

Heritage Institute

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Heritage Catalog

Volume: XXII, Published: August 22, 2011

FTM 2011-08 XXII.docx

This catalog includes a supplement. This catalog is not complete without the catalog supplement. The catalog supplement includes a current list of class start dates and anticipated completion dates; dates of scheduled school breaks; a current list of program costs; and a current list of staff and faculty.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for graduation.

Eva Hutson, School Director
August 2011

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Heritage Mission Statement and Educational Objectives

Heritage's mission is to teach people to change their lives by preparing students for entry-level careers in the allied health, wellness, and beauty professions. To accomplish its mission, Heritage is committed to the continual fulfillment of the following objectives:

- Remain progressive in the development of our educational offerings by staying abreast of changes and trends which appear in the allied health, wellness, and beauty professions;
- Provide educational opportunities that reflect the needs of the changing job markets and that assist students in developing a career path in their chosen field;
- Utilize a variety of delivery systems including distance education and residential formats;
- Teach students to develop critical thinking and problem solving skills;
- Hire faculty members who have demonstrated expertise in their respective fields and train them in sound instructional methods;
- Provide the facilities, material, and equipment necessary to emulate experiences commonly found in the students' field of training;
- Provide the support system to assist students in fulfilling their career objectives;
- Strive to instill in students the commitment to life-long learning;
- Maintain Program Advisory Committees that meet regularly with the purpose of reviewing and recommending content, programs, and equipment needed to produce successful graduates.

Administrative Staff and Faculty

A listing of administrative staff and faculty is available on the supplement to this catalog.

Ownership and Officers

Weston Educational Inc., DBA Heritage College/Heritage Institute, 4704 Harlan Street, Suite 420, Denver, Colorado 80212.
Owner: Earl Weston; President of Heritage: Richard Shepard; Chief Executive Officer of Weston Educational, Inc: Cole Thompson; Chief Financial Officer of Weston Educational, Inc: Bob Banta.

Approvals, Licensures, Accreditation, Memberships

LICENSED BY

The Commission for Independent Education, Florida Department of Education since 1/26/2001
Additional information regarding this institution may be obtained by contacting the Commission Licensure Department 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Toll-free (888) 224-6684 or (850) 245-3200

Massage Clinic License #MM12249 is issued by the Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy

ACCREDITING AGENCY

Heritage Institute is institutionally accredited to award diplomas and occupational associate degrees by The Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, (703) 917-9503

APPROVALS

Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy; 2030 Capital Circle, Bin#C09, Tallahassee, FL 32399-3259, (850) 245-4444
Division of Vocational Rehabilitation
Approved for Veteran's Training

MEMBERSHIPS

Association of Private Sector Colleges and Universities
Florida State Massage Therapy Association
Associated Bodywork & Massage Professionals
Florida Association of Post-Secondary Schools and Colleges

Academic Calendar

Class start dates, anticipated graduation dates, and specific dates for school breaks are available on the supplement to this catalog. School breaks may not be available while student is on internship. Internship schedules may be influenced by site requirements, but are approved and monitored by the school and will not exceed criteria as outlined in this catalog.

Residential Students

Three sessions are available for residential classes meeting Monday through Friday:
Morning Session: 8:30 AM to 12:30 PM; Afternoon Session: 1:00 PM to 5:00 PM; Evening Session: 5:30 PM to 9:30 PM

Instructional activity is continuous throughout the calendar year with the exception of the following break days:

Martin Luther King Jr. Day (1 class day)
Labor Day (1 class day)
Memorial Day (1 class day)
Thanksgiving (2 class days)
Summer Break (1 week)
Winter Break (2 weeks)

Structured Learning Students

Students attending Therapeutic Massage in the Structured Learning format will participate in online instruction throughout each week and will attend class in residence on Saturday 8:30 AM to 3:30 PM and an additional two hours during the week. Hospital and Health Services Management students will attend class in residence on Saturday 8:30 AM to 5:30 PM. Instructional activity is continuous throughout the calendar year with the exception of the following break days:

Summer Break (1 Saturday off)
Winter Break (2 Saturdays off)

History

The History of Heritage: The history of Heritage Institute began in 1978 when it was originally founded as LaBaron's Hairdressing Academy. Classes started that year at the school's first location at 5215 Ramsey Way, Fort Myers, Florida. LaBaron's received its original accreditation from the National Accrediting Commissions of Cosmetology Arts and Sciences. Weston Educational, Inc. purchased LaBaron's and changed its name to Heritage Institute on February 1, 2001. Heritage Institute moved to Palisades Park Court in September of 2001 and implemented its Therapeutic Massage Program. In February 2004, Heritage was accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The Occupational Associate of Science in Therapeutic Massage was approved at the beginning of 2005. In 2006, Heritage was approved to offer Occupational Associate of Science Degrees in Personal Trainer, Esthetics and X-Ray Medical Technician®. The Pharmacy Technician Diploma program began classes in November 2007. In February 2008, Heritage received institutional accreditation from the Accrediting Bureau of Health Education Schools (ABHES). With its continuing success and growth, Heritage Institute moved to its current location at 6630 Orion Drive in March 2009. In the fall of 2009 Heritage Institute began offering the Therapeutic Massage program in a Structured Learning format, as well as, the new Hospital and Health Services Management program.

