

HEALTH TECH OF GEORGIA

CATALOG

2026-2027



1839 Watson Blvd
Warner Robins, GA 31093
478-923-7007



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YOUR JOURNEY **BEGINS**

Learn with purpose. Serve with Compassion. Lead with Integrity.

The HTG Difference

Our mission at Health Tech of Georgia is to provide opportunities for adults to acquire the knowledge and skills necessary for a career in several allied health science fields. The program includes clinical experience to enhance the student's skills and confidence. Students are counseled on employment opportunities and job-seeking skills. This opportunity is extended to all qualified students regardless of race, sex, age, or national origin.



Our goal is not simply to prepare you to pass an examination—we strive to prepare you for a successful and meaningful career. Employers consistently seek individuals who demonstrate integrity, accountability, effective communication, adaptability, and a strong work ethic. These qualities are emphasized throughout every program at HTG.

We challenge our students to become lifelong learners who continuously seek opportunities to improve themselves, serve others, and positively represent the healthcare profession.

OUR FACILITY

The HTG Difference

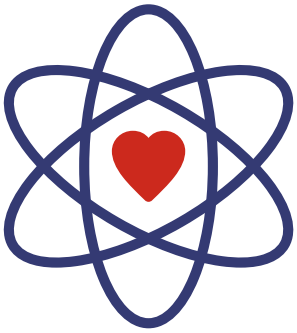
Health Tech of Georgia operates in an approximately 5,700-square-foot facility designed to support classroom instruction, clinical skills training, and student services. The facility includes six classrooms, four clinical skills laboratories, a student lounge, a staff break room, restrooms, and ample on-site parking.

STATE/NATIONAL CERTIFICATIONS



All courses offered by Health Tech of Georgia, apart from CNA, have been authorized by **Georgia Nonpublic Postsecondary Education Commission (GNPEC)**, who sets the standards to ensure that all postsecondary schools are educationally sound and financially stable. The Commission inspects the school annually to ensure compliance with all regulations. The **Georgia Medical Care Foundation (GMCF)**, examines and oversees all Certified Nursing Assistant (CNA) programs in Georgia. This inspection is completed every two years.

OUR CORE VALUES



❤️ Compassion

We treat every individual with kindness, empathy, dignity, and respect.

⭐ Excellence

We pursue the highest standards in education, patient care, and personal performance.

🛡️ Integrity

We act honestly, ethically, and responsibly, even when no one is watching.

🤝 Professionalism

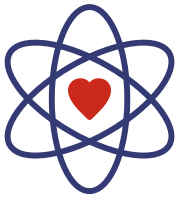
We demonstrate behaviors that inspire confidence and reflect positively on ourselves, our classmates, our instructors, our patients, and our profession.

🌎 Service

We recognize that healthcare exists to improve lives and strengthen communities through compassionate service.

📚 Lifelong Learning

Healthcare continually evolves, and so do great healthcare professionals. We embrace continuous education and personal growth throughout our careers.



2026–2027
ACADEMIC CALENDAR
HEALTH TECH OF GEORGIA

2026

JULY

S	M	T	W	T	F	S
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AUGUST

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SEPTEMBER

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2027

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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IMPORTANT DATES

2026

JUL 3 Independence Day Observed
SEP 7 Labor Day
NOV 11 Veterans Day
NOV 26–27 Thanksgiving Break
DEC 24–25 Winter Break

2027

JAN 1 New Year's Day
JAN 18 MLK Jr. Day
FEB 15 Presidents' Day
MAY 31 Memorial Day
JUL 5 Independence Day Observed
SEP 6 Labor Day
NOV 11 Veterans Day
NOV 25–26 Thanksgiving Break
DEC 23–24 Winter Break

PROGRAM SCHEDULE

Day Classes
9:00 AM–1:00 PM

Evening Classes
6:00 PM–10:00 PM

Program start and end dates are maintained on HTG's current Program Start Dates & Academic Schedule page. Clinical schedules may vary.

