern and regulate the trucking industry in preparation to test for a Commercial Driver Permit at the Motor Vehicle Department. Upon completion of this subject students will be able to: 1.) explain rules, regulations, and procedures used in the trucking industry, 2.) explain Federal Motor Carrier Safety Regulations (F.M.C.S.R.) and how they apply in the transportation industry, 3.) Describe trip inspections (pre-trip, during trip, and post-trip inspections), 4.) Write accident reports and logbook entries, 5.) Explain driver's responsibilities, and 6) obtain a Commercial Driver License Permit.

Prerequisite: None PTD 102- Vehicle Operations

Subject Hours: 40 course time hours (20 CT hours lecture, 20 CT hours lab, 00 CT hours externship)

1.5 Semester Credit Hours

Subject Description: Students will be introduced through hands on experience the basic steps required to begin operating a tractor-trailer. Upon completion of this subject students will be able to: 1.) read maps and describe how to apply it to everyday life as a truck driver, 2.) inspect a vehicle (all the parts of the truck, how they work, importance of the inspection, what to look for, how to identify problems), and the air brake system, 3.) perform the correct procedures for coupling and uncoupling a tractor-trailer, 4.) start a tractor trailer, 5.) properly shift and clutch gears, 6.) drive the tractor-trailer forward and backward using safe procedures, 7.) completely stop a tractor trailer, and 8.) perform straight line backing sagely.

Prerequisite: PTD 101, Truck Driving Basic Applications

PTD 103-Maneuvers and Skills

Subject Hours: 60 course time hours (20 CT hours lecture, 40 CT hours lab, 00 CT hours externship)

2.0 Semester Credit Hours

Subject Description: Range training provides a secure environment for students to perform the basic maneuvers and skills needed to safely and effectively control a tractor-trailer. Upon completion of this course students will be able to: 1.) plan trips (including time management and work habits), 2.) back-up and hook-up a tractor-trailer to safely dock, 3.) park and dock, 4.) perform measured right- and left-hand turns, and 5.) parallel park.

Prerequisite: PTD 102, Vehicle Operations

PTD 104- Road Practice Driving

Subject Hours: 70 course time hours (10 CT hours lecture, 60 CT hours lab, 00 CT hours externship)

2.5 Semester Credit Hours

Subject Description: During this portion of the program, students will put into practice the skills they have gained in previous subjects in preparation to test for a Commercial Driver License at the Motor Vehicle Department. Upon completion of this subject students will obtain a Commercial Driver License and be able to drive a tractor-trailer safely on 1.) city streets 2.) Secondary roads, 3.) Intrastate highways and 4.) Interstate highways.

PROFESSIONAL TRUCK DRIVING

ENROLLMENT PERIODS

Enrollment periods for the Professional Truck Driving Programs are seven (7) days prior to the first day of class.

PROGRAM TERM DATES FOR 2025-2026

PROFESSIONAL TRUCK DRIVING DAY CLASSES

(Monday through Friday 8:00 AM – 5:00 PM)

Class Starts	Approximately Five (5) Weeks: Every Monday Per Enrollment Minimum
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PROFESSIONAL TRUCK DRIVING EVENING CLASSES

(Monday through Friday 5:00 PM – 10:30 PM)

Class Starts	Approximately Eight (8) Weeks: Every Monday Per Enrollment Minimum
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PROFESSIONAL TRUCK DRIVING WEEKEND CLASSES

(Saturday and Sunday 7:00 AM – 4:00 PM)

Class Starts	Approximately Thirteen (13) Weeks: Every Monday Per Enrollment Minimum
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HEAVY EQUIPMENT OPERATOR I

Program Description:

This course of instruction prepares individuals for careers as a heavy equipment operator (HEO) by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental knowledge and skills necessary to obtain employment in the excavation industry as a utility tractor operator and grade operator based on NCCER certification requirements and OSHA regulations.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M for approximately five (5) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 101	Heavy Equipment Operator I	165/ 85/ 00/ 250	13.5
Total Hours for Program Completion		165/ 85/00/ 250	13.5

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

COURSE DESCRIPTION**HEO 101 – Heavy Equipment Operator I**

Subject Hours: 250 course time hours (165 CT hours lecture, 85 CT hours lab)