Description of Facilities

Heritage Institute is a 33,556 square foot facility located in the Orion Office Center at 6630 Orion Drive on Daniels Parkway next to Gulf Coast Hospital, near US 41, I-75 (3 miles from exit 131), and Southwest Florida International Airport. A gym for the Personal Trainer program in an additional building is within walking distance from the main school. Additional classrooms are used off campus but within less than a mile from the main campus. Heritage's Student Massage Spa is open to the public and provides the facilities, machines, and products necessary for Massage students to emulate the experiences found in today's Spa environment. The X-Ray Medical Technician® program includes a fully functioning X-ray room and a full medical assisting lab for a variety of testing procedures. The Pharmacy Technician classroom includes mock pharmaceuticals and equipment. Reasonable accommodations will be made for qualified students with disabilities in compliance with the law. See the School Director to request accommodations.

Delivery Format

Programs may be delivered in either a Residential or Structured Learning® format. See program details to know which format is available.

Residential Format

Students physically attend class for the scheduled hours and complete out-of-class activities (such as homework) as required.

Structured Learning® Format

This is a good alternative for those who have commitments that don't allow for regular attendance in class, or are commuting to school from a greater distance. Structured Learning® allows students to physically attend class for the hands-on portion of the training, while theory and written projects are accomplished electronically. The Structured Learning® format is a hybrid Distance Education system. Each week, students will spend 12 hours receiving instruction via distance education and 8 hours receiving instruction in a resident format. In addition, students will also have out-of-class (such as homework) activities assigned. Distance education activities may include: directed readings, discussion forums, video content, and research based assignments. Resident activities may include: laboratory activities, discussions, and lectures. Structured Learning courses are considered 'synchronous', which means students move through the courses at the same pace, while the individual online work is considered 'asynchronous', which means students can work at their own pace during the week. To participate in the Structured Learning® programs, students must have a computer with access to the Internet. In addition, Microsoft Office applications are highly recommended to complete assignments.

Program Information and Definitions

- Course Sequence: Courses are designed to be presented in an indiscriminate sequence. There are no prerequisites for any courses unless specified under the individual course description.
- Quarter Credit: A quarter credit is defined as one credit for every ten hours of theory, every twenty hours of lab, or every thirty hours of internship according to our accrediting agency, ABHES.
- Federal Quarter Credit (Carnegie credit): Students in degree programs or diploma programs that can transfer into a degree program who are using Federal Title IV financial aid, Federal Quarter Credits will be awarded for the purpose of determining financial aid eligibility. A Federal Quarter Credit is defined as one credit for every twenty hours of training (Two hours of out-of-class work will be required for each hour of lecture, and one hour of out-of-class work will be required for every two hours of lab work).
- Federal Quarter Credit: Students in diploma programs that do not transfer into a degree program who are using Federal Title IV financial aid, Federal Quarter Credits will be awarded for the purpose of determining financial aid eligibility. A Federal Quarter Credit is defined as one credit for every twenty-five hours of training (twenty hours of provided instruction and at least five hours of out-of-class activities).
- Students are expected to complete out-of-class activities (such as homework) as part of their academic requirements.
- Hour: An hour is defined as 50 minutes of instruction.
- Academic Year: An Academic Year is 36 weeks of instruction and 36 Federal Quarter Credits.
- Class Size: The maximum class size is a ratio of 30 to 1. The maximum laboratory size is a ratio of 20 to 1. Class sizes may vary depending on the individual room size. A typical classroom may hold 25 to 30 students. A typical laboratory may hold 20 students.
- Full-Time Students: All students enrolled for at least 36 credits in an academic year or scheduled for 20 hours per week are considered Full-Time students.
- Part-Time Students: Heritage does not offer part-time programs; therefore, Heritage does not have part-time students.
- Courses are taught in English.
- Non-credit remedial courses are not offered at Heritage.
- Heritage does not participate in the Florida statewide course numbering system. The course numbers are only used as a Heritage administrative identifier.

Admissions Requirements and Procedures

Requirements for Admission

Applicants under the age of 18 can be accepted only with the consent of a parent or legal guardian.

A signed attestation verifying proof of high school diploma or GED is required at time of enrollment.

A criminal record will jeopardize a graduate's eligibility for employment; therefore, Heritage does not accept applicants who have been convicted of a felony.

