



School for Allied Health Professionals

**2025 - 2026
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. – 4:00p.m. CST

Class Hours:

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

Saturday: For Select Program(s)

Academic Year: 2025 - 2026

Date Published: 01/01/2025

Volume: XIX

*(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



Table of Contents

About School for Allied Health Professionals

Mission	9
History and Ownership	9
Approval	9
Membership(s)	9
Description of Facility	10

Admissions Policies and Standards

How to Apply	11
Admissions Policy	11
General Admissions Requirements	11 – 12
How to Become a Certified Nursing Assistant (Aide)	12
Admissions into Associate Degree Program(s)	13
Students with Disabilities	13 – 14
Transfer Students	14
Previous Training	14

Rules, Regulations and Policies

Video Surveillance and Recording	15 – 17
Hybrid Policy	17 – 19
Attendance	19
Tardiness Policy	20
Make-Up Work	20
Units of Credit	20
Leave of Absence	20
Termination by the School	20
Appeal and Re-Entry	20 – 21
Dress Code and Appearance Standard Policy	21
Dress Code for All Students	21 – 22
Technical Standards	22
Physical Requirements	22 – 23
Clinical/Externship Experience(s)	23 – 24
Health Screening	24
Use of Cellular Phones	24
Use of Computers	24
Children on Campus	24
Conduct	24
Non-Discrimination Policy	24 – 25
Student Complaint/Grievance Procedure	25
Hours of Operation	25
Changes to Programs and Schedules	25
Program Title(s)	26
Background Check(s)	26
Class Location	26

Financial Assistance

Financial Options	27
Alternative Loan Program(s)/Private Loans	27
Tuition	27
Tuition Increase	27
Contact Information for Assistance in Obtaining Institutional or Financial Information	27
Institution Cancellation and Refund Policy	27 – 29
Refund Policy	28 – 29
Refund Policy for Students called to Active Military Service	29
Collections Policy	29 – 30

Standards of Satisfactory Academic Progress

Process Overview and Responsibilities	31
Academic Progress – Quantitative Progress	31
Academic Progress – Qualitative Progress	31 – 33
Maximum Time Frame	32
Evaluation Period(s)	33
Determination Period(s)	33
Academic Probation	33
Transfer Students – to Another Program	33 – 34
Reinstatement	34
Leave of Absence	34
Reinstatement Before 180-Days	34
Course Incompletes, Repetitions, and Non-Credit Remedial Courses	34

Student Service(s)

Housing	35
Student Job Placement	35
Resource Center	35
Graduate Placement Assistance	35
Tutoring	35 – 36
Graduation	36
Special Recognition Awards	36
Education Records Retention	36

Program(s) Approved and Offered

Programs Offered – <i>See Index Below for Full Details on page number(s)</i>	37 – 38
Programs Approved by TWC (<i>NOT OFFERED AT THIS TIME</i>)	89

School for Allied Health Professionals Personnel

Officer(s)	90
Faculty	90
Staff	90

Notes	91
-------	----

Index of Program(s) Offered

Medical Assistant

Admissions Requirements	39
Program Objective(s)	39
Classroom Procedure(s)	39
Career Opportunities	39 – 40
Class Schedules	40
Technical Standards	40
Physical Requirements	40
Clinical/Externship	40 – 41
Medical Assistant Job Opportunities	41
Professional Duties	41
Occupational Outcomes	41
Potential Earnings	41
Course Description(s)	42 – 43
2024 – 2025 Course Schedule	44
Holiday Schedule	44
Tuition Fees	44
Program Length and Credit	45

Medical Insurance and Coding Specialist

Admissions Requirements	46
Program Objective(s)	46
Classroom Procedure(s)	46
Career Opportunities	46
Class Schedules	46 – 47
Technical Standards	47
Physical Requirements	47
Clinical/Externship	47
Medical Insurance and Coding Specialist Job Opportunities	47
Professional Duties	48
Occupational Outcomes	48
Potential Earnings	48
Course Description(s)	48 – 49
2024 – 2025 Course Schedule	50
Holiday Schedule	50
Tuition Fees	50
Program Length and Credit	51

Nursing Assistant

Admissions Requirements	52
Program Objective(s)	52
Classroom Procedure(s)	52

Career Opportunities	52
Class Schedules	52 - 53
Technical Standards	53
Physical Requirements	53
Clinical/Externship	53
Nursing Assistant Job Opportunities	53
Professional Duties	53 – 54
Occupational Outcomes	54
Potential Earnings	54
Course Description(s)	54 – 55
2024 – 2025 Course Schedule	56
Holiday Schedule	56
Tuition Fees	56
Program Length and Credit	57

Phlebotomy Technician

Admissions Requirements	58
Program Objective(s)	58
Classroom Procedure(s)	58
Career Opportunities	59
Class Schedules	59
Technical Standards	59
Physical Requirements	59
Clinical/Externship	59 – 60
Phlebotomy Technician Job Opportunities	60
Professional Duties	60
Occupational Outcomes	60
Potential Earnings	61
Course Description(s)	61 – 62
2024 – 2025 Course Schedule	63
Holiday Schedule	63
Tuition Fees	63
Program Length and Credit	64

Diagnostic Sonography

Admissions Requirements	65
Program Objective(s)	65
Classroom Procedure(s)	65
Career Opportunities	65 – 66
Class Schedules	66
Technical Standards	66
Physical Requirements	66
Clinical/Externship	66 – 67
Diagnostic Sonography Job Opportunities	67
Professional Duties	67
Occupational Outcomes	67

Potential Earnings	67
Course Description(s)	68 – 73
2024 – 2025 Course Schedule	74
Holiday Schedule	74
Tuition Fees	74
Program Length and Credit	75 – 76

Radiologic Technician

Admissions Requirements	77
Program Objective(s)	77
Classroom Procedure(s)	77
Career Opportunities	77
Class Schedules	78
Technical Standards	78
Physical Requirements	78
Clinical/Externship	78 – 79
Radiologic Technician Job Opportunities	79
Professional Duties	79
Occupational Outcomes	79
Potential Earnings	79
Course Description(s)	80 – 85
2024 – 2025 Course Schedule	86
Holiday Schedule	86
Tuition Fees	86
Program Length and Credit	87 – 88

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}**, 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)
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

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.

