



School for Allied Health Professionals

2026 - 2027

Catalog

*Education today for
a better tomorrow...*



*700 Highlander Blvd., Suite 100
Arlington, TX 76015*

Main Phone:

(817) 846-7590

Admissions Department:

(817) 937-7066

Website:

www.sfahp.com

General Email:

admissions@sfahp.com

Administrative Office Hours:

Monday – Thursday: 9:00a.m. – 4:00p.m. CST

Friday: 9:00a.m. – 1:00p.m. CST

Class Hours:

Monday – Friday: 9:00a.m. – 10:00p.m. CST

Saturday and Sunday: *For Select Program(s)/
Seminar(s)*

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*(Pictures Below are **not** actually part of the institutions facility)*

A Message from the President

At *School for Allied Health Professionals*, we believe in providing our students with opportunities to open new doors into their lives. Many of our students have found that by taking that first step today, it has led them toward a better tomorrow.

School for Allied Health Professionals is a community partner with a drive toward educating the future workforce professionals of tomorrow with skills and training that will help answer the demand of the marketplace today. Our students are trained with practical hands-on experience and classroom academic discipline. This is to ensure that not only do our students have the book knowledge, but the hands-on training that today's industry is looking for. This enables our students to leave prepared and confident.

“Remember when you are standing still, everybody else is moving forward. So don't get left behind.”

The choice is yours, so move forward today. We at *School for Allied Health Professionals* look forward to helping you take that next step to a brighter and better future for you and your family.

***Nora Flores, PA
President***

School for Allied Health Professionals



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About School for Allied Health Professionals

Mission

The mission of *School for Allied Health Professionals* is to provide excellence in education that can be found in the curriculum, staff, faculty and equipment. *School for Allied Health Professionals* believes that quality instruction as well as hands-on clinical instruction is paramount to a student's success. The school believes that instructors that come directly from the allied health field will enhance the instruction, making the student more employable thereby meeting the needs of the field.

School for Allied Health Professionals has established the following objectives:

- To provide students with the skills and knowledge to qualify or re-qualify for employment in their field of study.
- To provide student services that contribute to student success and achievement.
- To provide qualified faculty to ensure that appropriate and applicable curriculum, learning materials and training are delivered to students.
- To provide an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests and opinions.
- To respond to the changing needs of the medical and business communities we serve.
- To provide placement assistance to facilitate students' successful transition into their careers.
- To encourage students to envision education as a life-long learning process.
- To exercise honesty, integrity, and the highest ethics in every facet of the school's operation.

History and Ownership

School for Allied Health Professionals is independently owned & operated in Tarrant County since March 30, 2006. The school's first classes began March 9, 2008. The institution is located in Arlington, Texas and is supported by local area physicians.

Approval

School for Allied Health Professionals is approved and licensed by the Texas Workforce Commission, Career School and Colleges, Austin, Texas.

Texas Workforce Commission

101 E. 15th Street, Room 651
Austin, TX 7778-0001

Phone: (512) 463-2236

Email: ombudsman@twc.state.tx.us

Website: <http://csc.twc.state.tx.us>

Memberships

AMCA – American Medical Certification Association
NAHP – National Association for Health Professionals
ABSA – American Board of Surgical Assistants
AAMA – American Association of Medical Assistants

Description of Facility

School for Allied Health Professionals offers a 2,683-square-foot facility, thoughtfully organized to support a quality learning environment. Our campus includes three (3) spacious classroom/laboratories, three (3) administrative offices, a conference room, a student break room, and a library area. Convenient parking is available for students at no additional cost.

Each classroom/laboratory is equipped with operating room instruments, medical equipment, and computers to ensure comprehensive, hands-on training. Our campus accommodates a maximum of 45 students for both daytime and evening courses, promoting a focused and interactive learning experience.

School for Allied Health Professionals is centrally located, our campus is easily accessible to nearby apartments, shopping centers, and banks. We are also in close proximity to USMD Hospital and Medical City Arlington Hospital, with easy access to I-20, near Matlock Road.

Admissions Policies and Standards

How to Apply

Students interested in applying for admission to *School for Allied Health Professionals* should call the school at (817) 846-7590 or the Admissions Department at (682) 308-2773, write the school at 700 Highlander Blvd., Suite 100, Arlington, TX 76015, or email the Admissions Department at admissions@sfahp.com.

Admissions Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at *School for Allied Health Professionals* as a regular student. *School for Allied Health Professionals* must adhere to the Texas Workforce Commission – Career Schools and Veterans Education regulatory guidelines.

General Admissions Requirements

School for Allied Health Professionals is an equal opportunity employer and follows the same policies in accepting applications from potential students. The Equal Employment Opportunity Commission (EEOC) is the federal administrative agency responsible for enforcing federal employment discrimination statutes: Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

School For Allied Health Professionals is open to all students without regard of race, color, religion, age, sex, creed, origin, sexual orientation, disability, marital status, veteran status, or gender identity. The Admission Policy is in compliance with the Texas Workforce Commission – Career Schools and Veterans Education.

To be eligible for admission for the **certificate program(s) {*Medical Assistant, Medical Insurance and Coding Specialist, Nursing Assistant and Phlebotomy Technician*}** and **seminar(s) {*Nursing Assistant Preparatory and Nursing Assistant Externship Preparatory*}** an applicant must be able to read and write English, and the student must meet the following requirements:

1. Be at least 17 years of age (Age will be verified with Individual's ID, parent signature is required)
2. *School for Allied Health Professionals* does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program
3. Schedule an Interview with an Admissions Representative
4. Pay the required non-refundable registration fee
5. Complete a Prospective Student Interview Form and Pass the Required Entrance Exam(s)
 - a. Certificate Programs will only take the Wonderlic Scholastic Level Exam and require a minimum score of 12 to pass.
 - b. Associate Degree Programs will take both the Wonderlic Scholastic Level Exam and TEAS Exam
6. Students must also be able to provide proof of the appropriate required document(s) prior to applying to any program such as:
 - a. Provide Valid Photo ID (Driver's License/Identification Card/Passport)
 - b. Provide Proof of Education (one of the following)
 - i. High School Diploma

- ii. High School Transcript showing graduation date. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
- iii. Proof of GED Completion.
- iv. Have a recognized equivalent of a High School Diploma such as a homeschooled certificate by the state where the student resided during home school. Prior study from English speaking schools.
- v. Original College Transcripts
- c. Provide Immunization Records for the following:
 - i. Flu
 - ii. Meningitis (if under 26)
 - iii. Hep B Series
 - iv. Measles/Mumps/Rubella/TB Skin Test
 - v. Collect proof of all immunization requirements before applying to any program for admission. A completed immunization form is due at the time of application for any program admission. Students enrolling into any program must have completed the immunization series. Students without proof of completed immunizations the student will not be allowed to continue into the program. No exceptions.
- d. Provide documentation of eligibility to work in the United States (Social Security Card).
- 8. Fill out Enrollment Documents

***Requirement:**

All application material must be completed before an interview can be scheduled. Submission of Photo Identification, Social Security Card, Prior Education, and Immunization Records.

Medical Assistant and Medical Insurance and Coding Specialist graduates are **not** required in the state of Texas to be certified and obtain a license for employment. *School for Allied Health Professionals* does assist and recommend students to sit for all approved programs' certification boards.

The student must make financial arrangements with the Financial Office in regard to scholarships and/or Cash payment plan prior to enrolling.

Prior to admission, the prospective student is given an enrollment agreement form, an interview with a school official, and is given a pre-enrollment questionnaire, which they are required to read, understand, and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school, and State Board requirements.

An explanation of attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's Satisfactory Academic Performance (SAP) requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

Admissions Requirements for Seminars

To be eligible for admission for the **seminar(s)** {*Nursing Assistant Preparatory and Nursing Assistant Externship Preparatory*} an applicant must be able to read and write English, and the student must meet the following requirements:

1. Be at least 18 years of age (Age will be verified with Individual's ID, parent signature is required)
2. *School for Allied Health Professionals* does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program
3. Schedule an Interview with an Admissions Representative
4. Pay the required Tuition
5. Students must also be able to provide proof of the appropriate required document(s) prior to applying to any seminar such as:
 - a. Provide Valid Photo ID (Driver's License/Identification Card/Passport)
 - b. Provide Proof of Education (one of the following)
 - i. Completion of Nursing Assistant Program Lecture (*Nursing Assistant Externship Preparatory Seminar*)
 - ii. CNA License/Completion of Nursing Assistant Program (*Nursing Assistant Preparatory Seminar*)

*Requirement:

- All application material must be completed before an interview can be scheduled. Submission of Photo Identification, Social Security Card, Prior Education, and Immunization Records
- Students **MUST** be registered no later than Wednesday of the week they will be attending the Refresher Seminar.

How to become a Certified Nursing Assistant (Aide):

Texas:

- **Information:** www.prometric.com/nurseaide/tx
- **Register:** <https://txhhs.my.site.com/TULIP/s/login/>

National Registry: registerednursing.org/certified-nursing-assistant/certification/

Students with Disabilities:

If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certifications requirements. If you are interested in attending *School for Allied Health Professionals* but are in need of reasonable accommodation, you should schedule an appointment with the Programs Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodation at *School for Allied Health Professionals*, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact on the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

The school reserves the right to reject a student for admission. If the school does not accept an applicant, all fees paid to the school will be refunded (with the exception of non-refundable registration fee) with time-frame limitations. Letters of denial are retained for one year.

Transfer Students

Enrollment is available for students wishing to transfer to *School for Allied Health Professionals* after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or are admitted to another school offering similar programs of study.

School for Allied Health Professionals does **not** accept transfer credits.

Previous Training

School for Allied Health Professionals does not accept advanced placement credits or grant credit for experiential learning.

Rules, Regulations and Policies

Video Surveillance and Recording

Policy Statement

School for Allied Health Professionals recognizes the need to achieve a balance between an individual's right to privacy and the school's duty to promote a safe environment for all community members and to protect college property. To achieve this, an electronic video surveillance system may be used at the college. The way it is used should be as least intrusive as possible but still could gather useful information about the activities that occur on the college campus and grounds. This policy does not apply to legitimate use of video cameras for school promotion, instruction or research purposes.