Admissions Procedures

It is recommended that applicants and, if possible, their families or friends visit Heritage to gain an understanding of the school and view its facilities and equipment. A personal interview should be scheduled with a member of the Admissions staff. To apply at Heritage, an appointment with an Admissions Coordinator is scheduled. Applicants will receive a copy of the Heritage Catalog during this appointment. Applicants will be given the opportunity to review and discuss enrollment documents. Upon the decision to enroll, the applicant will be asked to complete an Enrollment Agreement. The following enrollment documents must be completed in order for the school officials to review the applicant's enrollment:

- Enrollment Agreement
- A signed attestation verifying proof of high school diploma or GED is required at time of enrollment.
- Other enrollment documents will be required on the day of enrollment.

Applicants who intend to use financial aid will schedule an appointment at that time.

Structured Learning® Admissions Requirements

In addition to these Admissions requirements students who wish to enter a program in the Structured Learning format must first satisfactorily complete the Structured Learning surveys to ensure that the program is right for them. Students who wish to enter a program in the Structured Learning format must have an active e-mail address and a computer with high speed internet access. Microsoft Office applications are highly recommended to complete assignments.

Acceptance of Credits on Transfer

Transfer of credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), including military training, will be evaluated prior to enrollment with the following considerations:

- It is the responsibility of the student to provide Heritage with official transcripts and a catalog with course descriptions from their previous institution.
- Evaluation will be on a case-by-case basis to ensure that the contents of the course and the academic period length are comparable to that of a related Heritage course.
- A "C" or better grade was earned in the course.
- Students who transfer in credit must complete a minimum of 50% of the course work required for graduation at a Heritage school.
- Eligibility for Federal Financial Aid programs can vary for transfer students.

Heritage does not provide advanced placement or credit for experiential learning or life experience.

Readmissions

Students applying for re-admission must repeat the full admission process. Credits previously earned at the school will be accepted. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re-entering. There is no additional fee for re-admission to Heritage. The student must reapply for financial aid. Note: financial aid may be limited or unavailable. Students terminated for failure to meet the Standard of Satisfactory Academic Progress will be re-started on a probationary status and must be able to meet the Standard of Satisfactory Progress by the end of one course. If the student fails to meet the Standard of Satisfactory Progress by the end of one course, the student will be dismissed for failure to meet the Standard of Satisfactory Progress. See the standards regarding student pace in this catalog.

Transfer of Credits or Clock Hours to Other Institutions

Because policies regarding transferability of credits vary considerably from school to school, Heritage cannot make any representation whatsoever regarding transfer or acceptance of Heritage credits to any other institution. You should assume that units you earn in our programs in most cases will not be transferable to any other college or university, nor will it serve as a basis for obtaining a higher level degree at another college or university. Heritage does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Work Condition Expectations

Heritage does not guarantee employment. Employment in these fields may require standing on one's feet for extended periods of time and could lead to repetitive motion injuries. Enrollment in these programs should not be considered by people with conditions which prevent such activity. A criminal record could affect a graduate's eligibility for employment.

Satisfactory Academic Progress

The Standard of Satisfactory Academic Progress (SAP) is a measure of whether students are maintaining satisfactory progress in their educational program. SAP consists of two components: Qualitative Progress and Pace.

Qualitative Progress Component of SAP

The qualitative progress component of SAP requires a certain minimum cumulative grade point average (GPA) as the student progresses through their program. The GPA for meeting SAP is calculated using the grades for all courses completed. See the Grading System for information on which grades are calculated in determining the qualitative component of SAP. If a student has failed a course and re-takes the course, the higher grade is used in calculating the GPA. If a student's cumulative GPA falls below the minimum required GPA, the student is placed on Academic Probation. See SAP Minimum Standards and the Academic Probation policy below.

Pace Component of SAP

The pace component of SAP consists of maintaining a minimum rate of progress. Students must complete the educational program within one and one-half times the program length (the maximum allowable timeframe). Programs are divided into six-week increments (courses). Students will be evaluated at the end of each increment to determine if they can complete the program within the maximum allowable timeframe. If it is determined that a student cannot complete the program within the maximum timeframe the student may be terminated for failure to meet the pace component of SAP. For students who transfer into Heritage, credits accepted on transfer would apply as both attempted and completed in determining Pace.

The Standard of Satisfactory Academic Progress

Student GPA and Pace will be evaluated according to the following standard:

Diploma students must attain:

65% cumulative GPA at the midpoint of their program, and
70% minimum cumulative GPA by the end of their program.

Occupational Associate of Science Degree students must attain

60% cumulative GPA at the midpoint of their first academic year;
65% cumulative GPA at the end of their first academic year;
65% cumulative GPA at the midpoint of their second academic year; and
70% minimum cumulative GPA by the end of their program.