School Closed / Holiday
Program Start / End Dates – See Current Schedule

HEALTH TECH OF GEORGIA

Admission Requirements

Students must:

Be 18 years of age

In good health

Have a high school diploma or applicable transcript (except CNA)

State Issued Identification

Down payment must be paid prior to the first day of class

Enrollment will be based on class availability

Enrollment and Registration

All required admission documents are completed during the enrollment process. These documents include, but are not limited to, the Application for Admission, Student Enrollment Agreement, School Rules and Policies Acknowledgment, Georgia Nonpublic Postsecondary Education Commission (GNPEC) Student Disclosure Form, HIPAA Confidentiality and Acknowledgment Forms, and any additional enrollment documents required by Health Tech of Georgia or applicable regulatory agencies.

A mandatory New Student Orientation is conducted at the beginning of each class term.The orientation is designed to familiarize students with Health Tech of Georgia's mission, policies and procedures, student expectations, faculty and staff roles, professional standards of conduct, privacy and confidentiality requirements under the Health Insurance Portability and Accountability Act (HIPAA), and other information necessary for a successful educational experience. Students are required to acknowledge receipt and understanding of applicable policies and required disclosures.

CREDIT FOR PREVIOUS EDUCATION

Previous Education Credit

Health Tech of Georgia recognizes that students may enter our programs with previous education, training, or relevant healthcare experience. Applicants seeking credit for prior education must submit official transcripts, certificates, or other appropriate documentation from an accredited or otherwise recognized educational institution for review. Requests will be evaluated on an individual basis to determine whether previously completed coursework is equivalent to the curriculum and competency requirements of the selected program. The acceptance of previous education credit is not guaranteed and is subject to approval by school administration, applicable regulatory requirements, and program-specific standards. Students may be required to demonstrate proficiency through written examinations or practical skills assessments. All requests for previous education credit must be submitted and approved before the start of the program.

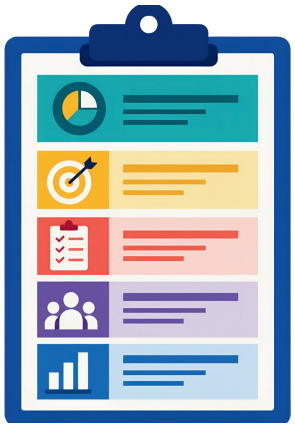


PROGRAMS OFFERED



Program	Program Length	Clock Hours	Clinical Experience
Administrative Front Office	12 Weeks	48	No
Nurse Aide (CNA)	14 Weeks	122	Yes - 24 Hours (Clinical Site)
ECG/EKG Technician	12 Weeks	48	Yes - On Site
Medical Assistant (After Prerequisites)	18 Weeks	184	Yes - 40 Hours (Clinical Site)
Medical Billing & Coding	22 Weeks	176	No
Medical Terminology	11 Weeks	44	No
Phlebotomy Technician	12 Weeks	96	Yes - On Site

PROGRAM DESCRIPTIONS



Administrative Front Office

The Administrative Front Office program prepares students to manage daily operations within healthcare offices through appointment scheduling, patient registration, medical records management, communication, and customer service.

Career Opportunities

Medical Receptionist
Front Office Coordinator
Patient Services Representative
Medical Office Assistant

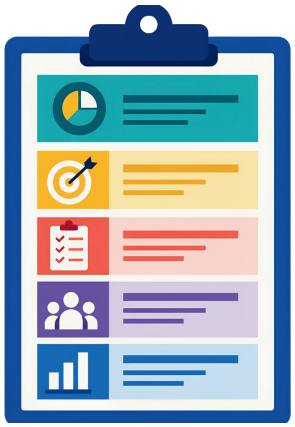
Nurse Assistant (CNA)

The Nurse Aide program prepares students to provide safe, compassionate, and competent care to patients in long-term care facilities, hospitals, home health agencies, and other healthcare settings. Students develop essential patient care skills through classroom instruction, laboratory practice, and supervised clinical experiences.