- I. The purpose of the use of video surveillance is to:
 - Promote a safe college environment by deterring acts of harassment or violence.
 - Deter vandalism or theft of college property and to aid in the identification of individuals who commit such acts.
 - Assist law enforcement officials in the investigation of any crime that may have been committed on college property.
- II. Video Surveillance and Recording Procedure Purpose
 - This procedure establishes guidelines and responsibilities for the electronic surveillance system at *School for Allied Health Professionals*.
- III. Camera Location, Operation, and Control
 - This procedure establishes guidelines and responsibilities for the electronic surveillance system at *School for Allied Health Professionals*.
 - *School for Allied Health Professionals* buildings and grounds may be equipped with video monitoring devices:
 - i. Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damage, or security incidents.
 - ii. Cameras placed outside shall be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on college grounds or premises.
 - iii. Cameras shall not be used to monitor private or semi-private rooms such as restrooms.
 - iv. The school President shall manage, control, and audit the use and security of monitoring cameras, monitor(s), computers used to store images, computer discs, and all other video records.
 - v. Only individuals authorized by the school President shall have access to video monitor(s) or be permitted to operate the controls.
 - vi. Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.
 - vii. Cameras may be placed in locations, on a temporary basis, for investigative purposes. The College President will authorize these placements. (This would be in situations of theft investigation.)

- IV. Notification
- Signs shall be posted to notify individuals that surveillance cameras are in operation. Any questions relating to surveillance may be directed to the college President or designee.
- V. Use of Video Recordings
- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to official *School for Allied Health Professionals* policies, Student Code of Conduct, and/or Minnesota State Board policies.
 - The school may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
 - Video recordings may be released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency.
 - The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
 - The school shall not use video monitoring for other purposes unless expressly authorized by the school President (or designee).
- VI. Protection of Information and Disclosure/Security and Retention of Recordings
- Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest video segments are overwritten by the newest segments.
 - No attempt shall be made to alter any part of a video recording.
 - Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk onto removable media such as a CD or DVD, flash drive, or cloud storage.
 - All saved video records not in use should be securely stored in a locked receptacle.
 - All video records that have been saved pending the outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the school President.
 - The school President (or designee) must authorize access to all video records.
 - A log shall be maintained by the schools President of all instances of access to, or use of recorded materials. The log shall include:
 - i. The video number and date of recording,
 - ii. The name of the individual or agency that was given access to the recording,
 - iii. The date that access was given,
 - iv. The reason that access was given, and
 - v. The date that access was given,
 - vi. The date when access is no longer available to the individual or agency.
 - The information contained within the video access log shall be considered public information, unless prohibited by law or judicial order.
 - Video records that contain personal information used to decide directly affecting an individual must be retained for a minimum of one year and may be retained by the college indefinitely as part of a permanent archive.
 - *School for Allied Health Professionals* will provide reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, *School for*

Allied Health Professionals cannot guarantee that access to the network through illegal methods is impossible.

VII. Disposal or Destruction of Recordings

- Copies of surveillance recordings need not be kept by the college if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.
- All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above. Removable media shall be shredded, degassed, or otherwise made permanently unreadable.

VIII. Video Monitor(s) and Viewing

- Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- Only the school President or individuals authorized by the President and members of law enforcement agencies shall have access to video monitor(s) while they are in operation.
- Video monitor(s) should be in controlled access areas wherever possible.
- Video records should be viewed on a need-to-know basis only, in such a manner as to avoid public viewing.
- All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operators will monitor activity based on suspicious behavior, not individual characteristics.

Hybrid Classroom Policy

The Hybrid training programs at *School for Allied Health Professionals* are meticulously designed to provide candidates with high-quality education both on and off campus at the Arlington Location. The institution also extends support to eligible students requiring payment options and scholarships.

These hybrid courses seamlessly integrate traditional classroom instruction with cutting-edge telecommunication technology, enabling students to attend classes two days a week at the *700 Highlander Blvd., Suite 100, Arlington TX 76015* campus (Tuesday and Thursdays). The remainder of the coursework is conducted online, where computer-based learning activities complement the on-campus work, equipping students with the necessary job skills.

SFAHP web-based classes function in tandem with the on-campus coursework, with hands-on activities and examinations taking place on-site, fostering direct interaction between students, instructors, and peers. The online component extends and enriches classroom learning, establishing a firm foundation for a successful career.

This hybrid learning format presents an array of new opportunities for students who may have otherwise been unable to partake in a performance-based accelerated hybrid career education program. Online assignments offer flexibility, allowing students to complete them from various locations, catering to their individual schedules.

The structure of each hybrid class is tailored to the specific course, showcasing the adaptability of this distinctive model. Instructors judiciously ascertain the educational activities best suited for the classroom and those more suitable for online completion, taking into consideration the course's content, objectives, and available resources.

Students participating in online lectures or virtual classrooms. Here's a breakdown of what students will typically need:

- I. Attendance** - Refer to Attendance Policy pg. 15
 - **In-Person Attendance:** Students are expected to attend all scheduled in-person classes unless they have an approved excuse (e.g., illness, emergency). In-person classes are held on Tuesdays and Thursdays.
 - **Online Attendance:** Students participating online must log in to the virtual classroom on time and remain present for the entire class duration. Online attendance dates are Mondays, Wednesdays, and Fridays. (Nursing Assistant Program only Mondays and Wednesdays.)
 - **Notification:** Students must inform the instructor of their absences; students must text and/or email the instructor to notify them of an absence.

- II. Participation** – Refer to Orientation Presentation (Provided at Program Orientation)
 - **Engagement:** Students are expected to actively participate in both in-person and online discussions, activities, and assignments.
 - **Cameras:** Online students should always keep their cameras on during class to foster a sense of presence and engagement.
 - **Microphones:** Students should mute their microphones when not speaking to minimize background noise.

- III. Assignments and Assessments** – Refer to Orientation Presentation (Provided at Program Orientation)
 - **Submission:** All assignments must be submitted through the designated platform by the specified deadlines, regardless of the attendance mode.
 - **Exams:** Exams will be administered in a format that accommodates both in-person and online students. Specific instructions will be provided by the instructor.
 - **Academic Integrity:** All students are expected to adhere to the institution's academic integrity policy. Cheating, plagiarism, and other forms of academic dishonesty are prohibited.

- IV. Communication** – Refer to Orientation Presentation (Provided at Program Orientation)
 - **Instructor Availability:** Instructors will be available for questions and consultations during office hours, which will be conducted both in-person and online.
 - **Response Time:** Instructors will respond to student inquiries within 48 hours during weekdays.

- V. Technology Requirements**
 - **Devices:** Online students must have access to a reliable computer or tablet with a camera and microphone.

- **Internet:** A stable internet connection is required for participating in online classes and submitting assignments.
- **Software:** Students must have the necessary software installed (e.g., Zoom, learning management system, Google Classroom) and be familiar with its use.

VI. Classroom Etiquette – Refer to Conduct Policy pg. 20

- **Respect:** Students must treat instructors and classmates with respect during all interactions.
- **Distractions:** In-person and online students should minimize distractions during class (e.g., avoid using mobile phones, browsing unrelated websites).
- **Dress Code:** Students should dress appropriately for class, whether attending in-person or online. Refer to Dress Code and Appearance Standard Policy (pg. 16 – 17)

VII. Accessibility

- **Accommodation:** Students requiring accommodation should contact the appropriate school personnel and inform the instructor as early as possible.
- **Resources:** Both in-person and online students have access to academic support services, including tutoring and library resources.

VIII. Emergency Procedures – Refer to Orientation Presentation (Provided at Program Orientation)

- **Class Cancellations:** In the event of an emergency or class cancellation, the instructor will communicate any changes or rescheduling through the designated communication platform.
- **Technical Issues:** Students experiencing technical difficulties should inform the instructor immediately and seek assistance from the institution's IT support.

Attendance Policy

The school's attendance policy approximates the expectations found in a working situation. Each student needs to learn the discipline of regular and prompt attendance as well as skills involved in his or her field of study. When the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled, an employee is valuable only when present on the job. Satisfactory student attendance is established when the student is present in his/ her assigned classroom for the required amount of scheduled time.

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students **MUST** call the Student Services Department at the Direct Line (682) 381-6470. The message will then be forwarded to the corresponding Instructor.

To maintain satisfactory attendance a student may **not** miss an excess of 20% of the scheduled class days of a module. At the end of the module, if a student has missed an excess of 20% of the grading period, he/she may be placed on attendance probation or terminated beginning with the next grading period. While on attendance probation a student may not miss an excess of 20% of the scheduled class days of the grading period. If, at the end of the module for which a student is

on attendance probation the student has violated the terms of probation the student will be immediately withdrawn. A student who is absent for ten consecutive days may be automatically terminated from the school.

If a student on attendance probation does not exceed the 10% rule during the grading period, the student will be removed from attendance probation.

The school reserves the right to withdraw any student from a program who incurs excessive absences. A student who misses an announced test, any examination or class work shall receive a “0” on the test, examination or class work unless the instructor deems the absence to be justifiable nature; then the student will be allowed to make-up the work.

Tardiness Policy

A student who reports to class after the scheduled start time, returns late from a class break, or who departs prior to the designated class dismissal time, is considered tardy. All absences and tardiness are recorded, regardless of the reason, and become part of the student’s records at the school. If accumulated tardiness and absences reach more than 20% of the scheduled hours, the student may be placed on Attendance Probation.

Make-Up Work

Any student who accumulates absent hours over the 20% allowed time must make up the time in the amount the student is over or may lose credit for that course. Make-up time can ONLY be made up by attending another class, once that the student is not currently enrolled in. All makeup sessions are scheduled and approved by the instructor and/or Student Services Department. Any make up time done outside of the scheduled class session cannot be recorded.

Each make up session must 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. The make-up session document must be signed and dated by the student to acknowledge the make-up session. The make-up time will be supervised by an instructor approved for the subject being made-up.

Unit of Credit

One semester credit hour earned is defined as the successful completion of 15 clock hours of lecture, 30 clock hours of laboratory activities or 45 clock hours of externship. All program credit totals have been rounded to the nearest whole number. Each designated clock hour represents a minimum of 50 minutes of instruction within a 60-minute period.

Leave of Absence

The Student Services Director may grant a leave of absence after determining that good cause is shown. In a 12-month calendar period, a student may have **no more than** two leaves of absence. For a program of 200 clock hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of 60 calendar days.

School attendance records shall clearly define the dates of the leave of absence. A written statement signed by both the student and the Student Services Director indicating circumstances and approval shall be placed in the student’s permanent file.

Termination By the School

Students may be terminated/dismissed for violation of policies as listed in this catalog to include not maintaining satisfactory academic progress, excessive absences/tardiness, improper conduct, and failure to fulfill financial obligations to the school. In all cases, tuition and fees will be charged according to the approved refund policy.

Appeal and Re-Entry

Students whose enrollment is terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. Re-entry is at the discretion of the Campus President and requires an interview with the student who must demonstrate a commitment to complete the program and maintain satisfactory progress. Students re-entering the school may be charged current tuition rates for the time required to complete the program plus a \$100 reinstatement fee. Students may be required to re-enter on probationary status.