Academic Probation

If a student does not meet the Standard of SAP they will be evaluated for placement onto Academic Probation. At the time the student is placed on Academic Probation, he/she will be advised in writing of the probationary status, the consequences of not achieving satisfactory progress, and the requirements to be removed from Academic Probation. The length of a probation period is a maximum of 12 weeks. Students on academic probation are not eligible for Title IV funding. (Title IV funds may be applied to a student's account during probation provided the student became eligible for those funds prior to probation.)

Removal from Academic Probation

The student will be evaluated at the end of the Academic Probation period. If the Standard of SAP is achieved at the end of the probation period, the student will be removed from probation, and Title IV funding eligibility is continued.

Termination from Academic Probation

If the student has not achieved the Standard of SAP, he/she will be referred to the School Director for termination for failure to meet the Standard of Satisfactory Academic Progress.

Appeals to Termination for Failure to Meet Satisfactory Academic Progress

Students may appeal the termination for failure to meet the Standard of SAP. All appeals must be in writing, signed and dated. The School Director may override rules and policies if mitigating circumstances prevail. Students will be notified within two weeks of appeal in person or by telephone.

Appeal Approved

If the appeal is approved the student will be placed on a second 12 week period of probation. The School Director must determine that the student is able to successfully complete the program of study in the allowed timeframe. A student who is on a second period of probation is not eligible to receive Federal Title IV disbursements and is responsible for all financial obligations as a cash-paying student. While on a second period of probation, the student must seek to correct their academic deficiencies by retaking courses they have failed. The Director of Education, in order to assure that the student's educational objectives and SAP requirements are met, will closely monitor the student. The student will be evaluated at the completion of the second probation period.

Removal from a Second Academic Probation Period

If the Standard of SAP is achieved at the completion of the second probation period, the student will be removed from Academic Probation and Federal Title IV eligibility will be restored.

Denial of Appeal and Termination from a Second Academic Probation Period

If the Standard of SAP is not achieved by the completion of the second probation period, or if the original appeal was denied, the student will be terminated. The student may apply for re-admission following the Heritage re-admissions policy.

Attendance Policy

It is recognized that reasons beyond the control of the student may make it impossible for every student to attend class every day. When absences occur, the student should notify the school by phone as soon as possible on the day of the absence. Should a student miss class and not call in, he/she may be contacted by the school to identify any assistance the school may provide in order for the student to return to class. If a student is unable to be reached by phone, a letter may be sent to the student's permanent address. Proof of the reason for the absence may be required.

Attendance Advising

All students are expected to attend every class in which they are enrolled. If a student misses more than 33% of the hours in a six-week period, a written advisory form will be given to the student and a copy will be placed in their file. The student will be advised of the problems that poor attendance can create: failing grades, extended graduation date, incurring costs without the benefit of education, extending the graduation date beyond one and a half times the length of the program, which would prevent them from completing their training and will also lower their chances for employment.

No Attendance

If a student stops attending school for 15 consecutive school days, he/she will be withdrawn from the program.

Continued Poor Attendance

Additionally, any student who misses more than 33% of scheduled hours in three six-week periods will be withdrawn from the program unless he/she can prove mitigating circumstances and show the issues no longer exist. Appeals must be in writing to the school director for approval or disapproval.

Tardiness

A tardy is calculated in 15-minute increments and is calculated into total attendance. For example, if a student is 8 minutes late to class, it will be reported as 15 minutes tardy making the attendance for a 4 hour day only 3 hours and 45 minutes. For students who leave class early, the calculation is the same. For example, if a student leaves class 10 minutes early, he or she has 15 minutes taken off their attendance for the day.

Make-up Work

Students may be allowed to make up work they have missed. In some instances, make-up work is not possible, as in projects requiring interaction with other students, guest speakers, demonstrations, etc. It is the student's responsibility to arrange to make up work with his/her instructor and must contact the instructor the day following an absence to arrange for make-up work. It is not the instructor's responsibility to contact the student regarding make-up work.

Make-up Time

Students may be allowed to make up time they have missed. Make-up time for missed classes must be prearranged with the instructor. If a student anticipates an absence, it may be possible to make up time before the absence. At-home assignments cannot be used to make up in-class time. It is not the instructor's responsibility to contact the student regarding make-up time.

Competencies

Most courses have a set list of skill competencies. Students must demonstrate they are competent in these skills to successfully pass each course.

Assignments

Students are expected to complete their assignments by the specified due dates. Not all assignments missed due to student absences can be made up. If a student misses an assignment which can be made up he/she may make up the assignment no later than three school days past the due date with a penalty*. If a student is unsure if an assignment can be turned-in late they should contact their instructor prior to the assignment due date.