13.5 Semester Credit Hours

Subject Description: Students will be introduced to heavy equipment through hands-on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) present basic requirements for personal protection, safe equipment operations and maintenance based on OSHA, MSHA and NIOSH; 2) identify functional operation and use of the most used pieces of heavy equipment; 3) understand the operation, safety and maintenance of general utility tractors; 4) understand planning and execution of earthmoving utilizing equipment such as bulldozers, scrapers, excavators and loaders; and 5) understand the concept of preparing graded surfaces, identifying each type of stake; 6) inspect and operate utility tractors and grades.

Prerequisite: None

ENROLLMENT PERIODS

Enrollment periods for the Heavy Equipment Operator Program are seven (7) days prior to the first day of class.

PROGRAM TERM DATES FOR 2025

HEAVY EQUIPMENT OPERATOR I

(Monday through Friday 7:00 AM – 5:00 PM)

Class Starts Approximately Five Weeks: Every Monday Per Enrollment Minimum

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and; Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Program Outline

Subject #	Subject Title	Course/Time/Hours			Semester
		Lec/	Lab/Ext/	Total	Credit Hours
HEO 102**	Heavy Equipment Operator II	165/	85/	00/ 250	13.5
HEO 112	Heavy Equipment Operator II Externship	000/	00/800/	800	17.5
Total Hours for Program Completion		165/85/	800/1050		31.0

****One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours externship.**

****Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour. Entrance requirements for each single subject will need demonstration of skills or completion of the prerequisite subject.**

The approximate time required to complete this program is five (5) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Heavy Equipment Operator Level I and II and NCCER credentialing based on completion of lab hours.

MOBILE CRANE OPERATIONS I

Program Description:

This course of instruction prepares individuals for careers as mobile crane operations I by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the excavation industry as a mobile crane operator I, based on NCCER curriculum and OSHA regulations operating a fixed cab and swing cab cranes. Upon completion of NCCCO written and practical exams, certification will be issued by the National Commission for Certification of Crane Operations (NCCCO).

Note: MVVI LLC is not responsible for student testing fees or transportation for NCCCO testing

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M for approximately four (4) weeks. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion of the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours Lec/ Lab/Ext/Total	Semester Credit Hours
HEO 104	Mobile Crane Operations I	100/ 100/ 00/ 200	13
Total Hours for Program Completion		100/ 100/ 00/ 200	13

The approximate time required to complete this program is four (4) weeks. Student Orientation is optional and takes place the Saturday before class starts (Monday), from 10:00am – 11:00am.

Upon successful completion of the program, the student will receive a certificate of completion in Mobile Crane Operations I and be prepared for the NCCCO written and practical exams which are at the expense and responsibility of the student. Certification will be issued by the National Commission for Certification of Crane Operations (NCCCO) upon passing the exams.

COURSE DESCRIPTION

HEO 104 – Mobile Crane Operations I

Subject Hours: 200 course time hours (100 CT hours lecture, 100 CT hours lab)

13 Semester Credit Hours

Subject Description: Students will be introduced to crane operations through hands on training along with a comprehensive overview of safety requirements. Upon completion of this subject students will be able to: 1) identify the various types of cranes; 2) inspect the machinery, identify, ensure proper working conditions, 3) perform the operation of a fixed cab mobile crane and swing cab mobile crane and know the functions of its controls.

Residential and Commercial Maintenance Technician I

Program Description:

This course of instruction prepares for a rewarding career as a Residential and Commercial Maintenance Technician. This course combines classroom instruction with hands-on experience to train individuals with skills necessary to maintain and make basic noncertified repairs for residential and commercial properties.

Class Schedule:

Students will attend Residential and Commercial Maintenance Technician class Monday through Friday from 8:00 A.M. to 5:00 P.M. for approximately 6 weeks. A ten-minute break will be taken every hour, and lunch will be from 12:00 P.M. to 1:00 P.M.

