



**Institute**  
of Technology

**2016**  
**Catalog Addenda**  
**Clovis Main Campus**

**Revised: April 12, 2016**





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### Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 1, 2016.

Institute of Technology Culinary Arts Professional diploma program and the Culinary Arts Professional AOS program are also accredited by the American Culinary Federation.

### Articulation Agreements

Institute of Technology has Articulation Agreements with the following schools:

- DeVry University

### MISSION STATEMENT

To provide a quality education for our students and a qualified graduate for our employers.





## Programs and Start Dates

### THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

#### **Baking and Pastry Specialist**

##### **Computerized Accounting**

##### **Heating, Ventilation & Air Conditioning**

##### **Human Resources Administrator**

##### **Professional Medical Assistant**

January 11, 2016.....	October 13, 2016
February 15, 2016.....	November 17, 2016
March 21, 2016.....	December 22, 2016
April 25, 2016.....	February 9, 2017
May 31, 2016.....	March 16, 2017
July 5, 2016.....	April 20, 2017
August 8, 2016.....	May 25, 2017
September 12, 2016.....	June 29, 2017
October 17, 2016.....	August 3, 2017
November 21, 2016.....	September 8, 2017

#### **Culinary Arts Specialist**

January 11, 2016.....	August 4, 2016
February 15, 2016.....	September 9, 2016
March 21, 2016.....	October 13, 2016
April 25, 2016.....	November 17, 2016
May 31, 2016.....	December 22, 2016
July 5, 2016.....	February 9, 2017
August 8, 2016.....	March 16, 2017
September 12, 2016.....	April 20, 2017
October 17, 2016.....	May 25, 2017
November 21, 2016.....	June 29, 2017

#### **Culinary Arts Professional (AOS Degree)**

##### **Industrial Maintenance & Automated Technology**

January 11, 2016.....	May 25, 2017
February 15, 2016.....	June 29, 2017
March 21, 2016.....	August 3, 2017
April 25, 2016.....	September 8, 2017
May 31, 2016.....	October 12, 2017
July 5, 2016.....	November 16, 2017
August 8, 2016.....	December 21, 2017
September 12, 2016.....	February 8, 2018
October 17, 2016.....	March 15, 2018
November 21, 2016.....	April 19, 2018

#### **Vocational Nursing (Full Time) - tentative**

March 14, 2016.....	April 21, 2017
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#### **Human Resources Administrator (AAS Degree)**

January 11, 2016.....	March 16, 2017
February 15, 2016.....	April 20, 2017
March 21, 2016.....	May 25, 2017
April 25, 2016.....	June 29, 2017
May 31, 2016.....	August 3, 2017
July 5, 2016.....	September 8, 2017
August 8, 2016.....	October 12, 2017
September 12, 2016.....	November 16, 2017
October 17, 2016.....	December 21, 2017
November 21, 2016.....	February 8, 2018

#### **Criminology/Emergency Response (AAS Degree)**

January 11, 2016.....	April 20, 2017
February 15, 2016.....	May 25, 2017
March 21, 2016.....	June 29, 2017
April 25, 2016.....	August 3, 2017
May 31, 2016.....	September 8, 2017
July 5, 2016.....	October 12, 2017
August 8, 2016.....	November 16, 2017
September 12, 2016.....	December 21, 2017
October 17, 2016.....	February 8, 2018
November 21, 2016.....	March 15, 2018

#### **Accounting (AAS Degree)**

January 11, 2016.....	June 29, 2017
February 15, 2016.....	August 3, 2017
March 21, 2016.....	September 8, 2017
April 25, 2016.....	October 12, 2017
May 31, 2016.....	November 16, 2017
July 5, 2016.....	December 21, 2017
August 8, 2016.....	February 8, 2018
September 12, 2016.....	March 15, 2018
October 17, 2016.....	April 19, 2018
November 21, 2016.....	May 24, 2018

#### **Microsoft Systems & Security Analyst**

January 11, 2016.....	November 17, 2016
February 15, 2016.....	December 22, 2016
March 21, 2016.....	February 9, 2017
April 25, 2016.....	March 16, 2017
May 31, 2016.....	April 20, 2017
July 5, 2016.....	May 25, 2017
August 8, 2016.....	June 29, 2017
September 12, 2016.....	August 3, 2017
October 17, 2016.....	September 8, 2017
November 21, 2016.....	October 12, 2017