Lab Discussion/Review

Students are expected to contribute to lab activities and class discussions. Students are not allowed to make-up missed lab activities or discussions. Students are responsible to know the material brought out during the lab and discussion times. Students must contact their instructor for material they missed. Points for the missed lab or discussion cannot be made-up.

Exams

Students are expected to take exams on specified exam dates. If a student misses an exam he or she may make up the exam no later than three school days past the exam date with a penalty*.

(*Penalty: the percentage of points to be taken off for late assignments and make-up exams: One school day late: 10%; Two school days late: 20%; Three school days late: 30%; More than three school days late: No points awarded. School days for Structured Learning students are all calendar days except Sundays and school holidays in regard to late assignments or make-up exams.)

Additional Information for Structured Learning® Students

Structured Learning® Attendance Advising

Success in the Structured Learning® program greatly depends upon the student being an active participant in their own education. This means participating in the online activities and maintaining excellent attendance during the residential sessions. If a Structured Learning student misses more than 33% of the in-residence hours in a six-week period, a written advisory form will be given to the student and a copy will be placed in their file. The student will be advised of the problems that poor attendance can create: failing grades, extended graduation date, incurring costs without the benefit of education, extending the graduation date beyond one and a half times the length of the program, which would prevent them from completing their training and will also lower their chances for employment.

Structured Learning® No Attendance

The No Attendance policy for Structured Learning® students will be based upon on the student's requirement to attend the in-residence portion of the program each week. If a Structure Learning student stops physically attending in-residence for three consecutive school weeks, he/she will be withdrawn from the program.

Grading System

Students will be evaluated at the end of each course and issued a grade. Students receive grades based on classroom participation, laboratory and project work, out of class activities, and written examinations. Students receive a numeric grade for a combination of their theory and clinical work. Grades are posted online for the student after the completion of each course. The School Director may override rules and policies if mitigating circumstances exist. Letter grades are assigned based on the following grading scale:

A - Passing/Excellent: 90 to 100%

B - Passing/Good: 80 to 89.9%

C - Passing: 70 to 79.9%

D - Passing/Marginal: 60 to 69.9%

Student meets passing requirements for the course toward graduation. This course will be considered as an attempted course in the evaluation of the student's SAP.

F - Failure: Below 60%

Student does not meet passing requirements for the course toward graduation. This course will be considered as an attempted course in the evaluation of the student's SAP.

I - Incomplete

An incomplete may be given to any student who does not completely fulfill the academic requirements of a course. If a student fails to complete a course, a grade of an "I" is assigned. The student will have one week in which to complete the work. The student must contact the Director of Education about an extension. If the student fails to complete the work required within that period the "I" will be replaced with the student's grade as it stands.

W - Course Withdrawal

If a student withdraws (voluntarily or involuntarily) from a course before completion of two thirds of the course, he/she will receive a "W." This course will not be considered as an attempted course in the evaluation of the student's SAP.

U - Unauthorized Incomplete

If a student withdraws (voluntarily or involuntarily) from a course after completion of two thirds of the course, he/she will receive a "U". This course will not be considered in the evaluation of the student's qualitative progress, but will be considered as an attempted course toward the student's pace.

R - Course Repeated

All courses in a program of study are required. Students may repeat courses if necessary. If a course is failed, it should be repeated as soon as possible. If a student is required to take a course which is a prerequisite to other courses, that course must be taken before the advancement to subsequent courses. Special cases may be considered by the School Director. If a course is repeated, the lower letter grade will be changed to "R". The higher numeric grade will be used in calculating the student's GPA and used in evaluating the student's SAP. Students who complete the program will not be charged additionally for a course repeated within the same enrollment. If a student withdraws from the program the refund policy will apply. If repeating any portion of the training is required, the length of the program must not exceed the Maximum Time Frame requirement. Both the original and the repeated course are considered as attempted courses toward the student's pace.

Internship Grades

P - Pass Internship: Grade 100%

F - Fail Internship: Grade 0%

During internship, the Internship Supervisor will evaluate the student in the areas of professional performance and practical skills. To complete the internship successfully, a student must satisfactorily perform the procedures outlined in the training plan and demonstrate satisfactory working habits. If the intern is unable to perform certain procedures satisfactorily, the student may be required to return to the school for additional training in the areas that are unsatisfactory. If work habits are still unsatisfactory at the end of the internship period, the student may be required to serve an additional internship. Grading for internship is on a Pass/Fail basis. VA students are required to complete their internship during the scheduled course time in order to remain eligible for VA benefits.

Appeals to Exam or Class Grades

Should a student disagree with an exam grade or a course grade, an appeal may be filed with the Director of Education within ten school days after the grade issuance. All appeals must be in writing, signed and dated.