Holiday during Class and Student Orientation

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- b) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- d) Present social security and (required to obtain a Driver License in New Mexico) and;
- e) Provide a medical card from a Certified Medical Examiner previously selected by the school. The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/ Lab/Total	Credit Hours
RCMT 101	Wiring System and Fuse Box	10/30/40	N/A
RCMT 102	Lighting Fixture and Light Switch	10/30/40	N/A
RCMT 103	Furnace and A/C Maintenance	10/30/40	N/A
RCMT 104	Drywall	10/30/40	N/A
RCMT 105	Basic Plumbing	10/30/40	N/A
RCMT 106	Seasonal Maintenance	10/30/40	N/A
Total Hours for Program Completion		60/ 180/240	N/A

**This course does not transfer into credit hours

**One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience.

**Single subjects making up this program may be taken individually at a cost of \$36.50 per course time hour. Entrance requirements for each single subject will demonstrate skills or completion of the prerequisite subject.

The approximate time required to complete this program is 5 weeks for day and evening students.

Upon successful completion of the program, the student will receive a certificate of completion in Residential and Commercial Maintenance Technician I.

COURSE DESCRIPTION

RCMT-101 Residential and Commercial Maintenance Technician I

Subject Hours: 240 course time hours (60 CT hours lecture, 180 CT hours lab)

Subject Description:

This curriculum will ground the trainee in the basic knowledge and principles of Wiring System/Fuse Box, Lighting Fixture/Light Switch, A/C Maintenance/Furnace, Drywall, Basic Plumbing and Seasonal Maintenance. Students will become skilled in different phases of a project from start to finish. Once completing this course, the trainee will be able to talk with other professionals who work in construction and visit different homes to complete work for ideas. The course will include from planning to picking up the materials. The objective will be comfort on the worksite, doing the job themselves and how to plan and budget a project.

Prerequisite: None

CERTIFIED NURSING ASSISTANT PROGRAM

Program Description:

This course of instruction prepares individuals for careers as a Certified Nursing Assistant by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Certified Nursing Assistant.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 5 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a **valid driver's license** (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/Lab/Ext/Total	Credit Hours
CNA 101	Certified Nursing Assistant	30/ 29/ 16/ 75	7.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

CNA 101 – Certified Nursing Assistant

Subject Hours: 75 Course Time Hours (30 CT Hours Theory, 29 CT Hours Lab, 16 CT Hours Clinical)

Subject Description: Students will demonstrate knowledge and skills related to communication, safety, infection control, resident rights, and independence with satisfactory performance prior to engaging in direct contact with residents. Students will identify basic nursing skills related to long term care and demonstrate knowledge and proficiency associated with the skills. Students will recognize and describe the importance and procedures related to personal care skills in the long-term care setting and demonstrate satisfactory performance of skills. Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems in long term care. Students will correctly identify procedures for communicating and working with residents who have cognitive impairments to include Alzheimer's disease and students will satisfactorily demonstrate behavioral skills to meet the needs of these residents. Students will demonstrate knowledge and skills associated with basic restorative services for residents in long term care. Students will recognize the role of resident rights in long term care and demonstrate skills in maintaining resident rights in daily activities.

Certified Clinical Medical Assistant Program

Program Description:

This course of instruction prepares individuals for careers as Clinical Medical Assistant by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Clinical Medical Assistant.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 6 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;

- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/Lab/Ext/Total	Credit Hours
CCMA	Certified Clinical Medical Assistant	280/ 280/ 160/ 720	7.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

CCMA 101 – Certified Clinical Medical Assistant

Subject Hours: 200 Course Time Hours (280 CT Hours Theory, 280 CT Hours Lab, 160 Clinical)