**Refer to Main Catalog for  
Program Descriptions**



## Programs and Start Dates (Continued)

### THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

#### Medical Billing and Office Administration

January 11, 2016 .....	December 22, 2016
February 15, 2016 .....	February 9, 2017
March 21, 2016 .....	March 16, 2017
April 25, 2016 .....	April 20, 2017
May 31, 2016 .....	May 25, 2017
July 5, 2016 .....	June 29, 2017
August 8, 2016 .....	August 3, 2017
September 12, 2016 .....	September 8, 2017
October 17, 2016 .....	October 12, 2017
November 21, 2016 .....	November 16, 2017

**Refer to Main Catalog for  
Program Descriptions**



## 2016 Class Schedule—Weekday Classes

### January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

### March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.  
1:00 p.m. to 5:30 p.m.  
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m. to 12:00 p.m.  
12:15 p.m. to 5:15 p.m.  
5:30 p.m. to 10:30 p.m.

#### Legend

Scheduled Class Day: #

No Class: #

#
#



# 2016 Class Schedule—VN Classes (Full-Time)

## January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

\*Students attend until 5:00pm on one of these days  
The above schedule is typical, but is subject to change.

### Legend

Scheduled Class Day:	#
No Class:	#







## Equipment

The campus is equipped with audio/visual equipment such as box lights, overhead projectors and Video/DVD players, which assist the instructor in creating a production based learning environment.

Computer labs are organized to maximize learning outcomes central to a students specific course of study. Desktop computers are networked in most classrooms throughout the campus. In addition, Calculators provide students the opportunity to cultivate ten-key skills needed in their Human Resource Administrator course.

Students enrolled in the Professional Medical Assistant Program will work with Autoclaves, Centrifuge, and other equipment common to a medical office.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include solder kits, multi-meters and tools appropriate to the trade.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning

environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.



IT-Clovis 2003



IT-Clovis 2003



## Program Cost

### ***Accounting (AAS Degree)***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 11,100.00
Tuition (Year 2)	\$ 11,100.00
Tuition (Year 3)	\$ 5,550.00
Total	\$ 27,825.00

### ***Administrative Office Professional***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 15,750.00
Total	\$ 15,825.00

### ***Baking and Pastry Specialist***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 17,950.00
Total	\$ 18,025.00

### ***Computerized Accounting (Diploma)***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 15,750.00
Total	\$ 15,825.00

### ***Criminology and Emergency Response (AAS Degree)***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 11,516.00
Tuition (Year 2)	\$ 11,515.00
Tuition (Year 3)	\$ 1,919.00
Total	\$ 25,025.00

### ***Culinary Arts Specialist***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 19,950.00
Total	\$ 20,025.00

### ***Culinary Arts Professional (AOS Degree)***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 13,264.00
Tuition (Year 2)	\$ 13,264.00
Tuition (Year 3)	\$ 4,422.00
Total	\$ 31,025.00

### ***Heating, Ventilation and Air Conditioning***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 17,950.00
Total	\$ 18,025.00

### ***Human Resource Administrator (Diploma)***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 15,750.00
Total	\$ 15,825.00

### ***Human Resource Administrator (AAS Degree)***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 13,375.00
Tuition (Year 2)	\$ 13,375.00
Total	\$ 26,825.00

### ***Industrial Maintenance & Automated Technology***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 12,836.00
Tuition (Year 2)	\$ 12,836.00
Tuition (Year 3)	\$ 4,278.00
Total	\$ 30,025.00

### ***Medical Billing and Office Administration***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 12,600.00
Tuition (Year 2)	\$ 3,150.00
Total	\$ 15,825.00

### ***Microsoft Systems & Security Analyst***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 19,111.00
Tuition (Year 2)	\$ 2,389.00
Total	\$ 21,575.00

### ***Professional Medical Assistant***

Registration Fee (non-refundable)	\$ 75.00
Tuition	\$ 17,550.00
Total	\$ 17,625.00

### ***Vocational Nursing (Day Classes)***

Registration Fee (non-refundable)	\$ 75.00
Tuition (Year 1)	\$ 19,834.00
Tuition (Year 2)	\$ 9,916.00
Total	\$ 29,825.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.