Graduation Requirements

Every student must meet the following graduation requirements in order to receive his/her diploma or degree:

- Successful completion of all specified requirements for the Program of Study
- Demonstrated competence in skills required for the Program of Study
- Meet the Standard for Satisfactory Progress, minimum cumulative GPA of 70%

Note: Diploma and/or Transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

Student Services

Parking and Transportation

Parking is available for students who drive to school. Heritage is located on a major bus route, which makes it easily accessible to those students without automobiles. The telephone number for bus routes and scheduling are available from the school. Heritage cannot guarantee student transportation. See a Student Services Coordinator in the Education Office if you have concerns regarding transportation. Assistance may be available with public transportation schedules or carpools.

Child Care

Students with child care concerns should speak with a Student Services Coordinator in the Education Office. Heritage may have a list of child care alternatives. Students may not bring their children to the school except during designated family functions.

Student Housing

Apartments are located within commuting distance of the school. Heritage may allow the use of a telephone and telephone book to aid students in their housing search. The school does not have student dormitories.

Part-Time Employment Assistance and Career Advising

Some students may need assistance finding a job while attending school. The Career Services office will maintain a bulletin board or listing of full-time, part-time, permanent, and temporary job availabilities. Students may use the job listing as a resource. Career Services personnel may assist the student on interview skills, resume writing, or other job search techniques. Local newspapers are available for student use. Additionally, the student may use the telephone book and telephone in the Career Services office. Heritage does not guarantee jobs for students.

Student Advising

The student's primary advisor is his/her instructor. Instructors are available in and out of the classroom to listen to and work with students. The Director of Education and Program Manager are available to assist students with issues of an academic or personal nature; and can inform the student of other advising resources outside of the school if needed.

Tutoring

Tutoring is available to all students who need additional help in achieving or maintaining satisfactory progress. Students must make arrangements with their instructor, Program Manager, or the Director of Education for availability.

Refresher Courses

Graduates are allowed to return to Heritage to repeat a course to refresh their skills. The graduate must make arrangements prior to attendance and must be able to attend classes during regularly scheduled times. This is a continuous service to our graduates. To obtain this service, the student's account must be paid in full and remain in good standing with the holder of his/her loans, if any.

Record Keeping

Grades, attendance, progress, admissions and financial aid documents are maintained by the school. Academic transcripts are available upon request. Heritage reserves the right to withhold the issuance of a transcript to a student who is in default on student loans or financially indebted to the school. There is no charge for the first transcript sent; subsequent transcripts are \$10 each. Transcripts will be released when other higher education institutions request them.

Learning Resource System

Heritage wants all students to become life-long learners. The Heritage Learning Resource System introduces students to the tools necessary to develop critical thinking skills and to continue the learning process long after graduation. The Learning Resource System at Heritage includes a Resource Center open to students and faculty to provide reference materials and internet links specifically related to training in the specialized areas offered at Heritage. Students and faculty will find additional course related texts, trade publications, informational videos, CDs, internet access with links to articles, e-books, journals, and online libraries. Additionally, a link has been developed that can guide students through to online research processes, including research and web search strategies. The Resource Center provides a quiet area for study and internet access for resources in the field of study. Computers and a printer are also available for student use. Television monitors are available for students to watch video material.

Heritage Online

An Online link is available for students to access a variety of resources and information. A login name and password will be issued when students begin school. Students can use Heritage Online to review their grades and attendance and have access online resource materials.

Student Services for Structured Learning Students

In addition to the student services available to Residential Heritage students, Structured Learning students will also receive training on the use of the online system. Instructional books and videos are available for check out from the Heritage Library. Structured Learning students may request the use of classroom facilities for technique practice or group discussions. Appointments may be made with instructors for advising, tutoring, or evaluation of techniques. Students may call, e-mail, or fax their instructor with questions. The instructor will respond to the student's question normally by the end of the next school day. All Structured Learning students will also have access to Heritage Financial Aid and Placement services.

Leave of Absence

A request for leave of absence must be on the Heritage Leave of Absence Form and signed by appropriate officials prior to commencement of the leave of absence. Documentation to verify the reason for leave of absence may be required. Allowable reasons for a leave of absence may include: circumstances covered under the Family and Medical Leave Act of 1993 (FMLA), legal obligations, employment requirements, jury duty, military service, or for administrative purposes including schedule changes. Allowable reasons for a subsequent leave of absence are: circumstances covered under the Family and Medical Leave Act of 1993 (FMLA), jury duty, military service, or for administrative purposes including schedule changes. An emergency leave of absence, without prior written request, may be granted by the School Director. If a leave of absence is denied it may be appealed to the School Director for reason of mitigating circumstances. A student may not exceed 180 days of leave of absence during any 12-month period. Failure to return from a leave of absence during the approved period of the LOA is considered a withdrawal. Students who fail to return from LOA will enter repayment based on their last day of attendance. If a student does not return after a 180 day leave of absence, they must begin immediate payback of student loans. Students taking a leave of absence should meet with Financial Aid to identify how the leave of absence affects their financial aid eligibility.