Career Opportunities

Long-Term Care Facilities
Hospitals
Rehabilitation Centers
Home Health Agencies
Hospice Care

PROGRAM DESCRIPTIONS



EKG/ECG Monitor Technician

The EKG Technician program provides students with the knowledge and practical skills necessary to perform electrocardiograms and assist healthcare providers in monitoring cardiac function. Students learn cardiac anatomy, rhythm interpretation, patient preparation, and diagnostic testing procedures.

Career Opportunities

EKG Technician
Hospitals
Cardiology Clinics
Physician Offices
Diagnostic Centers

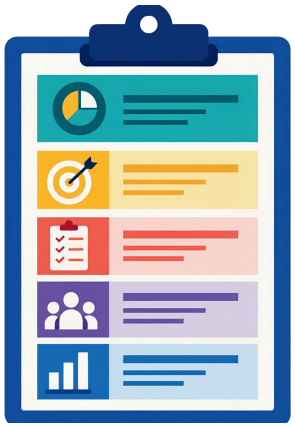
Medical Assistant

The Medical Assistant program prepares students to perform both administrative and clinical responsibilities in physician offices, outpatient clinics, urgent care centers, and specialty practices. Students receive comprehensive training in patient care, medical office procedures, laboratory techniques, pharmacology, and diagnostic testing.

Career Opportunities

Physician Offices
Urgent Care Centers
Specialty Clinics
Outpatient Facilities
Medical Practices

PROGRAM DESCRIPTIONS



Medical Billing & Coding

The Medical Billing & Coding program prepares students to accurately assign medical codes, process insurance claims, maintain patient records, and support healthcare reimbursement processes using industry standards.

Career Opportunities

Medical Biller
Medical Coder
Insurance Claims Specialist
Medical Office Professional
Healthcare Revenue Cycle Specialist

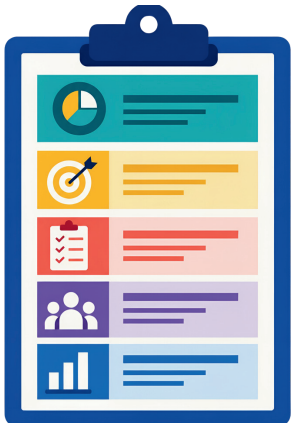
Medical Terminology

The Medical Terminology program provides students with a comprehensive understanding of the language of healthcare. Students learn medical prefixes, suffixes, root words, abbreviations, anatomy, physiology, and terminology commonly used throughout the healthcare profession.

Career Opportunities

Medical terminology serves as a foundational course that supports success in a variety of healthcare professions and advanced educational programs.

PROGRAM DESCRIPTIONS



Phlebotomy Technician

The Phlebotomy Technician program prepares students to safely collect, process, and transport blood specimens while maintaining the highest standards of patient safety and infection prevention. Emphasis is placed on proper collection techniques, specimen handling, quality assurance, and professionalism.

Career Opportunities

Hospitals
Diagnostic Laboratories
Blood Donation Centers
Physician Offices
Reference Laboratories