Subject Description: Students will demonstrate knowledge and skills related to patient rights, medical history, laws, ethics, and the office environment with satisfactory performance prior to engaging in direct contact with patients. Students will identify regulations regarding workplace safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment. Students will demonstrate knowledge and skills related to proper communication including nonverbal verbal and telephone, and terminology. Students will identify basic skills related to office receptionist, appointment scheduling, office equipment and supplies, and written communication. The student will demonstrate knowledge and proficiency associated with the skills. Students will identify basic skills related to office computers and general medical office management. The student will demonstrate knowledge and proficiency associated with the skills. Students will identify basic skills related to electronic health records. The student will demonstrate knowledge and proficiency associated with the skills. Students will identify basic skills related to insurance, billing, diagnosis coding and procedure coding. The student will demonstrate knowledge and proficiency associated with the skills. Students will identify basic skills related to banking, finances, and general medical office management. The student will demonstrate knowledge and proficiency associated with the skills. Students will recognize and describe the importance and procedures related to basic structure and function of the human body. The student will demonstrate satisfactory performance of skills. Students will recognize and describe the importance and procedures related to each body system including the integumentary, skeletal, muscular, nervous, senses, cardiovascular, immune, respiratory, digestive urinary, endocrine, and reproductive. The student will demonstrate satisfactory performance of skills. Students will demonstrate knowledge, procedures and skills related to infection control, vital signs, assisting with physical examinations. Students will demonstrate knowledge, procedures and skills related to assisting with medical specialties, assisting with minor surgeries, and assisting with emergencies. Students will demonstrate knowledge, procedures and skills related to phlebotomy. Students will demonstrate knowledge, procedures and skills related to clinical laboratory practices. Students will demonstrate knowledge, procedures and skills related to microbiology and hematology. Students will demonstrate knowledge, procedures and skills related to radiology and diagnostic testing, electrocardiography, and pulmonary function test. Students will demonstrate knowledge and skills associated with basic

restorative services for residents and patients. Students will demonstrate knowledge, procedures and skills related to pharmacology and conversions. Students will demonstrate knowledge, procedures and skills related to medication administration, patient education, and nutrition. Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems.

PHLEBOTOMY TECHNICIAN TRAINING

Program Description:

This course of instruction prepares individuals for careers as Phlebotomy Technician by providing them comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Phlebotomy Technician.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 4 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (required to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/Lab/Ext/Total	Credit Hours
PTT	Phlebotomy Technician Training	36/ 40/ 44/ 120	7.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

PTT 101 – Phlebotomy Technician Training

Subject Hours: 120 Course time hours (36 Theory, 40 Lab, 44 Clinical)

10 Semester Credit Hours

Subject Description: Students will demonstrate knowledge and skills related to scope of practice, quality control, “The patient Care Partnership,” communication, standards of specimen collection, chain of custody, error prevention, documentation, HIPPA prior to engaging in direct contact with patients. Students will identify regulations regarding workplace safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment. Students will recognize and describe the importance of errors, the selection of equipment, additives/anticoagulants added to tubes, tube fill levels and inversion. Students will clarify orders, communicate effectively, identify patients correctly, evaluate pre-test conditions, assess pre-analytical practices, select appropriate sites, use tourniquet appropriately, prepare site for blood collection. Students will correctly prioritize collections, recognize special needs, recognize commonly ordered tests, perform special collections, anchor vein, position needles correctly, use CLSI order of draw, perform post puncture care, label specimens appropriately, perform point of care testing and perform blood collections. Students will demonstrate knowledge and skills associated with interference in clinical blood analysis, preventing errors, perform collection on a difficult drawing patient, actions with no blood return, adverse reactions, decisions related to phlebotomy and correct actions on misidentified patients or samples.

Certified Medication Aide Program

Program Description:

This course of instruction prepares individuals for careers as a Medication Aide by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Medication Aide.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 4 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;

- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in New Mexico) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/Lab/Ext/Total	Credit Hours
MAT I	Medication Aide Training	100/ 20/ 0 / 120	7.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

MAT I - Medication Aide Training

Subject Hours: 120 course time hours (80 CT hours lecture, 20 CT hours lab)

4 Semester Credit Hours

Subject Description: Students will be introduced to the Role and responsibilities of a Medication Aide, learn their scope of practice, patient rights and confidentiality (HIPAA), review of basic body systems, and learn terminology and abbreviations in pharmacology. Students will demonstrate Routes of medication administration (oral, topical, inhalers, etc.), students will learn Medication classifications (analgesics, antibiotics, antihypertensives, etc.), the side effects, allergies, and adverse reactions. In addition, students will learn the understanding of MAR (Medication Administration Record), students will also identify regulations regarding workplace safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment. Students will learn the "Six Rights" of medication administration, calculate dosages and basic math review, vital signs overview and when to hold medications, learn medication errors: prevention, reporting, and documentation. Students will also demonstrate knowledge and skills related to proper communication including nonverbal verbal and telephone terminology. Students will learn Geriatric considerations in medication administration, Medications for mental health, diabetes, cardiovascular conditions, cultural competence in healthcare, effective communication with patients, nurses, and physicians.