If the student feels the school has made an error in determining that he or she is not making satisfactory progress, they should submit their arguments in writing, addressed to the attention of the Student Services Director. The case is reviewed by the school President, whose decision is final.

Please see additional reinstatement policies in SAP policy page 31 – 34

Dress Code and Appearance Standard Policy

Appearance is an important indication of professionalism. Our students are preparing for professional employment in the allied health industry. Our Dress and Appearance Policy was created so that our students always make a favorable first impression to the guests who visit our campuses each year. Many of these visitors are employers or potential employers of our graduates. Our dress code was also created to be appropriate for the types of activities that the students learn and practice while they are a student. The school feels that it is important for all students to understand the specifics of the policy and to agree, before starting school, to abide by the policy. The school reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require students to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

Clinical/Externship Experience(s)

Clinical/Externship Education is an important part of the curriculum of the program(s) offered. Supervised clinical/externship experience is essential for professional preparation, as it provides the students with a “hands-on” opportunity to integrate academic knowledge with clinical skills in a professional setting. Students are not allowed to receive compensation for the hours worked during externship experience. Clinical/Externship experience will consist of up to 40 hours per week in the students’ assigned externship site. Students will be graded on clinical performance just as they are in classroom instruction.

Every effort will be made to provide local clinical/externship experiences; however, students are not guaranteed local clinical/externship placements and should expect externship experience to be outside the area requiring traveling to and from the facility or possible relocation. Students do not have the option of choosing their clinical/externship site or shift.

Prior to admission into the associate degree program(s) students will be required to provide proof of statement of good health, immunization record, medical/health insurance, CPR/BLS, drug screening and level 3 background check. Proof of all documentation will be reviewed again prior to clinical/externship experiences. *If a student has a felony or misdemeanor on their record, they may not be placed in a hospital, pediatric or diagnostic imaging facility for their externship experience. This may interfere with their ability to graduate.*

Interactions with patients in healthcare carries inherent risks to both the patient and healthcare provider. Students participating in the program(s) may be exposed to blood, body tissues or fluids and communicable diseases. All students are expected to provide appropriate care to all assigned patients regardless of their medical diagnosis. Some of the diagnosed patients may have the following: tuberculosis, MRSA, hepatitis A, B, or C, HIV/AIDS, or other transmittable diseases. Students may also care for patients who are unidentified carriers of infectious disease. As in many health professions and programs, students may occasionally be exposed to bodily injuries and environmental hazards.

Health Screenings

The school provides assistance in obtaining health screenings for the students in the Allied Health Care program, which includes health history, TB, and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books, uniforms and other fees are included in the total cost (except for Nursing Assistant students).

Use of Cell Phones

Cell phone use is prohibited in the classroom; therefore, cell phones must be turned off while in class. They may be used in designated break rooms, restrooms, or outside during scheduled break times only. Students violating this policy may be subject to disciplinary action.

Use of Computers

Classroom computers are to be used exclusively for educational purposes only. Any student using computers for personal use may be suspended for violation of school policies.

Children On Campus

While a parent is attending class, children are **not** allowed on campus.

Conduct Policy

Students are to treat all members of the staff and other students with respect and dignity. Anyone who willfully destroys school property, attends the school under the influence of drugs or alcohol, is disruptive, insubordinate, caught cheating, is boisterous, obscene, or vulgar, or is sexually harassing another individual on campus may be suspended or terminated.

Students who have been dismissed for violating the Conduct Policy shall submit a letter in writing to the Campus President requesting reentry. The Student Services Director will meet with the terminated student to discuss re-entry eligibility. The Campus President reserves the right to request evidence of remediation in the event of criminal behavior, alcohol or drug use or any other infraction of the Conduct Policy in which such evidence would be relevant for consideration or re-entry.

Non-Discrimination Policy

School for Allied Health Professionals offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, creed, sexual orientation, national origin, marital status, gender identity, physical or mental handicap, or Vietnam Era Veteran status, in any of its academic programs or activities, or in any of its employment practices.

Student Complaint/Grievance Procedure

Student grievances relating to school matters should first be discussed with the individual Instructor and then the Student Services Director.

If the grievance is not resolved satisfactorily with the Student Services Director, it can then be submitted to the President of *School for Allied Health Professionals*, whose decision is considered final in all matters pertaining to the school.

- i. Complaints made by students or school employees shall first be directed to their instructor. All complaints must be made within 7 days of the occurrence.
- ii. If the complaint cannot be resolved informally then students will submit the issue in writing to the Student Services Director who will research the problem and respond with a resolution within 10 working days.
- iii. If there has been no satisfactory resolution, then the student may take the problem to the President of the school.
- iv. All communications must be in writing and on file.

If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with:

Texas Workforce Commission (TWC), Career Schools and Colleges Section

101 E. 15th Street; Room number 226T and CSC

Austin, TX 78778-0001

Phone: (512) 936-3100

Website: <http://csc.twc.state.tx.us>

Hours of Operation

School for Allied Health Professionals is open for student use Monday through Thursday 9:00 a.m. to 4:00 p.m.; Friday 9:00a.m. to 1:00p.m. Please see the Program Description or Seminar Description section of the catalog for more information on Program and Seminar Schedules. The school reserves the right to change scheduled hours when necessary.

Changes to Programs/Seminars and Schedules

The school reserves the right, with approval of Texas Workforce Career Schools and Colleges, to make changes to the instructional staff, equipment, and curriculum to reflect the latest technology, to reset class schedules and hours, to consolidate classes, to add or delete programs or seminars of study, and to change locations.

Students enrolled in programs will be notified in advance of adjustments in their programs or seminars and will be protected from undue hardship that might otherwise result from such adjustments.

A student who wishes to transfer from a longer to a shorter program of study must request so in writing to the Student Services Director. The Transfer will be permitted only if the student has extenuating circumstances that cause hardship. Documentation is required and a \$100 transfer fee will be charged.

Program and Seminar Title(s)

The programs and seminars offered by the school are not necessarily intended to lead to employment with titles of the same name.

Background Check(s)

All students in the medical programs will be required to have a criminal background check by the *Texas Department of Public Safety* and the *Texas Department of Aging and Disability*.

If an applicant has been convicted of a misdemeanor or felony, the applicant may be denied acceptance to the institution without further reason. If the applicant should be granted acceptance, the applicant acknowledges that they may not be able to obtain clinical experience, licensure in a/any state upon graduation, based on their criminal record and agrees that the institution will not be held liable in the case of failure to progress in clinical rotation and/or achieve licensure. Once accepted into the program, it is the student's responsibility to notify the Student Services Director (*for the program in which the student is in*) in writing immediately of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to disclose changes in criminal history will result in dismissal from the program. Students will need to sign a waiver acknowledging that they may be dismissed from the program if they fail to meet the requirements to be placed in a clinical setting.

All students admitted will be required to provide a written acceptance of the offer.

Class Location

All classes are taught hybrid and residential at *700 Highlander Blvd., Suite 100, Arlington, TX 76015*.

Financial Assistance

Financial Options

School for Allied Health Professionals is committed to assisting its students in developing financial plans for their education through a combination of loans, scholarships, family contributions, and other sources of aid. *School for Allied Health Professionals* does participate in the following:

Alternative Loan Programs/Private Loans

Alternative Loan Programs (not sponsored by a government agency) are available for those students that qualify. *School for Allied Health Professionals* will assist students in applying for Alternative Loans. Private loans are offered by banks or other financial institutions to parents and students for the following programs: Medical Assistant and Medical Insurance and Coding Specialist. Students are responsible for applying for Private Loans.

Tuition

Tuition charges are outlined in a student's Enrollment Agreement and may be paid through cash, scholarships, loans, or a combination thereof.

Tuition Increase

School for Allied Health Professionals reserves the right to increase tuition and fees whenever deemed necessary without prior notice.

Contact Information for Assistance in Obtaining Institutional or Financial Information

Email: jsmith@sfahp.com or njones@sfahp.com for more information.

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

Institution Cancellation and Refund 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 and a tour of the Facilities and inspection of the equipment is made by the prospective student. Any potential student who have not been provided the opportunity to tour the school facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour, and released from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

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 class attendance through the last date of attendance. 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 last day of attendance 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 after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata 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.
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 such time as these materials are required. Once they are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as 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) Enrollees are 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 as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives 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.
8. Refund Policy for Students Called to Active Military Service.
- A student at 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 Texas National Guard may elect one of the following options for each program in which the student is enrolled:
- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata 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.
 - (b) 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 re-enroll 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, fees, and charges for books for the program; or
 - (c) 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 sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

Collection Policy

A student is responsible for the payment of charges incurred at *School for Allied Health Professionals* by the stated payment deadlines. The purpose of this policy statement is to detail the specific process and action steps to be used to resolve an outstanding student account balance.

Each student is responsible for understanding the charges and meeting all financial obligations on time. We recognize that many students receive financial assistance from third parties, including federal financial aid; but the ultimate financial responsibility belongs to the student.

Letters and email blasts will be sent out on prearranged days to inform and attempt collection of past due balances before being reported to the collection agency. This is the process for any account delinquent for more than 30/60/90 days.

A copy of the full *School for Allied Health Professionals* Collection policy is made available in the Student Financial Office.

Contact Information: *School for Allied Health Professionals*
Student Financial Department
Main Phone: (817) 846-7590
Direct Phone: (817) 471-5026

Standards of Satisfactory Academic Progress

The satisfactory academic progress (SAP) Policy applies to all students enrolled in an Accrediting Bureau of Health Education a Texas Workforce Commission – Career Schools and Veterans Education approved program, whether receiving partial funding assistance, or self-pay.

Process Overview & Responsibilities

The school is not approved for Federal Financial Aid. Policies, however, are in effect following federal guidelines. The Programs Director reviews the academic progress of students. Any student placed on academic probation and fails a probationary period is not considered to be making Satisfactory Academic Progress and may re-establish SAP by bringing his or her progress up to minimum standards by taking mandatory tutoring after class.

(Please see additional Probation Policies about academic probation on page 33)

The Student Services Department reviews the SAP policy to ensure it meets all federal requirements. The Student Services Department notifies the Financial Department if the school changes its academic policies. The Student Services Department establishes the SAP policy, as well as the standards which are summarized below.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Qualitative and Quantitative standards.

All students must maintain Satisfactory Academic Progress (SAP) according to the following standards in order to continue enrollment.

Academic Progress – Attendance (Quantitative) Progress

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period of 150%. The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled. Students are expected to attend classes as per the attendance policy.