# Tuition Schedule and Refund Table

## TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Accounting (AAS)	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 27,825.00	112	1500	75
Administrative Office Professional	\$ 7,875.00	\$ 7,875.00				\$ 15,825.00	49.5	800	40
Baking and Pastry Specialist	\$ 8,975.00	\$ 8,975.00				\$ 18,025.00	47.5	890	40
Computerized Accounting (Diploma)	\$ 7,875.00	\$ 7,875.00				\$ 15,825.00	55.5	800	40
Criminology/Emergency Response (AAS)	\$ 5,758.00	\$ 5,758.00	\$ 5,758.00	\$ 5,757.00	\$ 1,919.00	\$ 25,025.00	97	1300	65
Culinary Arts Professional (AOS)	\$ 6,632.00	\$ 6,632.00	\$ 6,632.00	\$ 6,632.00	\$ 4,422.00	\$ 31,025.00	92	1480	70
Culinary Arts Specialist	\$ 9,975.00	\$ 9,975.00				\$ 20,025.00	39	680	30
Heating, Ventilation and Air Conditioning	\$ 8,975.00	\$ 8,975.00				\$ 18,025.00	48.5	800	40
Human Resource Administrator (Diploma)	\$ 7,875.00	\$ 7,875.00				\$ 15,825.00	55.5	800	40
Human Resource Administrator (AAS)	\$ 6,688.00	\$ 6,687.00	\$ 6,688.00	\$ 6,687.00		\$ 26,825.00	91	1200	60
Industrial Maint. & Automated Technology	\$ 6,418.00	\$ 6,418.00	\$ 6,418.00	\$ 6,418.00	\$ 4,278.00	\$ 30,025.00	92.5	1400	70
Medical Billing and Office Administration	\$ 6,300.00	\$ 6,300.00	\$ 3,150.00			\$ 15,825.00	59.5	1,060	50
Microsoft Systems & Security Analyst	\$ 9,556.00	\$ 9,555.00	\$ 2,389.00			\$ 21,575.00	54.5	900	45
Professional Medical Assistant	\$ 8,775.00	\$ 8,775.00				\$ 17,625.00	47.5	860	40
Vocational Nursing (Day Class)	\$ 9,917.00	\$ 9,917.00	\$ 9,916.00			\$ 29,825.00	59	1575	51

**Note: All programs listed might not be offered at your campus. See Start Dates for available programs.**

*Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.*

**Refer to Main Catalog for  
the Tuition Payment Policy**

## REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Accounting (AAS)	\$ 5,550.00	\$ 555.00	\$ 1,110.00	\$ 1,665.00	\$ 2,220.00	\$ 2,775.00	\$ 3,330.00
Administrative Office Professional	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Baking and Pastry Specialist	\$ 8,975.00	\$ 897.50	\$ 1,795.00	\$ 2,692.50	\$ 3,590.00	\$ 4,487.50	\$ 5,385.00
Computerized Accounting (Diploma)	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Criminology/Emergency Response (AAS)	\$ 5,758.00	\$ 575.80	\$ 1,151.60	\$ 1,727.40	\$ 2,303.20	\$ 2,879.00	\$ 3,454.80
Culinary Arts Professional (AOS)	\$ 6,632.00	\$ 663.20	\$ 1,326.40	\$ 1,989.60	\$ 2,652.80	\$ 3,316.00	\$ 3,979.20
Culinary Arts Specialist	\$ 9,975.00	\$ 997.50	\$ 1,995.00	\$ 2,992.50	\$ 3,990.00	\$ 4,987.50	\$ 5,985.00
Heating, Ventilation and Air Conditioning	\$ 8,975.00	\$ 897.50	\$ 1,795.00	\$ 2,692.50	\$ 3,590.00	\$ 4,487.50	\$ 5,385.00
Human Resource Administrator (Diploma)	\$ 7,875.00	\$ 787.50	\$ 1,575.00	\$ 2,362.50	\$ 3,150.00	\$ 3,937.50	\$ 4,725.00
Human Resource Administrator (AAS)	\$ 6,688.00	\$ 668.80	\$ 1,337.60	\$ 2,006.40	\$ 2,675.20	\$ 3,344.00	\$ 4,012.80
Industrial Maint. & Automated Technology	\$ 6,418.00	\$ 641.80	\$ 1,283.60	\$ 1,925.40	\$ 2,567.20	\$ 3,209.00	\$ 3,850.80
Medical Billing and Office Administration	\$ 6,300.00	\$ 630.00	\$ 1,260.00	\$ 1,890.00	\$ 2,520.00	\$ 3,150.00	\$ 3,780.00
Microsoft Systems & Security Analyst	\$ 9,556.00	\$ 955.60	\$ 1,911.20	\$ 2,866.80	\$ 3,822.40	\$ 4,778.00	\$ 5,733.60
Professional Medical Assistant	\$ 8,775.00	\$ 877.50	\$ 1,755.00	\$ 2,632.50	\$ 3,510.00	\$ 4,387.50	\$ 5,265.00
Vocational Nursing (Day Classes)	\$ 9,917.00	\$ 991.70	\$ 1,983.40	\$ 2,975.10	\$ 3,966.80	\$ 4,958.50	\$ 5,950.20