CLASS SCHEDULE

Administrative Front Office **48 Clock Hours** **12 Weeks**	6pm to 10pm	Monday	**6.1.26 to 8.24.26 - AFO 1087** 9.14.26 to 12.7.26 - AFO 1092 **12.28.26 to 3.15.27 - AFO 1097** 4.12.27 to 7.12.27 - AFO 1101 **8.16.27 to 11.8.27 - AFO 1103**
Certified Nursing Assistant **122 Clock Hours** **14 Weeks**	9am to 1pm 6pm 10pm	Tuesday & Thursday	**6.23.26 to 9.24.26 - CNA 1083 (Day Only)** 10.20.26 to 2.4.27 - CNA 1093/1094 **3.16.27 to 6.17.27 CNA 1103/1104**
EKG/ECG Monitor Technician **48 Clock Hours** **12 Weeks**	9am to 1pm 6pm to 10pm	Wednesday	**3.18.26 to 6.3.26 - ECG 1091/1092** 6.17.26 to 9.2.26 - ECG 1094/1095 **9.30.26 to 12.30.26 - ECG 1098/1099** 1.6.27 to 3.24.27 - ECG 1104/1105 **4.7.27 to 6.23.27 - ECG 1107/1108** 7.7.27 to 9.22.27 - ECG 1110/1111
Medical Terminology **44 Clock Hours** **11 Weeks**	6pm to 10pm	Wednesday	**4.8.26 to 6.24.26 - MTM 1092** 7.8.26 to 9.23.26 - MTM 1097 **9.30.26 to 12.16.26 - MTM 1098** 1.6.27 to 3.7.27 - MTM 1099
Phlebotomy Technician **96 Hours** **12 Weeks**	9am to 1pm 6pm 10pm	Tuesday & Thursday	**5.26 to 8.13.26 - PHL 1111/1112** 9.1.26 to 11.19.26 - PHL 1116/1117 **12.1.26 to 3.2.27 - PHL 1121/1122** 3.16.27 to 6.3.27 - PHL 1126/1127 **6.15.27 to 9.2.27 - PHL 1131/1132** 9.14.27 to 12.7.27 - PHL 1136/1137 **12.21.27 to 3.14.28 - PHL 1141/1142**

Advanced Classes

***Medical Assistant - Back Office** **184 Clock Hours** **40 Clock Hours of Clinical** **18 Weeks**	6pm to 10pm	Monday & Wednesday	**2.23.26 to 6.17.26 - MAS 1046/1047** 7.13.26 to 11.4.26 - MAS 1050/1051 **12.2.26 to 3.24.27 - MAS 1055/1056** 4.26.27 to 8.18.27 – MAS 1058/1059 **9.13.27 to 1.12.28 - MAS 1062/1063**
****Medical Billing & Coding** **176 Clock Hours** **22 Weeks**			See Dates Below
Medical Billing **Medical Coding**	6pm to 10pm 6pm to 10pm	Tuesday Thursday	TBD TBD

***Prerequisites include: Administrative Front Office, EKG/ECG, & Phlebotomy**

**** Prerequisites include: Medical Terminology**

All courses have a 30 minute break

CLASS
COST BREAKDOWN

Administrative Front Office	Cost Breakdown
Tuition	$985.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	$100.00
Total	$1,270.00
Payment Plan Convenience Fee 12%	$152.40
Total	$1,422.40



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Certified Nursing Assistant	Cost Breakdown
Tuition	$1,089.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	$75.00
Total	$1,349.00
Payment Plan Convenience Fee 12%	$161.88
Total	$1,510.88

CLASS
COST BREAKDOWN

EKG Technician	Cost Breakdown
Tuition	$989.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	$150.00
Total	$1,324.00
Payment Plan Convenience Fee 12%	$159.00
Total	$1,483.00



ADVANCED CLASS
COST BREAKDOWN

Medical Assistant	Cost Breakdown
Tuition	$2,895.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	$525.00
Total	$3,605.00
Payment Plan Convenience Fee 12%	$432.60
Total	$4,037.60



ADVANCED CLASS
COST BREAKDOWN

Medical Billing & Coding	Cost Breakdown
Tuition	$1,789.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	N/A
Total	$1,974.00
Payment Plan Convenience Fee 12%	$236.88
Total	$2,210.88