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/

Admissions into Associate Degree Programs

To be eligible for admission for the **degree program(s)** {*Diagnostic Sonography and Radiologic Technology*}, an applicant must be able to read and write English, and the student must meet the following requirements and the requirements below, in addition to the in General Admissions Requirements:

The applicant shall:

1. Be at least eighteen (18) years old by December 31st of admission year.
2. Graduate from an accredited high school or equivalent.
3. Complete Online Application
4. Take the Test of Essential Academic Skills (TEAS V), formerly known as the Health Occupations Basic Entrance Test (HOBET). TEAS is a timed test administered by *School for Allied Health Professionals* at the close of the admissions process (after March 31st). There is a testing fee that must be paid at the time of testing (\$25 per student). Tests can be taken during a weekday. The focus of the test is to assess a candidate's knowledge of Reading, Mathematics, Science, as well as English and Language usage.
5. Applicants not possessing an associate degree, AAS, must be able to complete the minimum degree requirements at *School for Allied Health Professionals*.
6. Take a Math and General Science test provided by the program.
7. Pay a non-refundable \$60.00 application. (See *School for Allied Health Professionals* Tuition Fees for Program for other applicable fees)

Applications and Inquiries

Inquiries regarding the program(s) should be directed at:

Admissions Department
700 Highlander Blvd., Suite 100
Arlington, TX 76015

Telephone inquiries may be made at (817) 846-7590 or (682) 308-2773.

*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 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 operator 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.

Dress Code for All Students

We expect all our students to come to school well-groomed and clean. If beards are worn, they should be short and neat in appearance. Hair on all students must be a natural color (no blue or green, etc.). Hair must also be neatly combed, clean, and pulled back so that it does not hang in the face when bending over. In addition, no hats, caps, or hair coverings of any kind are to be worn in building, with the exception to those approved for medical or religious reasons, as would be allowed in a medical work setting. No visible or facial piercing (including tongue) is permitted.

Students are required to wear the designated school uniform. Two sets of scrubs are issued to each student (**except the nursing assistant students**). Plain white long or short sleeve T-Shirts or turtlenecks may be worn under the uniform top. Closed toe and heel shoes must be worn.

Since all students enrolled in the health care programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained. Fingernails must never extend more than 1/8" beyond the fingertip and only clear nail polish may be worn. Jewelry must be limited to a simple watch, stud earrings (one per ear), and one simple ring on each hand. Students should also understand that there may be other more stringent dress code requirements in some programs and on Externship sites.

Proper professional dress and appearance are required. The Diagnostic Sonography (DS) program has a firm dress code guideline for all students (this includes field trips and observation visits, clinical settings, and campus). All attire must always be well-maintained and clean. General appearance encompasses conventional hairstyle and naturally occurring hair colors and conservative use of jewelry, make-up, and accessories. Approved standardized scrubs with a plain white lab coat (For DS & RT Programs)

Note: During Clinical placements, students are to follow the established dress code for their assigned placements.

Technical Standards

In addition to academic and performance standards, students must be able to meet and maintain the following technical standards for the purpose of admission and continuation in the program:

- Communicate Effectively- Ability to interact with patients and healthcare professionals in both written and verbal form. Be able to articulate in a clear and distinct manner procedures, instructions, and oral reports.
- Cognitive – Ability to execute complex mental processes. Obtain and retain didactic knowledge including many procedures and protocols with the ability to apply this knowledge for the purpose of collecting, interpreting, and integrating information to make examination related decisions. Utilize problem-solving skills while performing sonographic procedures to establish the best diagnostic information possible.
- Coordination – Gross body coordination such as maintain balance, hand-eye coordination, arm-hand steadiness, and precision. Dexterity to operate control panel while manipulating transducer simultaneously.
- Visual and Hearing – Ability to distinguish color on Doppler procedures as well as various shades of gray while performing sonograms. Hearing must be adequate to perceive and interpret equipment signals, monitor alarms, and calls for help.
- Stamina – Ability to push/pull objects of 50 pounds or more. Ability to stand during examinations and long procedures. Lift and transfer patients from wheelchair or stretcher to and from examination table. Assist patients in proper position for examination.
- Emotional Stability – Ability to adapt and function under stress. Deal with the unexpected and adapt to change. Perform multiple tasks and responsibilities concurrently. Possess a strong work ethic, compassion, and integrity.

Note: Student is subject to dismissal after admission to the any program if it is discovered that a student cannot meet the technical standards.

Physical Requirements

All students must be able to perform numerous physical skills that require at least an average amount of physical coordination. Students shall be able to manipulate technical equipment for the procedures. While performing clinical training students shall be required to:

Routine

- Grasping – Positioning patients for exams and procedures.
- Repetitive Motions – Entering computer data.
- Crouching – Positioning patients for exams and supply stocking.
- Pulling – Moving items that can weigh as much as 25 lbs. (pounds) or more.
- Pushing – transporting patients in wheelchairs or on stretchers using 25 lbs. of force. Moving portable and C-arm equipment with 20 lbs. of force to areas of the hospital.
- Carrying – Carrying cassettes that can weigh as much as 25 lbs.
- Pulling – Assisting and moving patients off and onto stretchers and wheelchairs using 8 to 24 lbs. of force.
- Fingering – Entering computer data and setting techniques for exams.
- Lifting – Moving patients (who can weigh more than 50 lbs. (from wheelchairs/carts off and onto exam tables.
- Reaching – Positioning patients and manipulating portable equipment.
- Stooping – Positioning of exams and assisting patients in and out of wheelchairs.
- Feeling – Perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.
- Hearing – Perceiving the nature of sounds at normal range; ability to receive detailed information through oral communication, and to make fine discriminations in sound, during auscultation and percussion.
- Walking – Transporting and assisting patients into dressing/exam rooms. Walking to other areas of the department and hospital to do exams and have images interpreted.
- Talking – Must be able to communicate verbally in an effective manner with patients, coworkers, and physicians.
- Standing – All clinical assignments require standing.

Visual Acuity Requirements

- During clinical assignments, students are required to use a computer terminal and set the proper exposure techniques on the x-ray equipment.
- Clinical assignments require working with printed and/or written documentation.
- Students must be able to assess a patient's condition, i.e. color, respiration, motion etc.
- Clinical assignments require critiquing radiographs.

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 E-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 section of the catalog for more information on Program Schedules. The school reserves the right to change scheduled hours when necessary.

Changes to Programs 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 of study, and to change locations.

Students enrolled in programs will be notified in advance of adjustments in their programs 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 Title(s)

The programs 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 E-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, E-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 E-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.

3. 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		

4. 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.

5. 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.

6. 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.
7. 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.
8. 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.
9. **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

Associate Degree Programs..... \$600.00

This fee will include:

Graduation Gown, Cap, Certificate Holder, Pin

Graduation Gown, Cap, Diploma Holder, Pin,
White Coat

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 Programs

Medical Assistant



**Medical Insurance
& Coding Specialist**



Nursing Assistant



**Phlebotomy
Technician**



Degree Programs

Diagnostic Sonography



Radiologic 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.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Physical Standards page 22 – 23

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 document 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

2025 – 2026 Course Schedule

Start Date	Expected Grad Date
January 7, 2025	August, 2025
February 3, 2025	September, 2025
March 3, 2025	October, 2025
April 7, 2025	November, 2025
May 5, 2025	December, 2025
June 2, 2025	January, 2026
June 30, 2025	February, 2026
July 28, 2025	March, 2026
August 25, 2025	April, 2026
September 22, 2025	May, 2026
October 20, 2025	June, 2026
November 17, 2025	July, 2026

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



Holiday Schedule

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	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 E-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 9:00 a.m. to 1:00 p.m.