**Refer to Main Catalog for  
the Refund Policy**



## Vocational Nursing Addendum

### ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov). A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

### ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

### GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

### ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

### IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
  - Tetanus Booster
  - MMR
  - Polio
  - Varicella
  - Hepatitis B series

### DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the

*(Continued on page 15)*





## Vocational Nursing Addendum

(Continued from page 14)

background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. **\*Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

### TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

### ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week. Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory
  - Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

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# Vocational Nursing Addendum

(Continued from page 15)

## DEFINITION OF CREDIT UNIT EARNED

Institute of Technology, Inc. measures progress by quarter credits. One quarter credit hour is awarded for a minimum of 20 clock hours of lecture, a minimum of 20 clock hours of lab or independent study, and a minimum of 30 clock hours of externship. One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

**Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a quarter credit hour, non-term program the conversion is 1 credit per 25 hours of instruction. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.**

## SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

### Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

### Section B

#### 1. Graduate of a California Approved School of Vocational Nursing.

Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.

#### 2. Graduate of an Out-Of-State School of Practical/Vocational Nursing.

The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

***(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)***

#### 3. Equivalent Education and/or Experience.

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing

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## Vocational Nursing Addendum

(Continued from page 16)

- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

a. **Basic Bedside Nursing**

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

b. **Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)**

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible

credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**

- a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**

Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

**Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.**





## Staff and Faculty

### CAMPUS STAFF

<b>Tim Vogeley</b>	Campus President
<b>Saechao "Jenny" Meuy</b>	Director of Education
<b>Sharon Walker</b>	Human Resource Administrator / Executive Assistant
<b>Paula Richards, RN, BSN, MHA</b>	Director of Nursing
<b>Melinda Wood</b>	Director of Student Services
<b>Misty Laurence</b>	Registrar
<b>Manola Phimmavong</b>	Assistant Registrar
<b>Ana Montes</b>	Administrative Assistant / Receptionist
<b>Jenny Vorabouth</b>	Administrative Assistant / Receptionist
<b>TBD</b>	Director of Admissions
<b>Leann Quaschnick</b>	Assistant Director of Admissions
<b>Susan Loeffler</b>	Master Admissions Representative
<b>Jennifer Correia</b>	Admissions Representative
<b>Erica Sales</b>	Admissions Representative
<b>Zeny Vue</b>	Admissions Representative
<b>Minnie Hughes</b>	Admissions Representative
<b>Sandi Pugh</b>	Director of Financial Aid
<b>Pauline Moreno</b>	Financial Aid Officer
<b>Michelle Owens</b>	Financial Aid Officer
<b>Alexander Velasquez</b>	Student Accounts / Financial Aid Clerk
<b>Tim Kearn</b>	Director of Career Services
<b>Don Behnsch</b>	Career Services Advisor / Extern Coordinator
<b>Diane Jensen</b>	Career Services Advisor
<b>Tina Diaz</b>	Career Services Advisor
<b>Marisa Maron</b>	Employer Relations Coordinator
<b>Albert Aguiniga</b>	Facilities Coordinator
<b>Tony Leon</b>	Assistant Facilities Coordinator
<b>Laura Haberstich, MSLIS</b>	Librarian