Academic Progress – Academic (Qualitative) Progress

1. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory portion of the course will be evaluated after each unit of study. Students must maintain a minimum clinical grade level of “C” (70%) or higher, at the end of each progress report period.
2. A student must also maintain a cumulative academic average of “C” (70%) or better at the end of each evaluation period.

- Successful completion of a class is defined as earning a grade of 2.0 or higher.

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89.99%	3.0
C	Average	70% - 79.99%	2.0
F	Failing	60% - 69%	1.0
I	Incomplete		

- Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore not a component of satisfactory progress.

If performance does not meet satisfactory academic requirements, it is not counted, and the performance must be repeated until a satisfactory level of performance is achieved.

- Quantitative (PACE) Requirement:** Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement.

Maximum Time Frame

Course	Clock Hours	Weeks of Instruction	Max Clock Hours
Medical Assistant	640	28	960

For example, if the student has contracted to complete the course within 640 clock hours and 28 weeks, the maximum time allowed under the quantitative standards of 150% would be 960 clock hours and 42 weeks.

- Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
- The student will receive a SAP report at the time of evaluation, which the student must sign. One copy will be provided to the student, and the other copy will be placed in the student's file.
- If a student's final grade for a module is below 70%, he or she **must repeat that module.** The student is considered to be on Academic Probation during their next module. If he or she passes that module, they are taken off Academic Probation. If the student should fail, he or she will remain on Academic Probation until he or she successfully passes or reaches the point where they must be terminated.
- Daily Schedule:** Students will attend 5 hours per day on Monday through Wednesday; students will attend 4 hours per day on Thursday and Friday; a total of 23 hours per week.

Monday through Wednesday from 9:00 a.m. to 2:00 p.m. and Thursday and Friday from 9:00a.m. to 1:00pm.

Evaluation Periods

Formal Satisfactory Progress Evaluations for TWC in both attendance (clock hours and weeks) and academics (Grade Point Average) will occur when the students reach 320 hours.

Example:

Course	Clock Hours	Weeks
Medical Assistant	320	14

Note: There is an additional evaluation at 480 hours before the student goes on his/her externship to be sure the student has met the required level of competency to go on the externship. During the externship, the supervisor will evaluate the student and relay reports back to the main campus.

Determination of Progress

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period will be considered making SAP until the next scheduled evaluation.

Academic Probation

Academic probation is an emphatic warning that the student's academic performance does not meet the school's minimum 2.0 GPA requirement and that the quality of their work must improve during the probationary period to be eligible to continue at *School for Allied Health Professionals*.

School for Allied Health Professionals Student Services will notify all students who are placed on academic probation.

If a student's final grade for a module is below 70%, he or she **must repeat that module**. The student is considered to be on Academic Probation during their next module. If he or she passes that module, they are taken off Academic Probation. If the student should fail, he or she will remain on Academic Probation until he or she successfully passes or reaches the point where they must be terminated. Advising holds are placed on the records of all students who are on academic probation. This hold prevents students from registering for classes. Advising holds are removed once a student meets with their Student Services Advisor.

Transfer Students – to Another Program

A student who wishes to transfer from a longer to a shorter program of study must request so in writing to the Campus Director or Programs Director. The Transfer will be permitted only if the

student has extenuating circumstances that causes hardship. Documentation is required and a \$100 transfer fee will be charged.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the Campus Director or Programs Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review Decision within five (5) days following the decision of Reinstatement Review Committee.

Students who are reinstated will reenter with the same progress status held prior to termination.

Leave of Absence

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) and documentation to support the required leave of absence is submitted to the Campus Director or Programs Director (i.e., Doctor's excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the projected grad date by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Reinstatement Before 180-Days

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return to the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Campus Director or Programs Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incomplete, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. **Students do not repeat courses.** All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however, these hours will be counted toward the quantitative requirements.

Student Services

Housing

The school does not provide formal assistance but will provide contact information with various apartment locator services in the general vicinity of the campus.

Student Job Placement

The school will assist students in locating part-time employment while attending school but *cannot guarantee* employment. Many students are able to defray a part of their expenses by working while pursuing their studies.

School for Allied Health Professionals records job placement using TWC CSC-072A form.

Resource Center

School for Allied Health Professionals has a Resource Center available to all students. This facility contains materials applicable to the programs of study presented at the campus. The hours of operation are Monday through Friday and are posted at the school. Access to the Internet information system is also available at the Resource Center.

Graduate Placement Assistance

Graduates are advised regarding opportunities for job interviews. While no ethical school can guarantee employment, *School for Allied Health Professionals* makes a sincere effort toward the successful placement of all its graduates. The school believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search.

Following graduation or at any other time thereafter, graduates may take advantage of the school's Placement Assistance Program at no charge. The school makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement. Failure on the student's part to follow placement procedures may result in discontinuation of placement services.

Tutoring

The school's faculty arranges and conducts a number of interactive activities in which students are able to reinforce learning material presented in their program of study. Tutoring is available through scheduling with faculty for one-on-one or group style review of material and development of study skills. Review classes may also be held prior to certification and licensure exams. Additional laboratory time is available for students wishing to practice the hands-on performance of technical applications.

There are two types of tutoring.

1. Voluntary
2. Mandatory

Both of these are to assist the student in reaching their goal of graduation. To register for tutoring, sign up for accommodating times in Student Services Room 102 or Room 103.

Graduation

Formal graduation ceremonies are held twice annually. Students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship portion, if applicable, in an approved facility. In addition, students **must** satisfy all financial obligations to the school and participate in an exit interview. A student must complete all required hours, and any make up work that has been assigned to the student in compliance with school policies. One must meet with student services to discuss placement and update student records. Program ID and personal monitoring badges shall be returned, as well as any other Program property must be returned to the school to meet graduation requirements. A Certificate of Completion is awarded to those meeting the graduation requirements.

Fees:

Lost Transcript Fee..... \$10.00

Lost Certificate Fee..... \$25.00

Graduation Fees:

Certificate Programs..... \$250.00

This fee will include:

Graduation Gown, Cap, Certificate Holder, Pin

Special Recognition Awards

Students have the opportunity to earn special awards while pursuing their studies. Specific awards that can be achieved are Perfect Attendance, Student of the Month and various Academic Excellence Awards that are broken down by programs.

These accomplishments are acknowledged by the presentation of special certificates at graduation. Students who achieve a cumulative grade average of 95% or higher will graduate with honors.

Education Records Retention

School for Allied Health Professionals Student Services Department Office is the custodian of all students' academic records. Student files are maintained for five (5) years following a student's departure from the schools for any reason. After five (5) years of unenrollment or graduation, the following items are kept permanently in the student's file. All other documents are destroyed in compliance with FERPA regulations and industry best practices.

- School for Allied Health Professional's Transcript
- School for Allied Health Professional's Certificate of Completion

Certificate Program(s)

Medical Assistant



**Medical Insurance
& Coding Specialist**



Nursing Assistant



**Phlebotomy
Technician**



Medical Assistant

Admissions Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

The Medical Assistant plays an important role as a member of the Health Care team in a physician's office or clinic. Theory and practical application in the fundamentals of medical diagnostic laboratory techniques are taught. Students are introduced to the anatomy and physiology of the body systems and may become CPR certified (see *, under Tuition Fees). In addition, students will have hands-on training with regard to venipuncture, injections, urinalysis, electrocardiography, measurement of vital signs, and preparation for physical and specialty exams. Students will learn basic medical office administrative duties.

This program will enable the students to assume a responsible entry-level position as a Medical Assistant. Laboratory skills and administrative procedures are taught for use in a physician's office/clinic. This Certification Program also emphasizes communication skills. The knowledge gained in this program, combined with work experience will provide opportunities in managing an office.

Graduates of this program may seek positions such as:

- Clinical Medical Assistant
- Administrative Medical Assistant
- Medical Receptionist
- Laboratory Assistant



Classroom Procedure(s)

Each course offers hands-on training in the classroom and lab. The classroom is setup for the combination of class and lab (simulating a physician's office). Computers are available for programs. During the classroom and lab training, students will learn the internal organs and cavities, the systems and structures of the body, principles of diagnostic imaging, the various uses of a microscope, electrocardiography, pathological urine specimens with emphasis on the correct way to collect, record and report laboratory results, as well as taking patient vital signs and draping patients for specific examinations. Students will also learn the technique of venipuncture with vacutainers and syringes. Students will learn how to obtain accurate medical information from patients and document this information.

Career Opportunities

Job prospects are expected to be very good for Medical Assistants. Employment is expected to grow much faster than average for the next eight to ten years because of increasing demands for qualified office personnel. About six out of ten Medical Assistants will work in physician offices. Medical Assistant positions are expected to be one of the fastest growing careers.

Career prospects should be best for Medical Assistants with certification. About fourteen percent work in public and private hospitals, including inpatient and outpatient facilities; and eleven percent work in offices of other health practitioners, such as chiropractors and podiatrists. Employment growth will be driven by the increase in the number of group practices, clinics and other health care facilities that need a high proportion of support personnel, particularly the flexible Medical Assistant who can handle both administrative and clinical duties. Medical Assistants work primarily in an outpatient setting, which is a rapidly growing sector of the health care industry.

Class Schedule

Day students (Session I) will attend class Monday through Friday. Students will attend 5 hours per day on Monday through Wednesday; students will attend 4 hours per day on Thursday and Friday for a total of 23 hours per week. Monday through Wednesday from 9:00 a.m. to 2:00 p.m. and Thursday and Friday from 9:00a.m. to 1:00pm.

Evening students (Session II) will attend 5 hours per night on Monday through Wednesday; students will attend 4 hours per night on Thursday and Friday for a total of 23 hours per week. Monday through Wednesday from 5:00 p.m. to 10:00 p.m. and Thursday and Friday from 5:00 p.m. to 9:00 p.m. when available. There will be a ten-minute break every hour beginning ten minutes before the hour.

Cyclical Class Schedule: The program is based on a cyclical schedule. For example, a student may start in the program on the third module, but after completing the sixth module, will circle back to the first module, completing all six modules prior to approval for externship. Each module is an independent unit.

Clinical/Externship

The externship is a crucial part of the students overall training to become a Medical Assistant. The externship is undertaken following the successful completion of all classroom training and consists of 160 unpaid hours. Externs will work Monday through Friday for eight (8) hours each day, for a total of (4) weeks. The maximum number of externs expected in the program at any one time is seventy-five (75). The externs will have to make up for the hours missed. Externs will work in either a medical office or hospital setting where they will participate in patient management of the office including patient reception, appointment scheduling, charting procedures, and telephone techniques. Externs will also perform administrative tasks such as mail handling, bookkeeping, and record filing. Externs will also perform routing diagnostic laboratory tests including urinalysis, blood counts sedimentation rates, blood chemistries, and agglutination tests. Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship sites at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations/experiences. Externs are required to maintain a daily journal to be discussed during their weekly meetings. Externs are required to write a final report that will be turned in on the day of their externship meeting. Externs will be required to sign off on an Externship Policy and Procedures document before the start of the externship portion of their program. Please see Externship Policy and Procedure documents for details.