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.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Physical Standards page 22 – 23

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 or hospital 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 access 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

2025 – 2026 Course Schedule

Start Date	Expected Grad Date
January 7, 2025	August, 2025
February 3, 2025	September, 2025
March 3, 2025	October, 2025
April 7, 2025	November, 2025
May 5, 2025	December, 2025
June 2, 2025	January, 2026
June 30, 2025	February, 2026
July 28, 2025	March, 2026
August 25, 2025	April, 2026
September 22, 2025	May, 2026
October 20, 2025	June, 2026
November 17, 2025	July, 2026

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



Holiday Schedule

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	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 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 E-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

Day students (Session I) will attend class Monday through Thursday. Students will attend 5 hours per day for a total of 20 hours per week.

Evening students (Session II) will attend 5 hours per night on Monday through Thursday; students will attend 5 hours per night for a total of 20 hours per week. Monday through Thursday from 5:00 p.m. to 10:00 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.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Physical Standards page 22 – 23

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

2025-2026 Course Schedule

Start Date	Expected Grad Date
January 7, 2025	August, 2025
February 3, 2025	September, 2025
March 3, 2025	October, 2025
April 7, 2025	November, 2025
May 5, 2025	December, 2025
June 2, 2025	January, 2026
June 30, 2025	February, 2026
July 28, 2025	March, 2026
August 25, 2025	April, 2026
September 22, 2025	May, 2026
October 20, 2025	June, 2026
November 17, 2025	July, 2026

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



Holiday Schedule

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	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 E-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 on-campus classroom instruction and 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

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 9:00 a.m. to 1:00 p.m.

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.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Physical Standards page 22 – 23

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

2025-2026 Course Schedule

Start Date	Expected Grad Date
January 7, 2025	August, 2025
February 3, 2025	September, 2025
March 3, 2025	October, 2025
April 7, 2025	November, 2025
May 5, 2025	December, 2025
June 2, 2025	January, 2026
June 30, 2025	February, 2026
July 28, 2025	March, 2026
August 25, 2025	April, 2026
September 22, 2025	May, 2026
October 20, 2025	June, 2026
November 17, 2025	July, 2026

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



Holiday Schedule

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	Winter Break

Tuition Fees

Registration Fee.....	\$	100.00
Tuition.....	\$	500.00
E-Books/Tools.....	\$	650.00
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 E-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

Diagnostic Sonography

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

The goal of the Diagnostic Sonography program at *School for Allied Health Professionals* is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The goals reaffirm the program's commitment to meet the diverse needs of the students, the university, and the community. By graduation, the sonographer should be able to perform the following:

- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Perform appropriate procures and records anatomic, pathologic, and/or physiologic data interpretation by the physician.
- Record, analyze, and process diagnostic data and other pertinent observations made during the procedure of presentation to the interpreting physician.
- Exercise discretion and judgement in the performance of sonographic and/or other non-invasive diagnostic services.
- Demonstrate appropriate communication skills with patients and colleagues.
- Act in a professional and ethical manner.
- Provide patient education related to medical ultrasound and/or other non-invasive diagnostic vascular techniques and promote principles of good health.

Classroom Procedures

The Diagnostic Sonography Program will be offered through academic and clinical studies. The DS curriculum includes both on campus classroom education and clinical training. General education courses are offered on campus. The program curriculum encompasses both independent and collaborative learning.

Sonography 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 Google Classroom for instruction and dissemination of information. Some Sonography 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 library computers on campus to check the Thryv Portal for updates and Google Classroom for assignments. Google Classroom and email accounts should be checked frequently for assignments, announcements and/or messages.

Career Opportunities

A Medical Sonographer is a highly skilled medical professional who uses specialized ultrasound equipment to record visual images of internal structure. Sonography utilizes high-frequency sound waves (ultrasound) to produce a dynamic visual image of internal organs, tissues, or blood flow inside the body.

While most of the demand for sonographers is concentrated in hospitals, you might also work in a variety of outpatient settings, including clinics, labs, research universities, private medical offices, mobile companies, educational facilities and more. As technology and new clinical indications are identified, new opportunities for sonographers emerge. Within this field, there is also a need for researchers, administrators, educators, and business experts.

Class Schedules

In accordance with JRCERT Standards, students will not be scheduled to spend more than 10 hours per day or 40 hours in any one week in school/clinical setting. Students 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 the Clinical Coordinator or Clinical Representative. All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Technical Standards page 22 – 23

Clinical/Externship

Students are expected to attend clinical on the day, time, 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 a student 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.

Normal clinical rotation hours are from 8:30 a.m. to 4:00 p.m. “Off Hours” Elective rotations are available to students on request. Off-hours rotations shall only be scheduled on times/days when a designated technologist or clinical instructor is available. Students 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 8:00a.m., the student should be ready to scan at 8:00a.m. If the student arrives at 8:00a.m., they are not ready to scan, and the student will be considered tardy. Clinical rotation attendance is not affected by a delayed class schedule or canceled classes due to inclement weather. Students should use good judgment to make every attempt to arrive at their clinical/externship site on time if possible. Inclement weather does not negate the timeframe in which students must notify their supervisor if they are delayed.

In general, students participating in the off-hour’s rotation shall be given a compensatory clinical/externship day off in the week. This ensures that the combined assigned clinical/externship and academic hours do not exceed forty (40) hours per week. Students can however request to voluntarily give up their compensatory day off.

Unscheduled rotations, visits, or loitering on the premises of the clinical/externship sites after 4:30 p.m. on Friday until 8:30 a.m. on Monday is not permitted.

Students are responsible for securing the required weekly record of clinical time. The records of clinical time are to be completed and accurately documented and submitted to the Clinical Coordinator on a weekly basis. The documentation of clinical time is in addition to the established sign-in procedure at the individual clinical sites.

Diagnostic Sonography Job Opportunities

- Ultrasound Technician
- Travel Sonographer
- Sonographer
- Hospitals
- Urgent Care Centers
- OB/GYN Clinics
- Private Medical Clinics

Professional Duties

- Performing diagnostic general imaging ultrasound examinations for procedures and scanning protocols
- Locating and imaging internal elements of the body including:
 - Blood vessels
 - Organs
 - Identifying any anomalies indicative of disease, injury, or other medically significant conditions
- Providing a wide range of highly technical diagnostic exams including but not limited to:
 - Breast
 - Abdominal
 - Small Parts
 - OB/GYN
- Evaluating test results for clarity and accuracy

Occupational Outcomes

- Broadening Scanning Specialties
- Sonography Department Leadership
- Department Manager or Director
- Sonography Educator
- Research Sonographer
- Ultrasound System Sales
- Advanced Provider

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 Diagnostic Sonography.