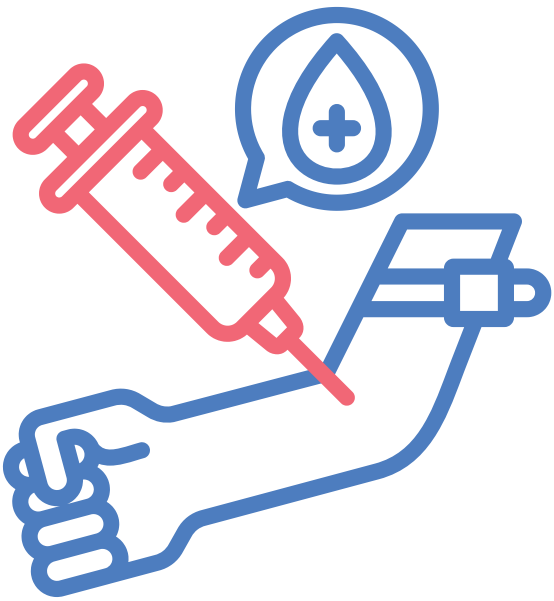


CLASS
COST BREAKDOWN



Medical Terminology	Cost Breakdown
Tuition	$625.00
Application Fee	N/A
Total	$625.00

Phlebotomy	Cost Breakdown
Tuition	$1,189.00
Application Fee	$150.00
Insurance	$35.00
Lab Fees	$175.00
Total	$1,549.00
Payment Plan Convenience Fee 12%	$186.00
Total	$1,735.00



HEALTH TECH OF GEORGIA

Tuition, Fees and Payment Plans

Students may pay their tuition and fees in full at the time of enrollment. Students selecting the payment plan must submit a **non-refundable enrollment deposit of $450.00**, except for the **Medical Assistant program, which requires a $525.00** enrollment deposit. All enrollment deposits are credited toward the student's total program cost.

A **12% payment plan convenience fee** will be added to the student's account balance.

Students may elect to make weekly or biweekly payments. Installment amounts are determined by the student's enrolled program.

Students will receive a written payment schedule outlining their installment amounts and due dates.

All payment plan installments are due Thursdays according to the student's selected payment schedule.

A **$10.00 late fee** will be assessed for each weekly payment not received by the scheduled due date. A **$20.00 late fee** will be assessed for each biweekly payment not received by the scheduled due date.

Students are responsible for ensuring that all tuition payments are made on time. Failure to remain current on tuition obligations may result in administrative action in accordance with Health Tech of Georgia's tuition and payment policies.

Textbooks must be purchased by the student. They may be printed or digital versions.

Financial Clearance Requirement

Students are required to satisfy all outstanding tuition and fee obligations before they are eligible to participate in clinical experiences, take the program's final examination, or participate in graduation.

HEALTH TECH OF GEORGIA

Refunds and Withdrawals

All monies paid by a prospective student, excluding the non-refundable application fee, will be refunded if the student submits a completed Withdrawal Form within three (3) business days of signing the Enrollment Agreement.

Refunds will be issued within forty-five (45) calendar days of the student's official date of withdrawal or cancellation.

To officially withdraw from a program, the student must complete and submit a Withdrawal Form. The official withdrawal date will be the date the completed Withdrawal Form is received and signed by the student.

Refunds after the cancellation period will be calculated on a pro rata basis according to the percentage of the program completed, up to fifty percent (50%) of the total program length.

Students who withdraw after completing more than fifty percent (50%) of the program are not eligible for a tuition refund.
No withdrawal fee will be assessed.

If a program is canceled or delayed by Health Tech of Georgia before it begins, students may elect to:

- Enroll in the next available class; or
- Receive a full refund of all tuition and fees paid (excluding any non-refundable fees permitted by law).

All requests for withdrawal must be submitted to the administrative office using a completed Withdrawal Form.

GRADING POLICY



Students must maintain a minimum cumulative course average of 75% to successfully complete a program and remain eligible to take the comprehensive final examination.