Graduate Placement Assistance

Heritage does not guarantee employment. The Career Services office assists graduates in obtaining employment in the fields for which they are trained. This continuous placement service is available to all Heritage graduates at no additional charge. Professional assistance is available on interview skills, resume writing and other job search techniques. Heritage assists graduates in networking with employers in their field and provides guidance for those graduates seeking self-employment. Heritage brings graduates and prospective employers together under favorable circumstances. At any time, graduates can utilize job opportunity information at the school, practice interviewing skills with Career Services, update and send out resumes and network with prospective employers and professionals in their field.

Equal Educational Opportunity

Heritage is committed to the principle of equal opportunity. It is the policy of the school not to discriminate on the basis of age, race, sex, color, ethnic origin, national origin, creed, marital status, religion or handicap/disability to the extent of the law with regard to its students, employees or applicants for admission or employment. Federal law also prohibits such discrimination. Any complaints alleging failure of this institution to follow this policy should be brought to the attention of the School Director. Heritage is in compliance with the following: Title VII (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and the Age Discrimination Act.

Student Records

All students attending Heritage have the right to review their financial aid and academic records, including grades and attendance. A student may request, in person or in writing, a print out of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Director of Education in writing. Students may request a record review by writing the school director at the address at the front of the catalog. Such review will be allowed at regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of \$1.50 per page. Challenging any of the records must be done in writing, clearly stating the concerns. A meeting may be held, if required, to go over concerns involving the records. Written consent from a student, or guardian of a dependent student, is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies. Student transcripts will be maintained indefinitely.

Privacy Rights of Students

Student personal information will not be published or distributed without written consent of the student or guardian of a dependent student. Confidentiality is maintained according to the Family Education Rights and Privacy Act of 1974, otherwise known as the Buckley Amendments. Under FERPA, at its discretion, Heritage is legally permitted to disclose directory information without student's written prior consent. Heritage designates the following items as directory information: Student's name; Date of birth; Dates of attendance; Location of attendance; Address: local, email and website; Telephone number; Program of study; Participation in officially recognized activities; Degrees, diplomas and certificates awarded; Photograph of student (if available); Enrollment status (i.e., enrolled, active, future enrolled student, reentry, leave of absence, etc.). The School may disclose any of these items without the student's prior written consent. Students may request that Heritage not disclose any or all of their directory information. Requests for non disclosure must be filed in writing with the School Registrar.

Financial Aid Services

Heritage is committed to assisting its students in developing financial plans for their education through a combination of loans and grants, family contributions and other sources of aid. Heritage participates in Federal Student Aid programs. Financial Aid is available to all students who qualify.

Tuition Breakdown

Tuition and costs are available on the supplement to this catalog. Students may provide their own books or supplies if they are identical to those required by Heritage.

Loan Entrance Counseling

Students applying for Federal Student Loans are given material and advised on the rights and responsibilities of a student loan borrower. For more information about loan entrance counseling contact the Financial Aid Office.

Grants (Available to students who qualify)

Federal Pell Grant: For many people this grant provides a foundation of financial aid. Eligibility is based on financial need as determined by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant (FSEOG): This grant is for undergraduate students having the greatest financial need as determined by the U.S. Department of Education. Preference is given to applicants who are eligible for a Federal Pell Grant.

Student Loans

Subsidized Stafford Loan: Subsidized Stafford Loans are available for students who demonstrate financial need as determined by the U.S. Department of Education. The federal government pays the interest on these loans while the student is in school, during a six-month grace period after the student leaves school, and during authorized periods of loan deferment.

Unsubsidized Stafford Loan: These loans are available to independent students and dependent students whose parent is unable to borrow the Federal PLUS loan. These loans are available to students regardless of financial need; however, the student is responsible for all interest that accrues on the loan.

Parent Loan for Undergraduate Student (PLUS) loan: Federal PLUS loans are for a parent borrower of dependent students. Parents can borrow up to the total cost of the student's attendance, less financial aid from other sources.

Financial Aid Application Procedures

At the time of enrollment, students are encouraged to meet with a Financial Aid Advisor. This meeting is to determine the student's eligibility for financial aid options; and to create a financial aid package for funding the student's education. The Heritage Financial Aid Office is prepared to assist with the various grant and loan forms; and to guide the student through the entire process of funding their education.

Student Federal Financial Aid Eligibility

A participant in federal financial aid programs must:

Be enrolled as a full-time student in an eligible program of study

Have a high school diploma or the equivalent

Be a U.S. citizen or national, or an eligible non-citizen with valid Social Security Number.