Course Description(s)

Semester I

DS101 – College Writing I

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

Planning, drafting, writing and rewriting critical and expository essays form the core of this course, and develop students' ability to think critically, and write with clarity and coherence about issues and ideas. Readings provide models for essay writing, and an opportunity to analyze ideas and texts. Instruction in grammar, usage and style, and punctuation is ongoing, and enables students to write effectively in standard English. Students are taught information literacy skills in order to be able to access, evaluate, and use information sources responsibly in their college-level academic writing.

DS102 – Biomedical Ethics

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

An examination of ethical issues that arise in the context of medicine. The relevance of ethical theory to such issues as abortion, euthanasia, the allocation of medical resources and research on patients is discussed. Genetic manipulation, abortion, euthanasia, and triage of scarce medical resources, and other ethical issues are considered from the scientific and moral points of view.

DS103 – Introductory Physics

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is an introduction to physics, for students who have high school algebra. Topics include kinematics, work, and energy. It covers a study of electrical charges, potential and kinetic energy, electric current and electric units.

DS104 – College Mathematics and Workshop

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is designed to provide students with skills with equations (linear, systems, inequalities, and quadratics), word problems in all these forms, polynomials, factoring, exponents, graphing and radicals. There is also a workshop attached in which students work individually, in groups and as class leaders to work on problems, discuss topics and design personal styles for solving types of questions. Given the nature of the topics in this course, calculators are not permitted in class and on any quizzes and exams.

DS105 – Human Anatomy and Physiology I/Lab

Clock Hours: 45 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is to introduce the students to the body systems and their interdependency, cells and tissues and the structure and function of the integumentary system. Information on related topographical anatomy and essential terminology will be presented. A study of the anatomical structure of the human body. Body structure will be studied by organ systems and will involve a balance between gross anatomical study and radiologic anatomy. Form-function relationships will be emphasized.

DS106 – Medical Terminology

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course is designed to provide each student with an understanding of medical terminology. An introduction to the origins of medical terminology will also be assessed. Word building will be introduced, and abbreviation and symbols will be discussed.

Semester II***DS107 – Sonography Physics and Instrumentation***

Clock Hours: 45 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to present the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. The student should learn the wave theory of sound and how it travels through various media. They should gain knowledge of the principles of how piezoelectricity converts sound energy to electrical energy in ultrasound transducers. They should gain mastery of instrumentation of the equipment and understand how the use of gain compensates for attenuation. They should acquire an understanding of harmonics, different types of resolution, basic fluid hemodynamics, color-flow Doppler, spectral analysis, power Doppler, harmonics, artifacts, and m-mode.

DS108 – Anatomy and Physiology for Sonography I

Clock Hours: 45 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This is a course that will explore the structures of the human anatomy in all planes with particular emphasis on the cross-sectional anatomy. The organs and system relationship are examined, particularly the, circulatory, abdomen, thorax, cranium, pelvis, reproductive system, and retroperitoneum. Fetal cross-sectional anatomy will also be presented.

DS109 – Fundamentals of Ultrasound

Clock Hours: 15 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course introduces the student to the field of sonography. Course work also includes information concerning medical ethics and legal issues affecting the patient, student, and clinical site. The course provides the student with an overview of diagnostic sonography, its history and development. Emphasis is placed on patient care techniques and issues related to sonography.

DS110 – Introduction to Vascular Imaging and Doppler

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to provide the student with the basic principles and uses of Doppler ultrasound. The course will include basic vascular imaging techniques and procedures, including basic arterial and venous studies with a focus on carotid artery and basic venous exams to rule out deep vein thrombosis. Students will correlate the physical principles of Doppler and the procedures utilized in imaging departments. Normal and abnormal tissue patterns are included within the discussions.

DS111 – Sonography Clinical Practicum I

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 240

Semester Credit Hours: 1.0

An introductory course to Sonography scanning, procedures, and protocols. The student will begin with observation and progress in assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest,

and major vasculature structures of the abdomen, and small parts. The student will attend a clinical rotation for 24 hours per week. Hours and days are subject to change. Students will perform abdominal and pelvic procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

Semester III

DS112 – Introduction to Vascular Lab

Clock Hours: 0 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This “hands-on” scanning laboratory course is designed to complement the Vascular Ultrasound material. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature.

DS113 – Vascular Imaging I

Clock Hours: 45 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to provide the student with content on the use of Duplex Doppler Ultrasound for examination of the vasculature of the human body. The course provides a history of treatment of vascular conditions and includes the extra-cranial circulation of the brain, including the carotid arteries. It will also cover the arterial and venous circulation of the upper and lower extremities. Normal and abnormal tissue patterns are included within the discussions.

DS114 – Sociology of Health and Health Care System

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

An overview of the sociology of medicine with a focus on the relationship between social conditions, as the context, and health and disease in human populations, as outcomes. Utilizing sociological methods of analysis, the course investigates the history, function and structures of health care institutions, the roles of patients and health care practitioners, as well as social processes and social behaviors that influence the incidence of sickness and health.

DS115 – Sonography Clinical Practicum II

Clock Hours: Lecture / 0 Lab / Extern Hours: 360

Semester Credit Hours: 1.0

This course is a continuation to the Clinical Practicum I course. The student will still be observing some procedures and progress to assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, and major vasculature structures of the abdomen, and small parts. The student will attend 24 hours of clinical per week. Hours and days are subject to change. Students will perform complete abdomen procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

DS116 – Fundamentals of Computers with Microcomputer Applications

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course teaches the basic principles of Computer Literacy, Office 2019/Office 365 applications and power searching of the Internet. The student is exposed to extensive computer-terminology describing hardware and software. Internet research theory and examples are included. In addition, a hands-on computer lab is incorporated where the student will learn the Windows 10 operating

system and software applications of word processing, electronic spreadsheets, and presentation software. The application software that is used is Microsoft Office 2019/Office 365. The concept of computer programming will be taught through the use of the “Hour of Code” website. The student will also learn how to buy a computer by researching different systems and writing up the results in a research paper.

Semester IV

DS117 – Anatomy and Physiology for Sonography II

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is designed to provide the student with a foundation in anatomy for Sonography to include Cross Sectional Anatomy. This course will explore the structure of the human anatomy in all body planes with emphasis on the cross-sectional mode. The organs and system relationships are examined, particularly, the abdomen, thorax, cranium, pelvis, reproductive system and retroperitoneum. Fetal cross-sectional anatomy will also be presented.

DS118 – Obstetric and Gynecologic Sonography

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed for the student to learn the foundation of patient preparation, scanning techniques and protocols for performing gynecologic and obstetric exams. It is also designed to familiarize the student with normal sonographic imaging of the female reproductive system through appropriate usage of transabdominal (TAB) and transvaginal (TVA) probes. Study content should include the normal anatomy of the uterus, vagina, ovaries, and fallopian tubes. In addition, pre-menopausal and post-menopausal sonographic anatomy will be introduced. Various congenital anomalies of the uterus, fallopian tubes and ovaries will also be covered. Normal and abnormal first trimester pregnancies are introduced. The student should learn to recognize abnormal and/or pathologic sonographic patterns of the uterus and adnexa and to correlate the findings with patient history and lab values. Normal and abnormal 2nd and 3rd trimester pregnancy sonography will be covered.