Students whose academic performance falls below the required standard during the program may receive an Academic Warning. The purpose of the Academic Warning is to notify students that their academic performance is below satisfactory standards and to encourage timely improvement. **A minimum score of 75% on the comprehensive final examination is required for successful course completion.** Students who do not achieve the required passing grade may be required to repeat the course in accordance with Health Tech of Georgia's academic policies.



DRESS CODE



Students are required to wear the Health Tech of Georgia approved navy blue uniform, closed-toe shoes, and their official Health Tech of Georgia name badge during all class sessions, laboratory activities, and clinical experiences.

Official Health Tech of Georgia name badges will be available for pickup on the first day of class. The cost of the initial name badge is $10.00. Replacement name badges are available for $10.00 each.

Students who report to the campus without the required uniform or name badge will be assessed the following dress code fees:

- **$2.00 for failure to wear the required uniform.**
- **$2.00 for failure to wear the required name badge.**

All dress code fees collected by Health Tech of Georgia are donated to St. Jude.

Students who report to an assigned clinical site without the required uniform, name badge, or otherwise fail to meet the clinical dress code will not be permitted to participate in the clinical experience and may be dismissed from the clinical site for the day.

Any missed clinical hours must be scheduled at another time approved by the Program Director or Instructor.

Students are responsible for completing all required clinical hours to satisfy program completion requirements.

NO HAIR BONNETS, DURAGS, HATS, HOUSE SLIPPERS, CROCS, OR OPEN-TOED FOOTWEAR

This required appearance is applicable to HTG and the clinical setting

ATTENDANCE POLICY



Regular attendance is essential to student success and the development of the knowledge, skills, and professional behaviors required for healthcare practice.

Students are expected to attend all scheduled class sessions, laboratory activities, and clinical experiences.
Attendance is considered a component of professional responsibility and is monitored throughout the program.

Students enrolled in prerequisite and basic courses may incur no more than two (2) absences or four (4) tardies during the course. Students enrolled in advanced courses may incur no more than three (3) absences or six (6) tardies.

For programs that include clinical education, attendance at all scheduled clinical experiences is mandatory. Students must complete all required clinical hours to satisfy program completion requirements. Missed clinical experiences may not be waived and must be made up at a time approved by the Program Director or Instructor.

Students who exceed the maximum allowable absences may be withdrawn from the program. In cases involving documented medical emergencies or other approved extenuating circumstances, the institution may permit the student to re-enroll in the next available class or cohort, subject to program availability and submission of appropriate documentation.

Failure to maintain satisfactory attendance or complete all required clinical hours may delay program completion, graduation, or eligibility for certification, where applicable.



GRIEVANCE POLICY

Health Tech of Georgia is committed to providing a fair, timely, and equitable process for resolving student concerns and complaints.

Students who have a grievance should first attempt to resolve the matter informally with their instructor. If the concern is not resolved, the student may submit a written grievance to the Owner or Executive Director, within one (1) week of the incident or decision giving rise to the grievance.

Health Tech of Georgia will review the grievance and provide a written response within two (2) weeks, when reasonably practicable.

If the student is not satisfied with the institution's decision, the student may submit a complaint to the Georgia Nonpublic Postsecondary Education Commission (GNPEC) after exhausting the institution's internal grievance procedures.

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300

Website: https://gnpec.georgia.gov/student-resources/complaint-against-institution

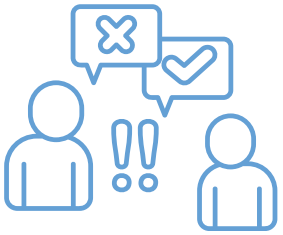
GNPEC requires students to utilize and complete the institution's grievance process before filing a complaint with the Commission. The Commission will not investigate a complaint until all available institutional grievance procedures have been exhausted.

Individuals who are not students must comply with the Commission's general complaint procedures. Complainants are encouraged to review all applicable requirements before submitting a complaint to GNPEC.