Medical Assistant Job Opportunities

* Possible Work Settings but not limited to:

- Physician's Office
- Hospital
- Nursing Homes
- Specialty Clinic
- Mobile Clinics.

Professional Duties

- Assist Physician with Exams
- Assist Physician with Minor Surgery
- Administer Medication
- Perform EKG's
- Phlebotomy
- Diagnostic Coding
- Minor Laboratory Procedures
- Vital Signs
- Interviewing Patients
- Insurance Processing
- Front Office Assistant
- Billing
- Procedure Coding
- Diagnostic Coding
- Instrument Sterilization
- Charting

Occupational Outcomes

- Medical Assistant
- Back Office Assistant
- Back Office Lab
- Front Office Assistant
- Phlebotomist
- EKG Tech

Potential Earnings

Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to <http://www.salary.com/> and <http://www.bls.gov/> for the most up-to-date information regarding the salary range for Medical Assistants.



Course Descriptions

MA101 - Introduction to Medical Assistant

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module, students will learn the concepts of medicine and bloodborne pathogens. In this course students will learn the history of medicine, allied health professions, and general responsibilities as a medical assistant. Students will also learn how to assist with patient examinations, OSHA regulations, with an emphasis on asepsis, universal and standard precautions, and bloodborne pathogens. Students will have practical knowledge of the anatomical structure and key elements of the Nervous, Integumentary, and Senses systems.

Prerequisites: None

MA102 - Clinical Laboratory I

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module, students will gain practical knowledge of the clinical laboratory and their organization procedures. Students will learn procedures for immunology and chemistry testing. Students will have the knowledge of assisting the physician in minor office surgical procedures. Students will have practical knowledge of the anatomical structure and key elements of the Immune and Endocrine System. Students will also learn electronic medical records, medical correspondence, and management software.

Prerequisites: None

MA103 - Pharmacology

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module students will gain the practical knowledge of human disease process and rational pharmacotherapeutics relating to drugs utilized for the human body. Students will learn the drug indications, contraindication, and mechanism of action, side effects, dosages, and methods of administering medications. The students will learn to react to and assist in medical emergencies. Students will have practical knowledge of the anatomical structure and key elements of the Muscular and Skeletal systems. Students will also learn medical law and ethics relating to federal and state guidelines.

Prerequisites: None

MA104 - Clinical Laboratory II

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module, students will gain practical knowledge of medical diagnostic and laboratory techniques. Students will learn procedures to hematology testing, including venipunctures, hemoglobin, hematocrit, and blood chemistry testing. Students will also learn diagnostic testing involving electrocardiogram and pulmonary functions. Students will gain the knowledge and practice of quality control and quality assurance in the laboratory. The students will learn to react to and assist in medical emergencies. Students will have practical knowledge of the anatomical structure and key elements of the Cardiovascular and Respiratory systems.

Prerequisites: None

MA105 - Clinical Laboratory III

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module, students will be able to perform basic office procedures typical in a doctor's office. Students will learn a comprehensive study of the chemical and microscopic aspects of urinalysis. Students will learn to provide education to patients related to diet and

nutrition. Students will be able to perform basic office procedures typical in a doctor's office including scheduling appointments, working with patients, telephone etiquette, and maintaining patient medical records. Students will have practical knowledge of the anatomical structure and key elements of the Digestive and Urinary systems.

Prerequisites: None

MA106 - Management & Finances

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this module students will gain practical knowledge of management and financial procedures. Students will learn filing insurance claims, medical billing and coding, accounts payable and accounts receivable. Students will learn the basics of being a medical manager serving as a liaison to physicians, employees, and patients. Students will have practical knowledge of the anatomical structure and key elements of the Body Structure, Function and Reproductive systems.

Prerequisites: None

MA199 - Externship

Clock Hours: 0 Lecture / 0 Lab / 160 Extern

Semester Credit Hours: 3.5

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours (eight hours per day, five days per week). The students will spend 160 hours under the direct supervision of a preceptor (site employee) in a medical office or other healthcare setting. The student will practice all skills taught during classroom/lab courses while at the extern-site. Administrative and clinical patient management procedures are a vital part of their externship.

Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106

2026 – 2027 Course Schedule

Start Date	Expected Grad Date
January 5, 2026	July , 2026
February 2, 2026	August, 2026
March 2, 2026	September, 2026
April 6, 2026	October, 2026
May 4, 2026	November, 2026
June 1, 2026	December, 2026
June 29, 2026	January, 2027
July 27, 2026	February, 2027
August 24, 2026	March, 2027
September 21, 2026	April, 2027
October 19, 2026	May, 2027
November 16, 2026	June, 2027

***The above dates are projected. Actual dates will vary depending on attendance.Scheduled Holidays were calculated into the projected dates.



Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 20, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$ 50.00
Tuition.....	\$ 8,500.00
E-Books/Tools.....	\$ 250.00
Uniforms/Fees.....	\$ 160.00
Total Cost:	\$ 8,960.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$100).

Financing is available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Program Length and Credit

	Weeks	Clock Hours	Semester Credit Hours
Classroom	24	480	24
Externship	4	160	3.5
Total	28	640	27.5

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
MA 101 – Introduction to Medical Assisting	48	32	0	80	4
MA 102 – Anatomy & Physiology	48	32	0	80	4
MA 103 – Pharmacology	48	32	0	80	4
MA 104 – Clinical Procedures I	48	32	0	80	4
MA 105 – Administrative Procedures	48	32	0	80	4
MA 106 – Laboratory	48	32	0	80	4
MA 199 – Externship	0	0	160	160	3.5
Total	288	192	160	640	27.5

Medical Insurance and Coding Specialist

Admissions Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

The Medical Insurance and Coding Specialist is trained to work with health-related information and the systems used to collect, process, store, retrieve, and communicate information for the support operations, management, and decision making in a medical facility or related industry. As computerization of information advances the Medical Insurance and Coding Specialist is vital to the processing of patient care data analysis. Students receive instructional and hands-on training in medical terminology, law and ethics, anatomy and physiology, insurance billing and coding, insurance claims and reports, medical office procedures, records management software, accounts receivable, posting accounts, and the Internet.



Classroom Procedure(s)

Each course is a unique study allowing the student to have hands-on training in the classroom and lab. The classroom is set up for the combination of class and lab (simulating a business office). Each course will allow the student to learn the fundamentals and the structure of a Medical Coding Specialist. The classroom lecture/lab is designed to help the students understand and utilize the importance of Medical Insurance, Insurance Management, Office Procedures/Billing, Principles of Health Insurance (PHI), Anatomy, Physiology and Medical Terminology, ICD-10, CPT-4 Coding, and Healthcare Common Procedure Coding System (HCPCS), Professional Development and Professional Coding Certification.

Career Opportunities

Employment of Medical Insurance and Coding Specialists is expected to grow much faster than the average for all occupations due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third party payers, regulators, courts, and consumers. The fastest employment growth and a majority of the new jobs are expected in offices of physicians, due to increasing demand for detailed records, especially in large group practices. Rapid growth also is expected in nursing care facilities, home healthcare services, mental healthcare facilities, rehabilitation centers, insurance companies, consulting firms and outpatient care centers.

Class Schedule

Day students (Session I) will attend class Monday through Friday. Students will attend 5 hours per day on Monday through Wednesday; students will attend 4 hours per day on Thursday and Friday for a total of 23 hours per week. Monday through Wednesday from 9:00 a.m. to 2:00 p.m. and Thursday and Friday from 9:00a.m. to 1:00pm.

Evening students (Session II) will attend 5 hours per night on Monday through Wednesday; students will attend 4 hours per night on Thursday and Friday for a total of 23 hours per week. Monday through Wednesday from 5:00 p.m. to 10:00 p.m. and Thursday and Friday from 5:00 p.m. to 9:00 p.m. when available. There will be a ten-minute break every hour beginning at ten minutes before the hour.

Cyclical Class Schedule: The program is based on a cyclical schedule. For example, a student may start on the program on the third module, but after completing the sixth module, will circle back to the first module, completing all six modules prior to approval for externship. Each module is an independent unit.



Clinical/Externship

The externship is a crucial part of the students overall training to become a Medical Insurance and Coding Specialist. The externship following the successful completion of all classroom training and consists of 160 unpaid hours. Externs will work Monday through Friday for eight (8) hours each day, for a total of four (4) weeks. The maximum number of externs expected in the program at any one time is thirty (30). Externs will have to make up for any externship hours missed. Externs will work in either a medical office, hospital, or virtual setting where they will perform administrative tasks such as, writing communications, processing mail, bookkeeping, machine transcriptions, record keeping and filing, and completing and processing medical insurance claim forms.

Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship site at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations and experiences. Externs are required to write a final report that will be turned in on the day of their externship meeting.

Medical Insurance and Coding Specialist Job Opportunities

* Possible Work Settings but not limited to:

- Medical Offices
- Dental Offices
- Hospitals
- Insurance Processing Centers
- Specialty Clinics
- Independent Transcriptionists.

Professional Duties

- Billing Private and Third Party
- Insurance Filing/Processing/Forms
- Transcription

- Referrals to Specialty Clinics
- Diagnostic Coding
- Office Accounting
- Front Office Procedures
- Scheduling Surgeries
- Office Management
- Posting Fees and Charges/Payments
- HIPAA

Occupational Outcomes

- Transcriptionist
- Dental/Medical Billing Specialist
- Medical Records Specialist
- Medical/Dental Accounting
- Medical/Dental Insurance Specialist

Potential Earnings

Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to www.salary.com and <http://www.bls.gov/> for the most up to date information regarding the salary range for Medical Insurance and Coding Specialists.

Course Descriptions

MICS101 - Anatomy & Physiology and Pharmacology

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

This course includes lectures on Anatomy and Physiology and Medical Terminology, covering the structure and function of the human body. General issues regarding organization and structure including orientation to the human body, anatomical descriptors, cells, tissues, and both mechanical and visceral organizational structures are discussed.

Prerequisites: None

MICS102 - Medical Terminology, Anatomy & Physiology and Other Studies

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

This course introduces students to the language and nomenclature of medicine via study of the structure, meaning, and use of medical terms related to diseases, operations, and the human body. This course continues in the study of human diseases, the processes that cause disease, and ways in which disease manifests as signs symptoms, physical findings and laboratory findings.