Home Health Care Technician

Program Description:

This course of instruction prepares individuals for careers as a Home Health Care Technician by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Home Health Care Technician.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 4 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in New Mexico) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
		Lec/Lab/Ext/Total	Credit Hours
HHCT I	Home Health Care Technician	60/ 30/ 30 / 120	7.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

Subject Hours: 120 Course Time Hours (60 CT hours lecture, 30 CT hours lab, 30 CT hours clinical)

8 Semester Credit Hours

Subject Description: Students will demonstrate knowledge and skills related to communication, safety, infection control, resident rights, and independence with satisfactory performance prior to engaging in direct contact with residents.

CERTIFIED NURSE AIDE PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

Program Description:

This course of instruction prepares individuals for careers as a Certified Nurse Aide and Phlebotomy Technician by providing them with a comprehensive training program composed of not only lectures but also hands-on operating experience. This program provides the fundamental skills and knowledge necessary to obtain employment in the medical field as a Nurse Aide and Phlebotomy Technician.

Class Schedule:

Students will attend class Monday through Friday from 7:00 A.M. to 5:00 P.M. for approximately 4 Week. A ten-minute break will be taken every hour, and lunch will be from 12:50 P.M. to 2:00 P.M.

Holiday during Class and Student Orientation:

If an observed holiday falls on a school day or the school closes for an unforeseen circumstance, we will accommodate the day(s) by extending the last day of class to compensate for the missed hours. Student Orientation is optional, and it will be held in our school on the Saturday prior to the first day of class (Monday) from 10 A. M. – 11 A. M. If an observed holiday falls on that day, Student Orientation will be held the Saturday before the initially scheduled day. If the school is closed due to an unforeseen circumstance, Student Orientation will be cancelled. The presentation will include school policies (satisfactory progress, attendance, materials and supplies, the grievance procedure) and an overview of the schedule as well as job opportunities.

Admission Requirements:

Individuals applying for this course are required to:

- a) Be at least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or; GED or; completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law.
- e) Present social security and (required to obtain a Driver License in New Mexico) and.
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The Medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and the New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a Drug Test contingent to employment offer.

Program Outline

Subject #	Subject Title	Course/Time/Hours	Semester
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		Lec/Lab/Ext/Total	Credit Hours
CNAPT	Certified Nurse Aide/Phlebotomy Technician	82/ 90/ 68 / 220	9.5

The approximate time required to complete this program is five (5) weeks. Student orientation is optional and takes place the Saturday before class starts (Monday) from 10:00am – 11:00am.

COURSE DESCRIPTION

CNAPT – Certified Nurse Aide Phlebotomy Technician

Subject Hours: 240 Course Time Hours (60 CT hours lecture, 30 CT hours lab, 30 CT hours clinical)

8 Semester Credit Hours

Subject Description: Students will demonstrate knowledge and skills related to communication, safety, infection control, resident rights, and independence with satisfactory performance prior to engaging in direct contact with residents. Students will identify basic nursing skills related to long term care and demonstrate knowledge and proficiency associated with the skills. Students will recognize and describe the importance and procedures related to personal care skills in the long-term care setting and demonstrate satisfactory performance of skills. Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems in long term care. Students will correctly identify procedures for communicating and working with residents who have cognitive impairments to include Alzheimer’s disease and students will satisfactorily demonstrate behavioral skills to meet the needs of these residents. Students will demonstrate knowledge and skills associated with basic restorative services for residents in long term care. Students will recognize the role of resident rights in long term care and demonstrate skills in maintaining resident rights in daily activities. Students will demonstrate knowledge and skills related to scope of practice, quality control, “The patient Care Partnership,” communication, standards of specimen collection, chain of custody, error prevention, documentation, HIPPA prior to engaging in direct contact with patients. Students will identify regulations regarding workplace safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment. Students will recognize and describe the importance of errors, the selection of equipment, additives/anticoagulants added to tubes, tube fill levels and inversion. Students will clarify orders, communicate effectively, identify patients correctly, evaluate pre-test conditions, assess pre-analytical practices, select appropriate sites, use tourniquet appropriately, prepare site for blood collection. Students will correctly prioritize collections, recognize special needs, recognize commonly ordered tests, perform special collections, anchor vein, position needles correctly, use CLSI order of draw, perform post puncture care, label specimens appropriately, perform point of care testing and perform blood collections. Students will demonstrate knowledge and skills associated with interference in clinical blood analysis, preventing errors, perform collection on a difficult drawing patient, actions with no blood return, adverse reactions, decisions related to phlebotomy and correct actions on misidentified patients or samples.