DS118L – Obstetric and Gynecologic Sonography Lab

Clock Hours: 0 Lecture / 60 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This laboratory scanning course is designed to complement the Obstetric and Gynecologic Sonography lecture material. This course includes an emphasis on recognizing normal anatomy and pathology ultrasound scans of organs in the female pelvis.

DS119 – Abdominal and Superficial Structures I

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

Abdominal Sonography is a comprehensive study of abdominal structures with emphasis on specialty organ examinations. Knowledge of the diagnosis, history and physical findings as they pertain to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab.

DS119L – Abdominal and Superficial Structures I Lab

Clock Hours: 0 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This laboratory scanning course is designed to complement the Abdominal and Superficial Structures I lecture material. This course includes an emphasis on recognizing normal anatomy ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, vasculature.

DS120 – Sonography Clinical Practicum III

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 360

Semester Credit Hours: 1.0

This course is a continuation of Clinical Practicum II course. The student is fairly confident with abdominal and small parts procedures at this point in their clinical rotation. The student should perform the required unassisted competencies this rotation as well as the required 2nd set of assisted competencies. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts, OB/Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

Semester V

DS121 – Sonographic Case Studies

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to educate the student about the components of a case study in ultrasound. The goal of a case study is to accurately describe the details of a patient's ultrasound examination findings. Students will learn to critically analyze anatomical variants, normal, and pathological sonographic findings in images. The study should begin with the patient history derived from an oral interview and patient chart information including, results of relevant lab tests, imaging exams, and possible surgical procedures. The case study should describe the patient preparation for the exam, positioning on the exam table, and the imaging protocols used by the sonographer.

DS122 – Advanced Sonographic Imaging

Clock Hours: 15 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

Advanced Sonographic Imaging is a course that is designed to explore specialty techniques in the areas of abdomen, Obstetrics and Gynecology and Vascular Ultrasound. Neurosonography will be stressed to include normal and abnormal sonographic finding.

DS123 – Sonographic Image Analysis and Pathology

Clock Hours: 15 Lecture / 15 Lab / Extern Hours: 0

Semester Credit Hours: 1.0

This is a laboratory course and will increase your anatomy and pathology knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature, transcranial, plethysmography, segmental, ABI's, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. non-invasive testing, carotid imaging and evaluation, Raynaud's testing using hands on technique.

DS124 – Abdominal and Superficial Structures II

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

Review of superficial structures of the kidney and GI Tract with emphasis on specialty organ examinations. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab in preparation for objectives required in the clinical area.

DS124L – Abdominal and Superficial Structures Lab II

Clock Hours: 0 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This laboratory scanning course is designed to complement the Abdominal and Superficial Structures II lecture material. This course includes an emphasis on recognizing normal anatomy ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, vasculature.

DS125 – Sonography Exam Review

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course is designed to provide an extensive review to prepare the student to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination for those who are focusing on either Abdomen (General), OB/GYN, Echocardiography, or Vascular specialties. Students will be given practice (mock) exams.

DS126 – Sonography Clinical Practicum IV

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 360

Semester Credit Hours: 1.0

This course is a continuation of Clinical Practicum III. The student is confident or fairly with abdominal, small parts, OB/Gynecology, and upper and lower extremity vascular procedures at this point in their clinical rotation. The student should perform the required unassisted competencies in this rotation, once the student has completed these competencies, they should be able to perform all examinations with ease and confidence. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts OB/Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

DS127 – Vascular Imaging II

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is designed to provide the student with content on ultrasound assessment of abdominal vasculature, anatomy and pathology of abdominal vasculature, hepatic vasculature, kidney vasculature and pelvic vasculature. A review on Sonographic characteristics and findings of: deep venous thrombosis (DVT), Pulmonary Embolism, Phlebitis, Chronic venous insufficiency, Varicose veins, Venous Ulcers and Vein mapping.

DS128 – Seminar in Career Education

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 0.0

This interactive, hands-on course that will focus on professional development skills. Through class lectures, mock interviews, resume writing, guest speakers, practice sessions and homework assignments, students will learn workplace etiquette advancement strategies and an introduction to leadership and professional communication/presentation skills.

2023 – 2025 Course Schedule

2025 – 2027 Course Schedule		
Year 1	Start Date	End Date
Semester I	November 27, 2023	March 28, 2024
Semester II	April 15, 2024	July 31, 2024
Semester III	August 16, 2024	December 9, 2024
Year 2	Start Date	End Date
Semester IV	January 6, 2025	April 30, 2025
Semester V	May 15, 2025	September 2, 2025
Graduation	September 17, 2025	-

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

HOLIDAY SCHEDULE

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	Winter Break

TUITION AND FEES

Application Fee (Non-Refundable).....	\$60.00	
Entrance Exam Fee (Non-Refundable)...	\$25.00	
Student/Administrative Fee.....	\$100.00	Per Semester Fee
Laboratory Fee.....	\$100.00	Per Semester Fee
Technology Fee.....	\$150.00	Per Semester Fee
Textbooks.....	\$1,584.00	
Tuition.....	\$39,000.00	\$7,800.00 Flat Fee Per Semester (Fall, Spring, Summer)
Total Cost:	\$42,419.00	

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for 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	60	1,305	79
Externship	15	1,320	4
Total	75	2,625	83

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
Fall One (Semester One)					
DS101 – College Writing I	45	0	0	45	4
DS102 – Biomedical Ethics	45	0	0	45	3
DS103 – Introductory Physics	45	0	0	45	3
DS104 – College Mathematics	45	0	0	45	4
DS105 – Human Anatomy & Physiology I/Lab	45	30	0	75	4
DS106 – Medical Terminology	30	0	0	30	2
Spring One (Semester Two)					
DS107 – Sonography Physics & Instrumentation	45	45	0	45	3
DS108 – Anatomy & Physiology for Sonography I	45	45	0	90	4
DS109 – Fundamentals of Ultrasound	15	30	0	45	3
DS110 – Introduction to Vascular Imaging & Doppler	45	0	0	45	3
DS111 – Clinical Practicum I	0	0	240	240	1
Summer One (Semester Three)					
DS112 – Introduction to Vascular Lab	0	30	0	30	2
DS113 – Vascular Imaging I	45	30	0	75	3
DS114 – Sociology of Health Care	45	0	0	45	3
DS115 – Clinical Practicum II	0	0	360	360	1
DS116 – Fundamentals of Computers with Microcomputer Applications	30	30	0	60	4
Fall Two (Semester Four)					
DS117 – Anatomy & Physiology for Sonography II	30	30	0	60	4
DS118 – Obstetrics & Gynecology Sonography Lecture	45	0	0	45	3

DS118L – Obstetrics & Gynecology Sonography Lab	0	60	0	60	4
DS119 – Abdominal & Superficial Structures I Lecture	45	0	0	45	3
DS119L – Abdominal & Superficial Structures I Lab	0	45	0	45	2
DS120 – Clinical Practicum III	0	0	360	360	1
Spring Two (Semester Five)					
DS121 – Sonography Case Studies	45	0	0	45	3
DS122 – Advanced Sonographic Imaging	15	30	0	45	3
DS123 – Sonographic Imaging	15	15	0	15	1
DS124 – Abdominal & Superficial Structures II Lectures	45	0	0	45	3
DS124L – Abdominal & Superficial Structures II Lab	0	30	0	30	2
DS125 – Sonography Exam Review	30	0	0	30	2
DS126 – Clinical Practicum IV	0	0	360	360	1
DS127 – Vascular Imaging II	30	30	0	60	4
DS128 – Seminar in Career Education	30	0	0	30	0
Total:	855	480	1320	2595	83

Course order, content and credit hours are subject to change.