Prerequisites: None

MICS103 - Diagnostic and Procedural Coding and Outpatient Reimbursement Methodology

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

Students will learn the theory and practice of medical coding for professional services, procedures and supplies using CPT (Current Procedure Terminology) and Healthcare Common Procedure Coding System (HCPCS) Level II system and modifiers. Students will apply coding conventions and guidelines and follow instructional notes for professional provider evaluation and management

& surgical cases. In addition to radiology, laboratory and anesthesia reports, outpatient medical records and scenarios will be utilized to assess student knowledge of and ability to apply NCCI edits.

Prerequisites: None

MICS104-ICD-10-CM/10PCS Coding and Inpatient Reimbursement Methodology

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

At the completion of this course the student should be able to demonstrate how to use ICD-10-CM/10PCS book and CPT book; demonstrate how to code different procedures and diagnoses related to body systems; demonstrate how to use different modifiers, demonstrate how to code Evaluation and Management, Anesthesia, Pathology and Laboratory, Radiology and Medicine; and demonstrate proper procedures for reimbursement methodologies AND coding for medical necessity.

Prerequisites: None

MICS105 - Principles of Health Insurance and Insurance Management

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

Upon completion of this course, the student will have an advanced working knowledge of how to use various billing software programs and identify the basic elements of insurance plans. This course also identifies elements of the revenue cycle, as it relates to inpatient and outpatient reimbursement, insurance procedures and Medicare regulations. The focus is on disease and procedural coding for the IPPS, DRG, APC and UHDDS definitions, guidelines, conventions and correct sequencing for optimal reimbursement.

Prerequisites: None

MICS106 - Practice Management and Health Data Management

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern Semester Credit Hours: 4.0

Fundamental components of this course include introduction of the medical administrative professional to integration of electronic health records systems into professional practice. In addition, the student will receive instruction in medical office accounting, revenue cycle management techniques, evaluating the practice assets, human resource management, developing office policy, business ethics, and legal requirements necessary for establishing and maintaining the medical practice as a viable business.

Prerequisites: None

MICS199 - Externship

Clock Hours: 0 Lecture/ 0 Lab/ 160 Extern Semester Credit Hours: 3.5

Externship follows the successful completion of all classroom training. The externship program will consist of a total of 160 hours (8 hours per day, 5 days per week). Students will be directly supervised by appropriate medical coding staff onsite. Upon completion of the externship, students will have demonstrated competency in the various areas of medical billing, coding and related medical office administration responsibilities.

Prerequisites: MICS101, MICS102, MICS103, MICS104, MICS 105, MICS 106

2026 – 2027 Course Schedule

Start Date	Expected Grad Date
January 5, 2026	July, 2026
February 2, 2026	August, 2026
March 2, 2026	September, 2026
April 6, 2026	October, 2026
May 4, 2026	November, 2026
June 1, 2026	December, 2026
June 29, 2026	January, 2027
July 27, 2026	February, 2027
August 24, 2026	March, 2027
September 21, 2026	April, 2027
October 19, 2026	May, 2027
November 16, 2026	June, 2027

***The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.



Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 20, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$ 50.00
Tuition.....	\$ 8,000.00
E-Books/Tools.....	\$ 425.00
Uniforms/Fees.....	\$ 120.00
Total Cost:	\$ 8,595.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$100).

Financing is available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Program Length and Credit

	Weeks	Clock Hours	Semester Credit Hours
Classroom	24	480	24
Externship	4	160	3.5
Total	28	640	27.5

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
MICS 101 – Anatomy & Physiology & Pharmacology	48	32	0	80	4
MICS 102 – Medical Terminology, Anatomy & Physiology	48	32	0	80	4
MICS 103 – Diagnostic & Procedural Coding & Outpatient Reimbursement Methodology	48	32	0	80	4
MICS 104 – ICD-10-CM/10 PCS Coding & Inpatient Reimbursement Methodology	48	32	0	80	4
MICS 105 – Principles of Health Insurance & Insurance Management	48	32	0	80	4
MICS 106 – Practice Management & Health	48	32	0	80	4
MICS 199 – Externship	0	0	160	160	3.5
Total	288	192	160	640	27.5

Nursing Assistant

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

The Nursing Assistant Program includes instruction in basic nursing skills, basic restorative services, mental health, social service needs, personal care skills, and resident's rights. Students will learn the knowledge and skills necessary to care for convalescing residents in long term care facilities. The nursing assistant training is an excellent starting place in health care for those students intending to go further with their medical education.

Graduates of this program will be able to perform basic first aid, CPR (see *, Tuition Fees), take vital signs, apply the element of basic nutrition in meal planning, and follow infection control measures. Following successful completion of the course, the student will receive a certificate of completion of the nursing assistant course. A permanent record of course completion will be maintained at SFAHP.

Classroom Procedures

This course offers hands-on training in the classroom and lab. The classroom is set up for the combination of lecture and lab. Students will learn objectives by listening to lectures, attending audio-visual presentations, observing demonstrations, reading course materials and studying for written tests. In addition, students will participate in clinical practice in a lab setting.

Career Opportunities

According to the [Bureau of Labor Statistics \(BLS\)](#), skilled nursing facilities are the number one employer of CNAs in the country, employing 37% of nursing assistants. Retirement and assisted living facilities employ another 11% of CNAs, making these long-term care facilities ideal places to begin a CNA career. They are often hiring, which makes them excellent places to find an entry-level job. In addition, these jobs provide extensive hands-on experience with many types of patients.

Class Schedules

The Day Program (Session I) follows a hybrid schedule in which students attend classes Monday through Thursday for a total of 20 hours per week. Classes are held from 9:00 a.m. to 2:00 p.m. Instruction takes place in-house on Tuesday and Thursday, while Monday and Wednesday classes are conducted virtually. The Evening Program (Session II) also follows a hybrid schedule, with students attending classes Monday through Thursday for a total of 20 hours per week. Classes meet from 5:00 p.m. to 10:00 p.m. Instruction for the evening program is conducted in-house on Tuesday and Thursday, with virtual classes held on Monday and Wednesday. A 10-minute break is provided every hour, beginning 10 minutes before the hour.

Cyclical Class Schedule: The program is based on a cyclical schedule. For example, a student may start on the program on the third module, but after completing the sixth module, will circle

back to the first module, completing all six modules prior to approval for externship. Each module is an independent unit.

Clinical/Externship:

The externship is a crucial part of the students' overall training to become a Nursing Assistant. The externship follows the successful completion of all classroom training and consists of 40 unpaid hours. The maximum number of externs expected in the program at any one time is thirty (30). Externs will have to make up for any externship hours missed. Externs will work in either a nursing home or other institutions and develop an understanding and a hands-on approach of how to meet physical, social, and emotional needs of the patients through communication and care that maintains dignity, privacy and independence.

Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship site at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations and experiences. Externs are required to write a final report that will be turned in on the day of their externship meeting.

Nursing Assistant Job Opportunities

* Possible Work Settings but not limited to:

- Nursing Homes
- Home Health Care Agencies
- Assisted Living Facilities
- Hospitals
- Hospices
- Doctor Offices
- Day Care Centers and Schools
- Medical Clinics
- Urgent Care Centers

Professional Duties

- Turning or moving patients
- Gathering medical supplies
- Bathing patients
- Grooming patients by brushing their hair, teeth, shaving them, etc.
- Feeding patients and documenting their food and liquid intake
- Checking vital signs such as blood pressure and heart rate
- Answering patient calls
- Documenting information
- Cleaning rooms and bed linens
- Stocking supplies
- Assisting with some medical procedures
- Safety procedures
- Transporting patients
- Taking care of wounds

Occupational Outcomes

- Hospitals
- Long-term residential facilities
- Nursing homes
- Rehabilitation centers
- Adult daycare centers
- Rarely, clinical facilities

Potential Earnings

Average starting salaries could vary in range depending on previous work experience, continuing education, and location. Please refer to www.salary.com and <http://www.bls.gov/> for the most up to date information regarding the salary range for a Nursing Assistant.

Course Descriptions

NA101 – Introduction to Long Term Care

Clock Hours: 8 Lecture / 8 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

To prepare Nurse Aids with the knowledge, skills, and abilities essential for the provision of basic care to residents in long-term care facilities.

Prerequisites: NONE

NA102 – Personal Care Skills

Clock Hours: 6 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn personal hygiene, providing for body alignment and mobility needs. They will learn the importance of proper patient positioning, wheelchair transfer to and from bed, and assisting patient in walking using cane or walker. In addition, students will also learn proper care of catheters, enemas, and toilet care.

Prerequisites: NA101

NA103 – Basic Nursing Skills

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will have a working practical knowledge of how to properly bathe patients, make patient's bed, dress and undress patients, and provide mouth care, grooming, and perineal care.

Prerequisites: NA102

NA104 – Restorative Services

Clock Hours: 4 Lecture / 3 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn about services given to maintain or give new strength or vigor. They will learn to give care that will attain and maintain the highest possible level of independence and functional ability.

Prerequisite: NA103

NA105 – Mental health & Social Service Needs

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Upon completion of this course, students will be able to identify the 5 basic human needs as well as demonstrate skill in assisting residents with psychosocial needs.

Prerequisites: NA104

NA106 – Social Skills

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Upon completion of this course, students will understand how to identify, avoid and resolve conflicts with coworkers, supervisors and residents.

Prerequisites: NA 101, 102, 103, 104, 105

NA199 – Externship

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 40

Semester Credit Hours: 0.0

Students will develop an understanding and a hands-on approach on how to meet physical, social and emotional needs of the patients through communication and care that maintains dignity, privacy, and independence.

Prerequisites: NA 101,102,103,104,105,106

2026-2027 Course Schedule

Start Date	Expected Grad Date
January 5, 2026	February, 2026
February 2, 2026	March, 2026
March 2, 2026	April, 2026
April 6, 2026	May, 2026
May 4, 2026	June, 2026
June 1, 2026	July, 2026
June 29, 2026	August, 2026
July 27, 2026	September, 2026
August 24, 2026	October, 2026
September 21, 2026	November, 2026
October 19, 2026	December, 2026
November 16, 2026	January, 2027

***The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.



Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 21, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$	100.00
Tuition.....	\$	500.00
E-Books/Tools.....	\$	100.00
Fees.....	\$	88.00
Total Cost:	\$	788.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books and other fees are included in the total cost. Uniform, shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$150).