### FACULTY

#### ***Business / General Education***

<b>James Jackson</b>	Business Division Lead Instructor 5+ years Finance/Banking / BA Marketing / MBA Marketing / PhD Candidate / 2+ College Business/GenEd Instructor / Certifications in Quickbooks, Microsoft Office (Word, Excel, PowerPoint, Access, Visio, Project), Social Media, Covey Leadership, Six Sigma, and Change Management
<b>Robert Scott Falk</b>	Business Instructor 30+years industry and education experience / B.A/M.Div
<b>Bob Locklin</b>	Business Instructor AAS in Human Resources Administration / 20+ years industry experience
<b>Charlene Holguin</b>	Business Instructor MBA / 20 years experience in the restaurant industry / 10 years experience in training and development / HRA Diploma from IOT / BA in Business Management
<b>Curtis Bustamante</b>	Adjunct Business Instructor BA Mass Communication and Journalism, Public Relations / 10+ years industry experience
<b>Chelsi Johnston</b>	Adjunct Business Instructor MBA / 5+ years industry experience promoting entrepreneurs / BA Political Science
<b>Larry Wilder, Ed.D.</b>	Gen Ed Instructor Ed.D Educational Leadership / MA Education / BA English and Social Studies / 20+ years industry experience
<b>Lisa Favareille</b>	Business Instructor 20+ years experience Accounting and Business Administration, HRA / 5+ years experience food industry / AS Accounting / Certificate in MicroComputer Accounting / Microsoft Office (Word/Excel) and Paralegal Studies
<b>Salvador Bueno</b>	Adjunct Business Instructor 10+ years industry experience / BS Business Management / MBA / PhD/Higher Education Administration Candidate
<b>Floyd Ogle</b>	Adjunct Business Instructor 20+ years experience in leadership and personal development / AA in English / BS Organizational Leadership / MA in Strategic Communication / PhD in Psychology Education and Integrated Technology Candidate

#### ***Culinary***

<b>Kevin Arnett</b>	Culinary Division Program Director 8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France
<b>Molly Hudson, FMP</b>	Culinary Mentor Instructor Certified Foodservice Management Professional / 33+ Years industry experience
<b>Christopher Smith</b>	Culinary Instructor Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

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## Staff and Faculty

(Continued from page 19)

**Erin Easley** Culinary Instructor  
Pastry Chef / 3+ Years industry experience

**Willem Bezemer** Culinary Instructor  
55+ years industry experience / Master Pastry Chef

**Thomas Nelson** Culinary Instructor  
38+ years industry experience / Serve-Safe Certified / 9 years experience teaching Culinary Arts IOT, Viking Home Chef / 19+ years Personal Chef and Catering experience / A.S. Culinary Arts

**Christian Romeo** Culinary Instructor  
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

**Angelica Valdez** Culinary Instructor

**Anna Marquardt** Culinary Instructor

**James Pacini** Culinary Instructor  
34+ years industry experience / CAP-AOS Alumni / Business Owner—Current Owner / Chef Pacini's Catering and The Old Hotel Bistro

**Erik Giese** Adjunct Culinary Instructor

**Keith Allen** Adjunct Culinary Instructor

### Criminology

**Mike Henkle** Criminology Division Lead Instructor  
25+ years industry experience / BS in Criminology with a minor in Business Administration / 17+ years Fresno Sheriff's Department-Sergeant-11 years / Team Leader of the Incident Command Team / 7 years as a Training Unit Supervisor

**Brett Scroggins** Adjunct CERM Instructor  
25+ years Fresno Sheriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

**David Mumper** EMT Program Director  
10+ years industry experience / Tactical/Rescue Paramedic / BS in Plant Sciences / NAEMSE Certified

**Troy Burks** Adjunct CERM Instructor  
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

**Lydia Bustos** Adjunct CERM Instructor  
5 years of industry experience / 5 years as a Correctional Officer with Madera Department of Corrections / AS in Criminal Justice

**Chris Stearns** Adjunct CERM Instructor  
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

**Jackie Fox** Adjunct CERM Instructor  
32+ years industry experience / 24 years as a Crime Scene Technician / BS in Criminology

**James Johnston** Adjunct CERM Instructor  
32 years experience in industry / 17 years as a Parole Agent / 12 years as a Probation Officer / 3 years as Investigator with Alcoholic Beverage Control (ABC) / BS in Criminology / Firearms Instructor / Arrest and Control Instructor