ENROLLMENT PERIODS

Enrollment periods for the Residential and Commercial Maintenance Technician I Program is seven (7) days prior to the first day of class.

PROGRAM TERM DATES FOR 2025

Residential and Commercial Maintenance Technician I

(Monday through Friday 7:00 AM – 5:00 PM)

Class Starts

Approximately 6 Weeks: Every Monday Per Enrollment Minimum

Admission Requirements:

Individuals applying for this course are required to:

- a) Be least 18 years of age;
- b) Present proof of a valid driver's license (must be from student's resident state);
- c) Provide evidence of high school diploma (this can be from a foreign school if is equivalent to a U.S. high school diploma) or GED or completed home schooling at the secondary level as defined by state law or; successful completion or the equivalent of one full-time academic semester hours (12 academic hours) or academic quarter (18 academic quarter hours) at an accredited college, university or postsecondary school;
- d) Provide evidence of high school diploma (this can be from a foreign school if it is equivalent to U.S. high school diploma); GED; or completed home schooling at the secondary level as defined by state law;
- e) Present social security and (require to obtain a Driver License in New Mexico) and;
- f) Provide a medical card from a Certified Medical Examiner previously selected by the school. (The medical Examiner will issue the student a Medical Card that is required by the state of New Mexico according to the New Mexico Statutes Annotated (N.M. Stat. Ann.) and New Mexico Administrative Code (N.M. Admin. Code).

Note: Some employers will require that all applicants must pass a drug test contingent to employment offer.

STUDENT POLICIES

GRADING POLICY

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject (5 to 27 days depending on the subject). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable (ex: VA, WIA, TAA)

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the program term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

INCOMPLETES AND WITHDRAWALS

Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books and supplies.

****Withdrawal:** a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

Mountain View Vocational Institute NM LLC does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course study.

ATTENDANCE POLICY

Students are expected to attend all lectures, labs, and externships (if applicable) as well as be punctual in attending classes. Students will walk in and sign the attendance sheet daily. Once class has been dismissed the attendance sheet will be archived in a binder containing all the students' attendance records. Tardy is defined as arriving in the classroom after the designated time for the beginning of the class and/or for the continuation of class after breaks. Five tardiness to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the students' absence.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be "terminated for a student who is absent for more than 20% of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may reenroll on attendance probation in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the reenrolled student on attendance probation is absent for more than 20% of the class hours, the student's enrollment in the program will be "terminate", and the student will not be readmitted to the program.

*Mountain View Vocational Institute NM, LLC will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

- 1) Be supervised by an instructor approved for the class being made up.
- 2) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- 3) Be completed within two weeks of the end of the grading period during which the absence occurred.
- 4) Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- 5) Be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the externship must be arranged with the externship site supervisor. Make-up time for absences during the externship is limited to 10 hours. This time may be further limited due to supervised make-up work earlier in the term.

LEAVE OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence with no more than 30 calendar days for Professional Truck Driving and no more than 60 calendar days for Small Business Management

Accounting Technician during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. (See Grading Policy/Incomplete for the work completion timeline and fee information.)

STUDENT CONDUCT EXPECTATIONS

Students on the Mountain View Vocational Institute NM, LLC campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all – inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff.
4. Violation of written policies, rules, or procedures.
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission. (The Institute does not assume any responsibility for student's persona. Equipment and property).
6. Damage to property or destruction of property.
7. Creation of unsafe conditions.
8. Carrying out a false alarm or creating an emergency such as fire or bomb threat.
9. Hurting others, threatening others, use of vulgar or foul language, being discourteous or disrespectful, and/or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages.
11. Smoking is not permitted in the Institute by any student, instructor, or staff member.
12. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
13. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.