Radiologic Technician

Admission Requirements

Applicants may be admitted if they satisfy the following:

- Refer to Admissions Policy page 11 – 14.

Program Objective(s)

The program goals are as follows:

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

The Radiologic Technician Program provides the knowledge and techniques required to obtain expertise in the field of Radiologic Technology. Students that complete classroom and laboratory work at *School for Allied Health Professionals* and clinical education in an affiliated clinical setting gain value with the “hands-on” instruction. Students also build an understanding of the methods, ethics, and tools crucial to advancement in today’s healthcare landscape.

Classroom Procedures

The Associate of Applied Science degree with a major in Radiologic Technician will be offered through academic and clinical studies. The Radiologic Technician curriculum includes both on campus classroom education and clinical training. General education courses are offered on campus. The program curriculum encompasses both independent and collaborative learning.

Radiologic Technician 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 Google Classroom for instruction and dissemination of information. Some Radiography 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 library computers on campus to check the Thryv Portal for updates and Google Classroom for assignments. Google Classroom and email accounts should be checked frequently for assignments, announcements and/or messages.

Career Opportunities

Radiologic Technicians are in high demand throughout the U.S., and career opportunities in radiography are excellent. The [Bureau of Labor Statistics](#) expects employment of radiographers to grow faster than average. With a large aging population, there may be an increase in medical conditions that require imaging for making diagnoses.

With additional training and experience, some radiographers move into managerial roles such as shift supervisor or chief radiologic technologist. Others move into educational positions such as a clinical instructor or program director. Radiographers can also earn specialty certificates to increase opportunities for advancement such as in mammography, magnetic resonance imaging (MRI), computed tomography (CT), or interventional radiology.

Class Schedules

In accordance with JRCERT Standards, students will not be scheduled to spend more than 10 hours per day or 40 hours in any one week in school/clinical setting. Students 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 the Clinical Coordinator or Clinical Representative. All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Technical Standards

Refer to Technical Standards page 22

Physical Requirements

Refer to Technical Standards page 22 – 23

Clinical/Externship

Students are expected to attend clinical on the day, time, 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 a student 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.

Normal clinical rotation hours are from 8:30 a.m. to 4:00 p.m. “Off Hours” Elective rotations are available to students on request. Off-hours rotations shall only be scheduled on times/days when a designated technologist or clinical instructor is available. Students 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 8:00a.m., the student should be ready to scan at 8:00a.m. If the student arrives at 8:00a.m., they are not ready to scan, and the student will be considered tardy. Clinical rotation attendance is not affected by a delayed class schedule or canceled classes due to inclement weather. Students should use good judgment 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.

In general, students participating in the off-hour’s rotation shall be given a compensatory clinical/externship day off in the week. This ensures that the combined assigned clinical/externship and academic hours do not exceed forty (40) hours per week. Students can however request to voluntarily give up their compensatory day off.

Unscheduled rotations, visits, or loitering on the premises of the clinical/externship sites after 4:30 p.m. on Friday until 8:30 a.m. on Monday is not permitted.

Students are responsible for securing the required weekly record of clinical time. The records of clinical time are to be completed and accurately documented and submitted to the Clinical

Coordinator on a weekly basis. The documentation of clinical time is in addition to the established sign-in procedure at the individual clinical sites.

Radiologic Technician Job Opportunities

- Radiographer
- X-Ray Technician
- Travel X-Ray Technician
- Authenticate Diamonds
- Clinical Research Labs
- Construction X-Ray Technician/Industrial Pipelines
- Imaging Centers
- Urgent Care Centers
- Hospitals
- TSA at Airports
- Authenticate Paintings

Professional Duties

- X-Ray Technologists
- Diagnostic Imaging Procedures on appropriate anatomical regions
- Locating and recording internal elements of the body, and identifying any anomalies indicative of disease, injury, or other medically significant conditions
- Adjusting equipment and calming patient to eliminate test artifacts
- Evaluating test results for clarity and accuracy
- Reviewing tests
- Distributing completed test results to physicians and service providers
- Preparing diagnostic information for physician interpretation
- Cleaning and sterilizing equipment and workspace
- Recognizing equipment malfunctions and readjusting equipment or writing referrals for repair
- Instructing patients in pretest preparation, answering questions, and explaining procedures

Occupational Outcomes

- Vascular Imaging
- Computerized Tomography (CT)
- Magnetic Resonance Imaging (MRI)
- Mammography
- Interventional Radiography and Cardiology
- Bone Densitometry

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 Diagnostic Sonography.

Course Description(s)

Semester I

RT101 – College Writing I

Clock Hours: 60 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

Planning, drafting, writing and rewriting critical and expository essays form the core of this course, and develop students' ability to think critically, and write with clarity and coherence about issues and ideas. Readings provide models for essay writing, and an opportunity to analyze ideas and texts. Instruction in grammar, usage and style, and punctuation is ongoing, and enables students to write effectively in standard English. Students are taught information literacy skills in order to be able to access, evaluate, and use information sources responsibly in their college-level academic writing.

RT102 – College Mathematics and Workshop

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to provide students with skills with equations (linear, systems, inequalities, and quadratics), word problems in all these forms, polynomials, factoring, exponents, graphing and radicals. There is also a workshop attached in which students work individually, in groups and as class leaders to work on problems, discuss topics and design personal styles for solving types of questions. Given the nature of the topics in this course, calculators are not permitted in class and on any quizzes and exams.

RT103 – Introductory Physics

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is an introduction to physics, for students who have high school algebra. Topics include kinematics, work, and energy. It covers a study of electrical charges, potential and kinetic energy, electric current and electric units.

RT104 – Medical Terminology

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course is designed to provide each student with an understanding of medical terminology. An introduction to the origins of medical terminology will also be assessed. Word building will be introduced, and abbreviation and symbols will be discussed.