**Eric Penland** Adjunct CERM Instructor  
16 years experience in industry / 12 years as a deputy sheriff with Fresno County Sheriff / 6 years in Marine Corp. / Patrol Training Officer / BS in Criminology

**Brenda Bradford** Adjunct CERM Instructor  
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child Counseling / BS in Criminal Justice

**Richelle Turner** Adjunct EMT/EMR Instructor  
11 years experience in industry / 4 years as an EMT / Athletic Trainer / Patient Transportation / BS in Kinesiology / AS in Physical Education

**Conrado Martin** Adjunct CERM Instructor  
13 years experience with Fresno Police Department / Police Officer / Detective / FBI Task Force / BS in Criminology

**Jeff Gentry** Adjunct CERM Instructor  
10 years experience in industry / 7 years as a Deputy Coroner with Fresno County / MPA in Public Administration / BS in Biochemistry-Molecular Biology / AS Mathematics / AS Life Sciences / AA Liberal Arts

**Mike Robison** Adjunct CERM Instructor  
32 years experience in industry / 24 years as a Deputy Sheriff with Fresno County Sheriff / Detective / Training Officer / MA Human Resource Management / BS in Criminology

### Medical

**Deborah Cacy** Medical Division Lead Instructor  
Certified Medical Assistant / 24+ years industry experience

**Kimberly Kempen** MBOA Instructor  
24+ years industry experience / BA in Health Science

**Marilyn Baxter** Adjunct PMA Instructor  
5 years Medical Assistant / 7 years Registered Nurse / 5 years Hospice / Board of Directors AIDS Foundation

**Ruben Cedillo** Adjunct PMA Instructor

**Shannon Dority** Adjunct PMA Instructor

### Nursing

**Paula Richards, RN, BSN, MHA** Director of Nursing

**Clarissa Trinidad** Assistant Director of Nursing/Nursing Instructor

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## Staff and Faculty

(Continued from page 20)

**Julia Viger** Nursing Instructor

**Mercedes Stapleton** Clinical Coordinator

**Yvonne Kelly** Clinical Nursing Instructor

### **Technical**

**Michael Stenberg** Technical Division Lead Instructor  
*21 years USCG AETC Retired / 5 years Facilities  
Management / GROL / EPA608 Universal / BLA from  
University of Alaska*

**Scott Gale** HVAC Lead Instructor  
*EPA & CA Home Energy Efficiency Rater/7 years  
industry experience*

**Frank Lamonski** Adjunct MSSA Instructor  
*MCP / 23 years industry experience*

**David Castillo** Adjunct HVAC Instructor  
*11+ years industry experience / EPA Certified / NATE  
Certified*

**Danny Johnson** Adjunct HVAC Instructor

**Paul Gentry** Adjunct IMAT Instructor

**Ronald Rudolph** Adjunct IMAT Instructor

**Raymond Rawn** Adjunct IMAT Instructor

**Steven Kelm** HVAC Instructor  
*28+ years industry experience / EPA & HVAC Excellence  
Certified*

**David Welford** Adjunct Instructor

**Fausto Garcia** Adjunct MSSA Instructor  
*13+ years industry experience / Microsoft Certified  
Professional / A+ / Net+ / MCSE*



## Catalog Changes

### Page 12: Certifications

*Change the following paragraph:*

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, corrections, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, including: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Adult Correctional Officer CORE Academy certificate, Disaster Management certificates from the Federal Emergency Management Agency (FEMA), security certificates issued by IOT as an approved provider by the California Bureau of Security and Investigative Services (BSIS).

*To read:*

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

### Page 13: CJ150 Correctional Institutions

*Change the following paragraph:*

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students can receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150)

*To read:*

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

### Page 23: HVAC Fundamentals

*Change the following paragraph:*

Concepts related to basic electricity and magnetism will be introduced and related to automatic controls. Applications of the automatic controls, including electronic and programmable controls, will be demonstrated. In addition, students will be exposed to various types of HVAC electric motors, including how the motors are used and various types of motor controls. Students will also have the opportunity to use basic troubleshooting skills for most controls and their components, as well as for electric motors.

*To read:*

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.