SEXUAL HARASSMENT

14. **Sexual harassment** in any form by students or any member of the administration, faculty, or staff is prohibited. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, based on sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

REENROLLMENT AFTER DISMISSAL FOR VIOLATION OF STUDENT CONDUCT EXPECTATIONS

After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of the law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

GRADUATION REQUIREMENTS

A certificate of Completion in Professional Truck Driving will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00, has no more than one subject class grade below 70 per cent, and obtains a Commercial Driver License.

A Certificate of Completion in Residential/Commercial Maintenance Technician I and NCCER certification will be awarded to each who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00, has no more than one subject class grade below 70 per cent, and obtains a Commercial Driver License.

A certificate of Completion in Heavy Equipment Operator I and NCCER certification will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00 and has no more than one subject class grade below 70 percent.

A certificate of Completion in Mobile Crane Operations I and NCCER certification will be awarded to each student who has met all financial obligations to the institution and who completes all the subjects of the course of study, maintains at least a minimum grade point average of 2.00 and has no more than one subject class grade below 70 per cent.

Upon successful completion of the program, the student will receive a certificate of completion in Mobile Crane Operations I and be prepared for the NCCCO written and practical exams which are at the expense and responsibility of the student. Certification will be issued by the National Commission for Certification of Crane Operations (NCCCO) upon passing the exams.

A student who has completed the course of study but does not meet course completion requirements can contact the registrar for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

TRANSFER OR CREDIT

Mountain View Vocational Institute NM LLC will not accept credits from other institutions toward program completion. The students will need to contact all other schools to determine if Mountain View Vocational Institute LLC credits will transfer to those institutions.

PLACEMENTS

Mountain View Vocational Institute NM LLC does not assume responsibility for placement or employment and cannot guarantee that a graduate of the program will become employed.

STUDENT COMPLAINTS

(Grievance Procedure)

A student may have a complaint or grievance when there is a concern about school programs, services, or staff, or when the student believes he or she has been treated unfairly and his or her education has been hindered. The Institute will make every attempt to resolve any student complaint. Complaint procedures will be addressed in the

new student orientation thereby assuring that all students know the steps to follow should they desire to file a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints at the Institution.

- 1) The student who has a complaint should first bring it to the attention of their instructor.
- 2) If that fails to resolve the problem, the student should file the complaint in writing with the front office within 30 days of the date that the problem occurred.
- 3) The school director will formally investigate the complaint and take appropriate action.
- 4) A written response will be provided to the student by the 10th business day after the day the formal written complaint is received by the front office. The director will also schedule a conference with the student to discuss the investigation and the actions that were taken.
- 5) If the complaint is not resolved, the student may file the complaint with the New Mexico Higher Education Department.

**New Mexico Higher Education Department
2044 Galisteo St, Suite 4,
Santa Fe, NM 87505 (505)476-8400**

Information on filing a complaint with NMHED can be found on Website at <https://hed.nm.gov>

RE-ADMISSION

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance Policy, Grading Policy/Incomplete, Graduation Requirements, Academic Probation, and Student Conduct Expectations. Students are required to have paid in full their balance and fees from their previous contract with the Institute. Students wishing to be readmitted and enrolled should contact the school registrar (915-626-5163). A readmission fee of \$150 will be charged.