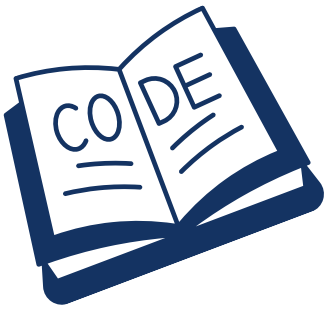
Certified Nursing Assistant (CNA) Program Grievance Procedure

Students enrolled in the Certified Nursing Assistant (CNA) program who are unable to resolve a grievance through Health Tech of Georgia's internal grievance process may submit a written complaint, along with any supporting documentation, to:

Alliant Health Solutions
P.O. Box 105753
Atlanta, GA 30348



THE HTG PROFESSIONAL COMMITMENT



Every student who attends Health Tech of Georgia is expected to uphold the following commitments:

✔ I will arrive prepared and ready to learn.

✔ I will demonstrate honesty and integrity in all academic work.

✔ I will treat instructors, classmates, staff, patients, and clinical partners with dignity and respect.

✔ I will accept responsibility for my actions and decisions.

✔ I will maintain patient confidentiality at all times.

✔ I will communicate professionally and respectfully.

✔ I will represent Health Tech of Georgia with pride both on and off campus.

✔ I will strive for excellence in every classroom, laboratory, and clinical experience.

✔ I will seek opportunities to learn, improve, and grow throughout my career.

Code of Conduct: Any conduct that school officials determine to be detrimental to HTG, its students, staff, or learning environment, including unprofessional behavior, is grounds for permanent dismissal. Prohibited conduct includes, but is not limited to, possessing a weapon on campus without a valid permit on file with HTG, using vulgar or abusive language, threatening others, or committing an assault of any kind.

CAREER SERVICES

Career Services

Health Tech of Georgia assists students with identifying potential employers, completing employment applications, developing résumés, and preparing for job interviews. The required Employment Skills curriculum also emphasizes the personal values, ethical standards, and professional conduct necessary to obtain employment, maintain a position, and advance in a career. Although HTG does not guarantee employment, the school maintains a comprehensive list of medical offices, hospitals, healthcare facilities, and agencies throughout the eight-county service area to assist students and graduates in identifying employment opportunities. Graduates are requested to notify HTG when they obtain employment by completing the employment notification form available on the school's website.

RESOURCE MATERIAL

Health Tech of Georgia maintains a library of supplemental educational resources for each program offered. Program-specific materials are available in the appropriate classrooms and are introduced to students during orientation. Additional learning resources are also available throughout the school for student use.

YOUR SUCCESSFUL COMPLETION IS OUR MISSION

We believe every student has the ability to succeed. While each student enters our programs with unique experiences, backgrounds, and goals, all students share a common purpose—to prepare for a meaningful career serving others through healthcare.

We recognize that many of our students are balancing careers, families, military service, and other personal responsibilities while pursuing their education. We commend your commitment to investing in your future and are dedicated to providing the support, resources, and encouragement needed to help you achieve your goals.

Success in healthcare education requires commitment, consistency, and perseverance. The habits you develop during your time at Health Tech of Georgia will not only contribute to your academic success but will also prepare you for the expectations of employers and the responsibilities of patient care. Your instructors are committed to helping you succeed—but your success ultimately depends upon your willingness to learn, participate, seek assistance when needed, and remain dedicated to your educational journey.

Health Tech of Georgia Staff

Executive Staff

Ms. Alicia Whisnant, RHE

Co-Owner

Ms. Teanesha King, MHA, GradCert - TLPM, BHA, AAS

Co-Owner

Jennifer Haiduk

Executive Secretary

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Clinical Back Office, Phlebotomy, Medical Terminology

Georgia Bergin, EMT-P, CPT

Medical Billing and Coding, Phlebotomy

Courtney Brawner, MBA, BSA

Administrative Front Office, Medical Terminology

Riesha Jackson, CPT

Phlebotomy

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Medical Billing and Coding, Medical Terminology

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