### Page 23: Introduction to HVAC

*Change the following paragraph:*

Students will demonstrate general safety practices and effective use and care of tools. Uses of various types of tubes and piping as well as types of gauges and valves will be explained. Hands-on skills include soldering and

*(Continued on page 23)*





## Catalog Changes

(Continued from page 22)

brazing techniques. Different types of calibrating instruments will be used for system analysis.

*To read:*

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning.

### **Page 24: EPA Regulations and Refrigerant Handling**

*Change the following paragraph:*

In this module, safe system evacuation techniques will be demonstrated in concert with methods of recovery and reclaiming refrigerants and techniques for vacuuming and recharging a system. Students will be exposed to Boyles Law, Charles' Law, and universal gas laws and how they apply to the foundations of refrigeration, heating, and air conditioning.

*To read:*

Students will be reintroduced to EPA regulations, Boyle's law, Charles Law, and the universal gas laws, and how they pertain to the foundations of refrigeration, heating, and air conditioning. In this module safe system evacuation techniques will be demonstrated along with various types of tubing and piping including hands on skills in soldering and brazing. Students will continue to use proper methods of recovery and reclaiming refrigerant handling and learn proper techniques for evacuating and recharging the system.

### **Page 31: IMAT120: Introduction to Electricity**

*Change the following paragraph:*

This module will introduce basic electrical circuits and the inner workings of Electricity. Introduction to practical AC/DC concepts, including: electrical quantities, components and measurement instruments for AC and DC circuits. Students will analyze and construct circuits and measure voltage, current, resistance and power for both AC and DC sources. This course will also cover the fundamentals of NEC wiring, soldering and relay ladder logic.

*To read:*

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams. *IMAT students will also explore AC and DC Motors, single phase and 3 phase motors , and variable frequencies drives.*

### **Page 32: IMAT180: Heating, Ventilation, Air Conditioning & Refrigeration**

*Change the following paragraph:*

This module will cover basic environmental maintenance concepts. This course presents applications of HVAC components, refrigeration controls, condensers, hydronics, boilers, heat exchangers, dampers, compressors, plumbing, pumps, measurement, blowers and preventative maintenance & repair. Introduce EPA regulations and certification.

*To read:*

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning. *IMAT Students will explore heating and cooling*

(Continued on page 24)



## Catalog Changes

(Continued from page 23)

*systems relevant to industrial maintenance facilities.*

### Page 33: Course Objectives

*Edit:*

(HIPPA)

*To read:*

(HIPAA)

### Page 34: Medical Coding

*Change the following sentence to read:*

This module will develop the student's basic diagnostic and procedural coding skills utilizing the ICD-9, CPT-4, and HCPCS coding books.

*To read:*

This module will develop the student's basic diagnostic and procedural coding skills utilizing the ICD-10, CPT-4, and HCPCS coding books.

### Page 57: Leave of Absence

*Change the following paragraph:*

The Institute of Technology does not offer a provision for a leave of absence. Programs of study are designed to offer an accelerated learning environment and attendance consistency is critical to our students' success. Students who find that they are unable to complete their enrollment period should contact the Student Success Leader or Student Services Director who can assist them in withdrawing from the program and develop a re-entry plan if the students wish to continue their studies at a later date.

*To read:*

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave date.
- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.
- Appropriate documentation must be turned in with the leave of absence petition form.
- The Director of Student Services will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.
- After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, etc.

Leave of Absences are not granted for students that are on academic probation.

The total combined leave time cannot exceed 180 days in any 12 month period (the 12 month period begins with the first day of the leave of absence). Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective

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## Catalog Changes

*(Continued from page 24)*

immediately.

An unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.





## VA Catalog Addendum

### Institute of Technology

#### VA Catalog Addendum 2016 Course Catalog

**Evaluation of Previous Education and Training, CFR 21.4256(d)(3):**

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

**Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52:**

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

**Clarification of Probation Policy – Course Catalog, Page 53-54:**

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

**Student Deployment Policy**

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Student Signature

---

School Official Signature

---

Date

---

Date

---





## Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

**INSTITUTE OF TECHNOLOGY, INC.** at  
564 W. Herndon Ave., Clovis, CA. 96312

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology, Inc.**

Please Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Remember you must cancel in writing.** You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA. 95798-0818  
Phone: (916) 431-6959  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Or, you may contact:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, #302  
Arlington, VA 22201  
(703) 247-4212





## Notice of Cancellation

(COPY TWO OF TWO)

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