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

TUITION AND FEES

PROFESSIONAL TRUCK DRIVING

*Tuition	\$ 7,400.00
Registration	\$ 100.00
Total Cost	\$ 7,500.00

HEAVY EQUIPMENT OPERATOR I

Tuition	\$ 7,325.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
Total Cost	\$ 7,962.96

MOBILE CRANE OPERATOR I

*Tuition	\$ 6,825.00
Registration	\$ 100.00
**Books & Supplies	\$ 537.96
Total Cost	\$ 7,462.96
With Externship	\$ 2,000.00
Total Cost	\$ 9,462.96

RESIDENTIAL AND COMMERCIAL MAINTENANCE TECHNICIAN I

Tuition	\$ 9,000.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 9,000.00

CERTIFIED NURSING ASSISTANT PROGRAM

Tuition	\$ 975.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 975.00

CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM

Tuition	\$ 1,550.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 1,550.00

PHLEBOTOMY TECHNICIAN TRAINING

Tuition	\$ 850.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 850.00

CERTIFIED MEDICATION AIDE PROGRAM

Tuition	\$ 650.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 650.00

CERTIFIED NURSE AIDE PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

Tuition	\$ 1,250.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 1,250.00

HOME HEALTH CARE TECHNICIAN

Tuition	\$ 1,500.00
Registration	\$ 00.00
Books & Supplies	\$ 00.00
Total Cost	\$ 1,500.00

*The school will pay the cost of the required tests necessary to obtain a Commercial Driver Permit and License. If the student does not pass the first administration of the permit/license tests, the school will pay the costs to have the student test a second time if the following criteria are met by the student: has not been absent and has made an effort to complete the course. All required testing costs after the second attempt will be the student's responsibility.

** The books are billed to all students. The books and supplies fees are an estimate based on current cost and is subject to change.

TUITION WAIVERS

Tuition waivers and/or deferred payments for disadvantaged students shall be considered on individual merit at the discretion of the Institute director. In the event of a waiver of tuition, all other costs must be met by the student enrolled.

COST PER SINGLE SUBJECT:

PROFESSIONAL TRUCK DRIVING

The cost for taking single subjects individually is \$36.50 per clock hour of instruction. Prices for individual subjects are as follows:

PTD 101	Truck Driving Basic Applications	\$1120.00
PTD 102	Vehicle Operations	\$1485.00
PTD 103	Maneuvers and Skills	\$2215.00
PTD 104	Road Practice Driving	\$2580.00

HEAVY EQUIPMENT OPERATOR I

HEO 101	Heavy Equipment Operator I	\$7325.00
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RESIDENTIAL AND COMMERCIAL MAINTENANCE TECHNICIAN I

RCMT 101	Wiring System and Fuse Box	\$1500.00
RCMT 102	Lighting Fixture and Light Switch	\$1500.00
RCMT 103	Furnace and A/C Maintenance	\$1500.00
RCMT 104	Drywall	\$1500.00
RCMT 105	Basic Plumbing	\$1500.00
RCMT 106	Seasonal Maintenance	\$1500.00

MOBILE CRANE OPERATOR I

HEO 104	Mobile Crane Operator I	\$6825.00
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CERTIFIED NURSING ASSISTANT PROGRAM

CNA 101	Certified Nursing Assistant	\$2000.00
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CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM

CCMA	Certified Clinical Medical Assistant	\$15,000.00
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PHLEBOTOMY TECHNICAL TRAINING

PTT	Phlebotomy Technical Training	\$2000.00
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CERTIFIED MEDICATION AIDE PROGRAM

MAT I	Certified Medication Aide Program	\$2000.00
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HOME HEALTH CARE TECHNICIAN

HHCT I	Home Health Care Technician	\$8000.00
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CERTIFIED NURSE AIDE PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

CNAPT	Certified Nurse Aide/Phlebotomy Technician	\$4000.00
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Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The date of termination, if the student is terminated by the school;
 - b) The date of receipt of written notice from the student; or
 - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administration fees charged for the entire program. The minimum refund of the remaining tuition and fees will be pro rate portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due).
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school;
 - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional material of the school, or representations by the owner or representative of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICES

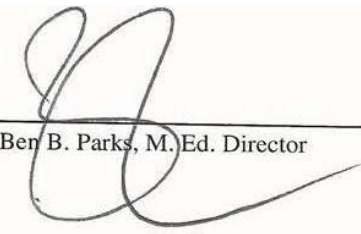
1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect of the following options for each program in which the student is enrolled: If tuition and fees are collected in advance of the withdrawal, a pro rate refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

- a) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fee, and charges for books for the program; or
- b) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated enough mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

TRUE AND CORRECT STATEMENT:

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Ben B. Parks, M. Ed. Director