RT105 – Principles of Imaging I - 3.0 Credits:

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

A study of radiographic imaging and the production of quality x-ray images. This unit will provide the student with knowledge on the production and control of scatter radiation, intensifying screens, cones and collimators, grids, formulations exposure techniques, AED, technique charts. Screen-film Radiography and Screen-film Radiographic Technique, Image Artifacts and Screen-film radiographic quality control.

RT106 – Human Anatomy and Physiology I

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is to introduce the students to the body systems and their interdependency, cells and tissues and the structure and function of the integumentary system. Information on related topographical anatomy and essential terminology will be presented. A study of the anatomical

structure of the human body. Body structure will be studied by organ systems and will involve a balance between gross anatomical study and radiologic anatomy. Form-function relationships will be emphasized.

RT107 – Sociology of Health Care

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

An overview of the sociology of medicine with a focus on the relationship between social conditions, as the context, and health and disease in human populations, as outcomes. Utilizing sociological methods of analysis, the course investigates the history, function and structures of health care institutions, the roles of patients and health care practitioners, as well as social processes and social behaviors that influence the incidence of sickness and health.

Semester II

RT108 – Radiation Protection

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

The unit will provide the students with knowledge of the basic elements of radiation protection for the patient, radiographer, other personnel and the general public, shielding requirements, units of measurements and exposure monitoring are discussed. The principles and concept explaining basic interaction with matter, maximum permissible doses and the effects of measurements are also included. Content of this course is designed to impart awareness on the proper application of radiation limiting devices and techniques, radiation monitoring systems, safety standards, units of measurement and calculation exposure.

RT109 – Radiographic Anatomy II

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is to introduce the students to the body systems and their interdependency, cells and tissues and the structure and function of the integumentary system. Information on related topographical anatomy and essential terminology will be presented. The course will provide classroom instruction concerning the following system: skeletal and muscular. The course will include information on the structure and function of the component part of each system as well as general anatomy and related terminology.

RT110 – Radiographic Procedures I

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course will provide the student with the fundamental knowledge of skeletal anatomy. The course will teach the student different positioning terminology and basic positioning principals as well as x-ray projections and how the two relate to create an image. Anatomical regions that the student will know how to image include: radiographic positioning of the lower extremities and pelvic girdle.

RT111 – Patient Care I

Clock Hours: 0 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in measuring vital signs and pulse oximetry and taking a complete patient medical history. Care of patients receiving contrast media, having central venous

line or nasogastric tube. An Introduction to EKG and interpretation of EKG waveform will be discussed. Knowledge of common medical emergencies and how to deal with them will be introduced to students.

RT112 – Principles of Imaging II

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course will include discussions on the following subject matters; Computers in medical imaging and Computed Radiography; Digital Radiography, Digital radiographic technique, Viewing the digital radiographic image. Digital radiographic artifacts Digital radiographic quality control.

RT113 – Radiation Physics I

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course will include discussions on the following subject matters; The essential concepts of Radiologic Science, The structure of matter, Electromagnetic energy, electricity, magnetism and electromagnetism.

RT114 – Clinical Radiography I

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 224

Semester Credit Hours: 1.0

This is the first of four clinical externship courses. This course is designed to provide the student with hands-on-radiographic positioning and patient care experience at a clinical site under the supervision of a qualified Radiologic technologist. Emphasis is placed on achieving clinical competency in performing radiographic examinations of the chest, abdomen, upper and lower extremities as per the A.R.R.T. competency requirements for primary certification in radiography. In addition, student must demonstrate appropriate critical thinking and affective skills and the clinical education setting.

Semester III

RT115 – Seminar in Career Education/World of Work

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This interactive, hands-on course will focus on professional development skills. Through class lectures, mock interviews, resume writing, guest speakers, practice sessions and homework assignments, students will learn workplace etiquette advancement strategies and an introduction to leadership and professional communication/presentation skills.

RT116 – Clinical Radiography II

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 224

Semester Credit Hours: 0.5

This is the second of four clinical externship courses. This course is designed to provide the student with hands-on-radiographic positioning and patient care experience at a clinical site under the supervision of a qualified Radiologic technologist. Emphasis is placed on achieving clinical competency in performing radiographic examinations of the chest, abdomen, upper and lower extremities as per the A.R.R.T. competency requirements for primary certification in radiography. In addition, student must demonstrate appropriate critical thinking and affective skills and the clinical education setting.

RT117 – Biomedical Ethics

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to provide a fundamental background in ethics. With both the historical and philosophical basis ethical behavior will be discussed. Ethical issues and dilemmas found in clinical practice will be examined. Legal terminology, concepts and principles will be presented. The ASRT scope of practice, misconduct, malpractice, and other legal and professional standards will be discussed.

RT118 – Radiographic Procedures II

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course will provide the student with the fundamental knowledge of skeletal anatomy. The course will teach the student different positioning terminology and basic positioning principles as well as x-ray projections and how the two relate to create an image. Anatomical regions that the student will know how to image include: radiographic positioning of the lower extremities and pelvic girdle.

Semester IV

RT119 – Patient Care II

Clock Hours: 0 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course introduces the concepts and techniques of patient assessment and patient care. The students learn how to admit a patient to the radiology department and how to properly move and transfer patients. The students are taught to care for patients with various problems (e.g. skull or spinal injuries, pediatric or geriatric patients, shock, etc.). Proper methods of the administration of enemas and caring for patients with various types of tubes are discussed. Surgical aseptic technique, and proper skin preparation. The student is taught how to assist with drug and contrast media administration. Various contrast complications and anaphylactic reactions are discussed. Transmission of microorganisms and isolation techniques are learned.

RT120 – Radiographic Anatomy III

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course is designed to provide each student with knowledge of the basic structure and function of the human body. The course material is presented in lecture format. The course covers the This course is an introduction to human anatomy and physiology from an integrative perspective. Students learn the structure and function of the tissues, the skeletal system, the nervous system, the endocrine system, and muscle function from the level of the cell to the level of the organism. Emphasis will be placed on Radiologic Anatomy. At the end of the entire course, the student should be familiar with all principal organs of the human body, should have a good working knowledge of their functions and interactions, should have a basic understanding of human metabolic processes and should understand the elements of human anatomy. This course will use both a systems & regional approach to uncover the anatomy. It is our intention to provide the best environment to facilitate your learning. You will be encouraged to discuss, challenge, and critique information by interacting with your peers and the instructors.

RT121 – Clinical Radiography III

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 336

Semester Credit Hours: 1.5

This is the third of four clinical externship courses. This course is designed to provide the student with hands-on-radiographic positioning and patient care experience at a clinical site under the supervision of a qualified Radiologic technologist. Emphasis is placed on achieving clinical competency in performing radiographic examinations of the chest, abdomen, upper and lower extremities as per the A.R.R.T. competency requirements for primary certification in radiography. In addition, students must demonstrate appropriate critical thinking and affective skills and the clinical education setting.