Payment Options are available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Program Length and Credit

	Weeks	Clock Hours	Semester Credit Hours
Classroom	4	60	0
Externship	3	40	0
Total	7	100	0

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
NA 101 – Introduction to Long Term Care	8	8	0	16	0
NA 102 – Personal Care Skills	6	4	0	10	0
NA103 – Basic Nursing Skills	5	4	0	9	0
NA 104 – Restorative Services	4	3	0	7	0
NA 105 – Mental health & Social Service Needs	5	4	0	9	0
NA 106 – Social Skills	5	4	0	9	0
NA 199 – Externship	0	0	40	40	0
Total	33	27	40	100	0

Phlebotomy Technician

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

A Phlebotomy Technician is a highly skilled medical professional, according to author Ruth E. McCall, which obtains blood for screening and diagnostic purposes and to monitor prescribed treatment, removes blood for transfusions at a donor center, removes blood for therapeutic purposes, such as treatment for polycythemia, a disorder involving the over-production of red blood cells, conducting venipuncture by collecting blood by penetrating a vein with a needle attached to blood collection device or syringe, and conducting capillary puncture, involving collecting blood after puncturing the skin with a lancet or special incision device.

The goal of the Phlebotomy Technician program at *School for Allied Health Professionals* (SFAHP) is to prepare competent, entry-level phlebotomy technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The program will teach students the concepts of Introduction to Phlebotomy, Infection Control & Safety, Human Anatomy & Physiology, Order of Draw & Venipuncture, Capillary (Dermal) Puncture, Non-Blood Specimen, and require the student to also complete a 40-hour Clinical Externship experience successfully. Additionally, the goals reaffirm the program's commitment to meet the diverse needs of the students, SFAHP, and the community. By graduation, the phlebotomy technician should be able to perform the following:

- Graduates will possess the knowledge and skills of a competent entry level phlebotomy technician.
- Graduates will become effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will demonstrate professionalism.

Classroom Procedures

The Phlebotomy Technician Program will be offered through academic and clinical studies. The PT curriculum includes both virtual classroom instruction and on campus clinical training. General education courses are offered on campus or online. The program curriculum encompasses both independent and collaborative learning.

PT students are required to demonstrate a variety of computer skills throughout the program. All students must be able to access the Thryv System online portal, Zoom, and Canvas LMS Learning Management System for instruction and dissemination of information. Some PT courses may operate with part of the content to be completed online and the remainder of the content delivered in the on-campus setting. Students may utilize Learning Resource Center (LRC) computers on-campus to check the Thryv Portal for updates and Canvas LMS for assignments. Canvas LMS and email accounts should be checked frequently for assignments, announcements, and/or messages.

Career Opportunities

According to the Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Phlebotomists at: <https://www.bls.gov/ooh/healthcare/phlebotomists.htm>, Phlebotomists are employed in a variety of settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices. As of May 2022, the State of Texas hired the second highest employment level of phlebotomists within the United States. Also, the Dallas-Fort Worth-Arlington, TX Region was the 4th fourth metropolitan area with the highest employment level in Phlebotomists. Top paying industries for Phlebotomists include: Scientific Research and Development Service, Outpatient Care Center, State Government, excluding schools and hospitals (OEWS Designation), and Specialty Hospitals (except Psychiatric and Substance Abuse), and Offices of Other Health Practitioners. Employment of phlebotomists is projected to grow **23 percent** from 2018 to 2028, much faster than the average for all occupations.

Class Schedules

The Day Program (Session I) follows a hybrid schedule in which students attend classes Monday through Thursday for a total of 20 hours per week. Classes are held from 9:00 a.m. to 2:00 p.m. Instruction takes place in-house on Tuesday and Thursday, while Monday and Wednesday classes are conducted virtually. The Evening Program (Session II) also follows a hybrid schedule, with students attending classes Monday through Thursday for a total of 20 hours per week. Classes meet from 5:00 p.m. to 10:00 p.m. Instruction for the evening program is conducted in-house on Tuesday and Thursday, with virtual classes held on Monday and Wednesday. A 10-minute break is provided every hour, beginning 10 minutes before the hour.

Cyclical Class Schedule: The program is based on a cyclical schedule. For example, a student may start on the program on the third module, but after completing the sixth module, will circle back to the first module, completing all six modules prior to approval for externship. Each module is an independent unit.

Clinical/Externship:

Externs will not be scheduled for more than 10 hours per day or 40 hours in any one week in school/clinical setting. Externs will receive a schedule prior to each term/module. Clinical/externship rotations will be scheduled based on the hours of operations and discretion of each clinical site and their Clinical Coordinator or Clinical Representative. All externs must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Externs are expected to attend clinical on the days, times, and at the location that is listed on the clinical/externship schedule. If a student is going to be absent, they must contact the clinical/externship site and use the clinical/externship attendance notification system at least one hour before the start of their clinical rotation. If an extern needs to leave early during a clinical/externship rotation it must be approved by a clinical/externship supervisor in the scheduled area and reported to the program using the clinical/externship attendance notification system. Excessive absenteeism may result in failing a clinical course and program dismissal. Review the Weekly Clinical/Externship Attendance and Performance Evaluation document (later in this document) for specific details.

Clinical Externship hours assigned to a student is determined by the clinical externship site the student is assigned to. “Off Hours” Elective rotations are available to externs on request. Off-hours rotations shall only be scheduled on times/days when a designated technician or clinical instructor is available. Externs are expected to be located at their clinical/externship education site and ready to scan at the time their shift begins. Example: if shift begins at 8:00 a.m., the student should be ready to scan at 8:00 a.m. If the extern arrives at 8:00 a.m., they are not ready to scan the extern will be considered tardy. Clinical rotation attendance is not affected by a delayed class schedule or canceled classes due to inclement weather. Externs should use good judgement to make every attempt to arrive at their clinical/externship site on time if possible. Inclement weather does not negate the time frame in which students must notify their supervisor if they are delayed.

Phlebotomy Technician Job Opportunities

* Possible Work Settings but not limited to:

- Hospitals, state, local, and private
- Medical and diagnostic laboratories
- All other ambulatory healthcare services
- Offices of physicians
- Outpatient care centers
- Long-term care centers
- Patients’ homes

Phlebotomists who collect blood donations sometimes travel to different offices and sites in order to set up mobile donation centers.

Professional Duties

- Draw blood from patients or blood donors
- Explain their work to help relax patients or donors who feel nervous about having blood drawn
- Verify a patient’s or donor’s identity
- Label the collected blood for testing or processing
- Label sterile containers for other samples, such as urine, and instruct patients on proper collection procedures
- Enter sample information into a database
- Assemble, maintain, and dispose of medical instruments, such as needles, test tubes, and blood vials
- Keep work areas and equipment clean and sanitary

Occupational Outcomes

- Hospitals
- Long-term residential facilities
- Medical and diagnostic laboratories
- Offices of physicians
- Outpatient care centers
- Patients’ homes

Potential Earnings

Average starting salaries could vary in range depending on previous work experience, continuing education and employment location. Please refer to www.salary.com and <http://www.bls.gov/> for the most up-to-date information regarding the salary range for Phlebotomy Technician.

Course Descriptions

PHLB101 – Introduction to Phlebotomy

Clock Hours: 8 Lecture / 8 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

To teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment and Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learners who want to advance their career or are interested in starting a career in the medical field to become a phlebotomy technician.

Prerequisites: NONE

PHLB102 – Infection Control & Safety

Clock Hours: 6 Lecture / 2 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Teaches students the chain of infection, in order to prevent a disease. In addition, students will also learn laboratory safety and how to identify OSHA's categories of common hazards as well as proper Personal Protective Equipment (PPE). This course is designed to provide students an understanding of key Anatomical Terms.

Prerequisites: PHLB101

PHLB103 – Human Anatomy & Physiology

Clock Hours: 5 Lecture / 3 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn practical knowledge of the anatomical system. The students will also learn how to define infection prevention and how to identify disease and infection. In addition, students will discuss safety guidelines for common hazards in laboratory settings.

Prerequisites: PHLB101, PHLB102

PHLB104 – Order of Draw and Venipuncture

Clock Hours: 8 Lecture / 8 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn about the composition of blood, types of blood specimens, evacuated blood collection tubes, preanalytical variables, laboratory test directories, and the order of draw.

Prerequisites: PHLB101, PHLB102, PHLB103

PHLB105 – Capillary (Dermal) Puncture

Clock Hours: 4 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

By the end of this module, student will be familiar with the techniques required for a capillary puncture. Patient safety for these collections involves proper identification prior to specimen collection and care in preparing the collection site. This puncture is vital in cases where a venipuncture cannot be performed.

Prerequisites: PHLB101, PHLB102, PHLB103, PHLB104

PHLB106 – Non-Blood Specimen

Clock Hours: 4 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Upon completion of this module, students will understand how to identify non-blood specimens for laboratory testing.

Prerequisites: PHLB101, PHLB102, PHLB103, PHLB104, PHLB105

PHLB199 – Externship

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 40

Semester Credit Hours: 0.0

Students will develop an understanding, utilizing a hands-on approach, of how to meet the physical, social and emotional needs of patients through communication and care while maintaining their dignity, privacy, and independence.

Students will learn the knowledge and skills necessary to collect specimens in various environments and facilities. Graduates of this program will be able to perform basic first aid, CPR, take vital signs, and perform the 1-8 order of draw. Following the successful completion of the course, the student will receive a certificate of completion of the phlebotomy technician program. A permanent record of course completion will be maintained at SFAHP. Phlebotomy technician training is an excellent starting place in health care for those students intending to go further with their medical education.

Prerequisites: PHLB101, PHLB102, PHLB103, PHLB104, PHLB105, PHLB106

2026-2027 Course Schedule

Start Date	Expected Grad Date
January 5, 2026	February, 2026
February 2, 2026	March, 2026
March 2, 2026	April, 2026
April 6, 2026	May, 2026
May 4, 2026	June, 2026
June 1, 2026	July, 2026
June 29, 2026	August, 2026
July 27, 2026	September, 2026
August 24, 2026	October, 2026
September 21, 2026	November, 2026
October 19, 2026	December, 2026
November 16, 2026	January, 2027

***The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.



Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 21, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$	100.00
Tuition.....	\$	500.00
E-Books/Tools.....	\$	650.00
Uniform/Fees.....	\$	250.00
Total Cost:	\$	1,500.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books and other fees are included in the total cost. Uniform, shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$150).

Financing is available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Program Length and Credit

	Weeks	Clock Hours	Semester Credit Hours
Classroom	4	64	0
Externship	3	40	0
Total	7	104	0

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
PHLB 101 – Introduction to Phlebotomy	8	8	0	16	0
PHLB 102 – Infection Control & Safety	6	2	0	8	0
PHLB 103 – Human Anatomy & Physiology	5	3	0	8	0
PHLB 104 – Order of Draw & Venipuncture	8	8	0	16	0
PHLB 105 – Capillary (Dermal) Puncture	4	4	0	8	0
PHLB 106 – Non-Blood Specimen	4	4	0	8	0
PHLB 199 – Externship	0	0	40	40	0
Total	35	29	40	104	0

Seminars

**Nursing Assistant
Preparatory**



**Nursing Assistant
Externship
Preparatory**



Nursing Assistant Preparatory

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 13.

Seminar Objective(s)

The Nursing Assistant Preparatory Seminar includes summary instruction in basic nursing skills, basic restorative services, mental health, social service needs, personal care skills, and resident's rights. Students will learn the knowledge and skills necessary to care for convalescing residents in long term care facilities. The nursing assistant training is an excellent starting place in health care for those students intending to go further with their medical education.

Graduates of this seminar will be able to perform basic first aid, CPR (see *, Tuition Fees), take vital signs, apply the element of basic nutrition in meal planning, and follow infection control measures. Following successful completion of the course, the student will receive a certificate of completion of the nursing assistant course. A permanent record of course completion will be maintained at SFAHP.

Class Schedules

Refresher Seminar will be hosted weekly on Saturdays and Sundays running 8:00a.m. to 4:00p.m. each day. Students MUST be registered no later than Wednesday of the week they will be attending the Refresher Seminar.

Textbook(s)

- *Nursing Assistant A Basic Study Guide (12th Edition)* – Available for additional cost
- *Nursing Assistant Student Workbook (3rd Edition)* – Available for additional cost

Course Descriptions

NA101 – Introduction to Long Term Care

Clock Hours: 8 Lecture/ 8 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

To prepare Nurse Aids with the knowledge, skills, and abilities essential for the provision of basic care to residents in long-term care facilities.

Prerequisites: NONE

NA102 – Personal Care Skills

Clock Hours: 6 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn personal hygiene, providing for body alignment and mobility needs. They will learn the importance of proper patient positioning, wheelchair transfer to and from bed, and assisting patient in walking using cane or walker. In addition, students will also learn proper care of catheters, enemas, and toilet care.

Prerequisites: NA101

NA103 – Basic Nursing Skills

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will have a working practical knowledge of how to properly bathe patients, make patient's bed, dress and undress patients, and provide mouth care, grooming, and perineal care.

Prerequisites: NA102

NA104 – Restorative Services

Clock Hours: 4 Lecture / 3 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Students will learn about services given to maintain or give new strength or vigor. They will learn to give care that will attain and maintain the highest possible level of independence and functional ability.

Prerequisite: NA103

NA105 – Mental health & Social Service Needs

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Upon completion of this course, students will be able to identify the 5 basic human needs as well as demonstrate skill in assisting residents with psychosocial needs.

Prerequisites: NA104

NA106 – Social Skills

Clock Hours: 5 Lecture / 4 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

Upon completion of this course, students will understand how to identify, avoid and resolve conflicts with coworkers, supervisors and residents.

Prerequisites: NA 101, 102, 103, 104, 105

2026-2027 Course Schedule

Start Date	Expected Grad Date
December 6, 2025	December 7, 2025
December 13, 2025	December 14, 2025
December 20, 2025	December 21, 2025
December 27, 2025	December 28, 2025
January 3, 2026	January 4, 2026
January 10, 2026	January 11, 2026
January 17, 2026	January 18, 2026
January 24, 2026	January 25, 2026
January 31, 2026	February 1, 2026
February 7, 2026	February 8, 2026
February 14, 2026	February 15, 2026
February 21, 2026	February 22, 2026
February 28, 2026	March 1, 2026
March 7, 2026	March 8, 2026
March 14, 2026	March 15, 2026
March 21, 2026	March 22, 2026
March 28, 2026	March 29, 2026

***The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.

Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 20, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$	100.00
Tuition.....	\$	125.00
Total Cost:	\$	225.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books and other fees are included in the total cost. Uniform, shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$150).

Payment Options are available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Seminar Length and Credit

	Days	Clock Hours	Semester Credit Hours
Classroom	2	16	0
Total	2	16	0

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
NA 101 – Introduction to Long Term Care	1.5	1.5	0	0	0
NA 102 – Personal Care Skills	1	1.5	0	0	0
NA103 – Basic Nursing Skills	1	1.5	0	0	0
NA 104 – Restorative Services	1	1	0	0	0
NA 105 – Mental Health & Social Service Needs	2	1	0	0	0
NA 106 – Social Skills	1.5	1.5	0	0	0
Total	8	8	0	0	0

Nursing Assistant Externship Preparatory

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 13.

Seminar Objective(s)

The Nursing Assistant Externship Preparatory includes instruction with hands-on training in basic nursing skills, basic restorative services, mental health, social service needs, personal care skills, and resident's rights. Students will practice the knowledge and skills previously learned to care for convalescing residents in long-term care facilities. The nursing assistant training is an excellent starting place in health care for those students intending to go further with their medical education.

Graduates of this seminar will be able to perform basic first aid, CPR (see *, Tuition Fees), take vital signs, apply the element of basic nutrition in meal planning, and follow infection control measures. Following successful completion of the course, the student will receive a certificate of completion of the nursing assistant course. A permanent record of course completion will be maintained at SFAHP.

Class Schedules

Students MUST be registered no later than Wednesday of the week they will be attending the Refresher Seminar. Students must complete a total of 40-hours at the campus or applicable externship site. Schedule based on approval of externship site.

Clinical/Externship:

The externship is a crucial part of the students' overall training to become a Nursing Assistant. The externship follows the successful completion of all classroom training and consists of 40 unpaid hours. The maximum number of externs expected in the program at any one time is thirty (30). Externs will have to make up for any externship hours missed. Externs will work in either a nursing home or other institutions and develop an understanding and a hands-on approach of how to meet physical, social, and emotional needs of the patients through communication and care that maintains dignity, privacy and independence.

Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship site at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations and experiences. Externs are required to write a final report that will be turned in on the day of their externship meeting.

Course Descriptions

NA199 – Externship

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 40

Semester Credit Hours: 0.0

Students will develop an understanding and a hands-on approach on how to meet physical, social and emotional needs of the patients through communication and care that maintains dignity, privacy, and independence.

Prerequisites: N/A

2026-2027 Course Schedule

Start Date	Expected Grad Date	
	40hrs/week	20hrs/week
December 1, 2025	December 5, 2025	December 12, 2025
December 15, 2025	December 19, 2025	December 26, 2025
December 29, 2025	January 2, 2026	January 9, 2026
January 12, 2026	January 16, 2026	January 23, 2026
January 26, 2026	January 30, 2026	February 6, 2026

***Depending on scheduling with externship site, students are allowed to complete the hours in 1 week (40hrs) or in 2 weeks (20hrs/week).
 ***The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates; students may complete hours if externship site allows it.

Holiday Schedule

January 19, 2026.....	Martin Luther King Jr. Day
February 16, 2026.....	Presidents Day
March 16, 2026 – March 20, 2026.....	Spring Break
April 3, 2026.....	Good Friday
May 25, 2026.....	Memorial Day
June 19, 2026.....	Juneteenth
July 4, 2026.....	Independence Day
September 1, 2026.....	Labor Day
November 23, 2026 – November 27, 2026....	Thanksgiving Break
December 21, 2026 – January 1, 2027.....	Winter Break

Tuition Fees

Registration Fee.....	\$	100.00
Tuition.....	\$	375.00
Total Cost:	\$	475.00

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, Flu, Meningitis, Hep B series, TB, and Measles/Mumps/Rubella, at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books and other fees are included in the total cost. Uniform, shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$150).

Payment Options are available for those who qualify. Tuition and fees are subject to change. SFAHP reserves the right to change the fee schedule without prior written notice.

Program Length and Credit

	Weeks	Clock Hours	Semester Credit Hours
Externship	1 or 2	40	0
Total	1 or 2	40	0

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
NA 199 – Externship	0	0	40	40	0
Total	0	0	40	40	0

State Approved Program(s) and Seminar(s)

“THESE PROGRAMS ARE NOT BEING OFFERED AT THIS TIME”

*(All Pictures Below Are **Not** Actually Part of the Institutions Facility)*

Anesthesia Preparatory
(Seminar)



Dental Assistant
(Certificate Program)



Diagnostic Sonography
(Degree Program)



Pharmacy Technician
(Certificate Program)



Radiologic Technician
(Degree Program)



Surgical Assistant
(Certificate Program)



Surgical Assisting Preparatory
(Seminar)



Officers, Faculty and Staff

Officers

Nora I. Flores, PA (Full Time)

Owner/President/Instructor

- Vocational Nurse, Western New Mexico University, Silver City, New Mexico
- Nursing, Dona Ana Branch Community College, Las Cruces, New Mexico
- Surgical Technologist – First Assist, Colorado
- Surgical Assisting, INC, Denver, Colorado
- School of Medicine -Masters of PA Studies, University of Texas Medical Branch at Galveston, Texas

Faculty

Heidi Garcia, RN (Full Time)

Nursing Assistant Program Director/Nursing Assistant Instructor

- Nursing, Tarrant County College, Fort Worth, Texas

Oscar Flores (Full Time)

Programs Instructor/Externship Coordinator

- Certified Medical Insurance and Coding Specialist, School for Allied Health Professionals, Arlington, Texas
- Associate of Applied Science Degree, -CSA/SA-C, Phoenix, AZ

Masooma I. Khalid (Full Time)

Programs Instructor/Externship Coordinator

- Bachelor of Medicine, University of Punjab, Lahore, Pakistan
- Bachelor of Surgery, University of Punjab, Lahore, Pakistan

Laverne Williams (Part Time)

Medical Insurance and Coding Specialist Instructor

- Certified Coding Specialist/Certified Medical Biller, Rasmussen College-online, Ocala, Florida
- Vocational Nurse, St. Joseph Hospital School of Vocational Nursing, Fort Worth, Texas

Alisa Holland (Part Time)

Medical Insurance and Coding Specialist Instructor

- Certified Medical Assistant-NRCMA, Concorde Career Institute, Dallas, Texas
- Associates of Health Information Business Management, Mountain View College, Dallas, Texas

Staff

Natalia Jones (Full Time)

Student Financial Advisor/Campus Manager/HR

Zulieka Vargas (Part Time)

Department Advisor/Compliance

Susy Ochoa (Full Time)

Admissions Representative/Student Services

Christopher Vasquez (Part Time)

Admissions Representative

Notes