RT122 – Radiographic Procedures III

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

The core of this course will consist of positioning of the bones of the thorax and spine. Specific procedures for mobile, operating room, pediatric and geriatric imaging will be covered. Review of anatomy and image evaluation for each area of interest is also included. Including demonstration and practice of radiographic positioning for the bones of the thorax and spine discussed in the classroom. Students will also be evaluated on their ability and skills to perform previously covered procedures, diagram and image identification of anatomy and positioning errors.

RT123 – Radiation Physics II

Clock Hours: 30 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 2.0

This course will provide information on the special equipment used in radiography such as fluoroscopy, TV camera and different recording systems. The content of this course will provide the student with the necessary knowledge on the quality control and quality assurance of the radiographic department. The equipment used for different quality control tests, maintenance of the different radiographic equipment and the different methods to troubleshoot malfunctions are discussed.

Semester V**RT124 – Advanced Imaging**

Clock Hours: 0 Lecture / 45 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This unit will provide the students with the basic fundamental concepts pertaining to special procedures including Gastric Procedures/Fluoro, OR/Port Fluoroscopy, Mammography, CT, MRI, Pediatrics and Geriatrics. The patient care, radiation protection, positioning techniques and equipment required for each procedure will also be discussed.

RT125 – Radiation Biology

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy; radiation/cell interaction; and effects of radiation.

RT126 – Clinical Radiography IV

Clock Hours: 0 Lecture / 0 Lab / Extern Hours: 336

Semester Credit Hours: 1.5

This is the fourth of four clinical externship courses. This course is designed to provide the student with hands-on-radiographic positioning and patient care experience at a clinical site under the supervision of a qualified Radiologic technologist. Emphasis is placed on achieving clinical competency in performing radiographic examinations of the chest, abdomen, upper and lower extremities as per the A.R.R.T. competency requirements for primary certification in radiography. In addition, student must demonstrate appropriate critical thinking and affective skills and the clinical education setting.

RT127 – Comprehensive Review

Clock Hours: 30 Lecture / 30 Lab / Extern Hours: 0

Semester Credit Hours: 4.0

This course is designed to provide the student with a comprehensive review to prepare the student for the ARRT certification in radiology. Students will be administered mock examinations to simulate actual exam conditions. Stress reduction and test taking skills will be emphasized. This course also includes a complete review of the radiography curriculum in preparation for the American Registry of Radiologic Technologists National examination.

RT128 – Radiographic Pathology

Clock Hours: 45 Lecture / 0 Lab / Extern Hours: 0

Semester Credit Hours: 3.0

This course will acquaint the student radiographer with basic medical terminology used to describe various pathologic conditions occurring in the human body and introduce the student to some specific imaging techniques.

2023 – 2025 Course Schedule

2023 – 2025 Course Schedule		
Year 1	Start Date	End Date
Semester I	November 27, 2023	March 28, 2024
Semester II	April 15, 2024	July 31, 2024
Semester III	August 16, 2024	December 9, 2024
Year 2	Start Date	End Date
Semester IV	January 6, 2025	April 30, 2025
Semester V	May 15, 2025	September 2, 2025
Graduation	September 17, 2025	-

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

HOLIDAY SCHEDULE

January 20, 2025.....	Martin Luther King Jr. Day
February 17, 2025.....	Presidents Day
March 17, 2025 – March 21, 2025.....	Spring Break
April 18, 2025.....	Good Friday
May 26, 2025.....	Memorial Day
June 19, 2025.....	Juneteenth
July 4, 2025.....	Independence Day
September 1, 2025.....	Labor Day
November 24, 2025 – November 29, 2025....	Thanksgiving Break
December 23, 2025 – January 1, 2026.....	Winter Break

TUITION AND FEES

Application Fee (Non-Refundable).....	\$60.00	
Entrance Exam Fee (Non-Refundable)...	\$25.00	
Student/Administrative Fee.....	\$100.00	Per Semester Fee
Laboratory Fee.....	\$100.00	Per Semester Fee
Technology Fee.....	\$150.00	Per Semester Fee
Textbooks.....	\$1,584.00	
Tuition.....	\$39,000.00	\$7,800.00 Flat Fee Per Semester (Fall, Spring, Summer)
Total Cost:	\$42,419.00	

*Application Fee is required when making submission to the school. The school provides assistance in obtaining health screening for 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	60	1,080	72
Externship	15	1,120	4.5
Total	75	2,200	76.5

Course/No.	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Sem Hours
Fall One (Semester One)					
RT101 – College Writing, I	60	0	0	60	4
RT102 – College Mathematics	45	0	0	45	3
RT103 – Introductory Physics	45	0	0	45	3
RT104 – Medical Terminology	30	0	0	30	2
RT105 – Principles of Imaging I	45	0	0	45	3
RT106 – Human Anatomy & Physiology I/Lab	30	30	0	60	4
RT107 – Sociology of Health Care	45	0	0	45	3
Spring One (Semester Two)					
RT108 – Radiation Protection	30	0	0	30	2
RT109 – Radiographic Anatomy II	45	0	0	45	3
RT110 – Radiographic Procedures I	30	30	0	60	4
RT111 – Patient Care I	0	45	0	45	3
RT112 – Principles of Imaging II	30	0	0	30	2
RT113 – Radiation Physics I	30	0	0	30	2
RT114 – Clinical Radiography I	0	0	224	224	1
Summer One (Semester Three)					
RT115 – Seminar in Career Education - World of Work	30	0	0	30	2.0
RT116 – Clinical Radiography II	0	0	224	224	0.5
RT117 – Biomedical Ethics	45	0	0	45	3
RT118 – Radiographic Procedure II	30	30	0	60	4
Fall Two (Semester Four)					
RT119 – Patient Care II	0	45	0	45	3
RT120 – Radiographic Anatomy III	45	0	0	45	3
RT121 – Clinical Radiography III	0	0	336	336	1.5
RT122 – Radiographic Procedures III	30	30	0	60	4
RT123 – Radiation Physics II	30	0	0	30	2

Spring Two (Semester Five)					
RT124 – Advanced Imaging	0	45	0	45	3
RT125 – Radiation Biology	45	0	0	45	3
RT126 – Clinical Radiography IV	0	0	336	336	1.5
RT127 – Comprehensive Review	30	30	0	60	4
RT128 – Radiographic Pathology	45	0	0	45	3
Total:	795	285	1120	2200	76.5

Course order, content and credit hours are subject to change.

State Approved Program(s)

“THESE PRORAMS ARE NOT BEING OFFERED AT THIS TIME”
(All Pictures Below Are **Not** Actually Part of the Institutions Facility)

Anesthesia Preparatory



Dental Assistant



Pharmacy Technician



Surgical Assistant



Surgical Assisting Preparatory



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)

Medical Assistant/Medical Insurance and Coding Specialist Instructor

- 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)

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

Jocelyn Smith (Full Time)

Sr. Student Financial Director/Human Resources

Natalia Jones (Full Time)

Student Financial Advisor/Executive Assistant

Mariana Santana (Full Time)

Student Services Director & Compliance Director

Ezekiel Torres (Full Time)

Admissions Representative

Notes