Have financial need (except for some loan programs) as determined by an analysis system approved by the Department of Education *

Maintain Satisfactory Academic Progress

Provide required documentation for the verification process and for determination of dependency **

Be registered for the Selective Service, if a male 18 years or older, or provide written documentation of mitigating circumstances

Equal Standards

All students attending Heritage must adhere to the same standards. This includes students receiving Federal Title IV funds and those not receiving such funds. All students must maintain the same institutional grade, attendance, behavior, admission, and drug-free requirements. All students have the right to appeal decisions made by the school.

* Determining Student Need

Financial need equals the difference between the stated costs of attending school, less the resources available to the student. Stated costs may include tuition, books, supplies, uniform, room and board, personal expenses, transportation and related expenses of the student's dependents, if any. Resources include applicant's earnings; spouse's earnings (if the student is married); parents' contribution (if the student is a dependent); federal and state grants and benefits; public assistance, savings, assets and other taxable and non-taxable income.

** Verification Policy

Verification means that the information provided on the Free Application for Federal Student Aid will be verified against confirmed documentation. Students selected for verification will not receive federal grants or subsidized student loans unless the verification is completed. There is no exception. Students who are selected for verification will be notified in writing of the documentation required, the deadline for submission of documentation, and the consequences of failure to meet this deadline. The deadline for submission of documentation is two weeks from the time of notification. Deadline extensions may be requested. If the student fails to meet the deadline for submission of documentation he/she will not be eligible for need based aid. If a student's financial aid award changes as a result of verification, the student will be requested to make an appointment with Financial Aid to re-evaluate the plan for funding the student's education. If a student is identified as having received an overpayment of funds, the Department of Education will be notified.

Rights and Responsibilities

The student has a right to the following:

- Written information on their loan obligations and information on their rights and responsibilities as a borrower.
- A grace period and an explanation of what that means.
- A disclosure statement, received before they begin to repay the loan, that includes information about interest rates, fees, the balance owed, and the number of payments.
- Deferment of repayment for certain defined periods, if they qualify, and if requested.
- Forbearance, if they qualify and request it.
- Prepayment of their loan in whole or in part at any time, without an early-repayment penalty.
- A copy of their promissory note either before or at the time the loan is disbursed.
- Documentation that their loan(s) are paid in full.

The student has a responsibility for the following:

- Attending exit counseling before leaving school or dropping below half-time enrollment.
- Repaying the loan even if the academic program is not completed (under certain circumstances), the student is dissatisfied with the education received, or the student is unable to find employment after graduation.
- Making monthly payments on loan(s) after leaving school, unless a deferment or forbearance has been approved.
- Notifying their lender of anything that might alter my eligibility for an existing deferment.
- Notifying their school and lender if they: move or change address, change names, withdraw from school or drop below half-time enrollment, transfer to another school, fail to enroll or re-enroll in school for the period for which the loan was intended, change their expected date of graduation, or graduate.

Student Withdrawal

Any student who wishes to withdraw from classes must contact the Director of Education and the Director of Financial Aid for exit interviews. These meetings are required to resolve all academic, financial and other pertinent business. Withdrawal from school does not alleviate the student's responsibility to pay loan debts and charges incurred in school. A student who withdraws from school and wishes to restart shall apply for re-admission. All students whose enrollments are terminated are subject to the school refund policy.

Changes in Programs, Tuition, Books, Faculty, etc.

Heritage reserves the right to make certain changes in books, faculty, facilities, program length, scheduled class times and tuition. This list is not intended to be all inclusive. Tuition changes will not affect students currently in training. State, accrediting agencies, and the Department of Education will be notified appropriately and as necessary.

Change of Program

A student may change from the original program in which he/she enrolled to another program with the approval of the Director of Education. Upon approval the student will be subject to all charges for the program they transfer into, in addition to the charges of their program of initial enrollment (after adjustment based on the school's refund policy).

Return of Title IV

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of calendar days completed up to the withdrawal date divided by the total days in the payment period or term. (Scheduled breaks of five days or more are not counted as part of the days in the payment period.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by (the total amount of aid that could have been disbursed during the payment period or term).

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal, with student's written approval.

Refunds are returned in the following order:

Unsubsidized Stafford Loans (other than PLUS loans)

Subsidized Stafford Loans

Parent (PLUS) Loans

Federal Pell Grants for which a Return of funds is required

Federal Supplemental Opportunity Grants for which a Return of funds is required

Other Agency Return Policies

If a student is terminated or withdraws from school prior to completing the program, Heritage will follow the return policies for any third-party agency funding the student may have received.

Last Date of Attendance and Date of Determination

If a student officially withdraws from school or if a student is officially terminated from the school, that date becomes the Date of Determination. Upon withdrawal, the student's last day of attendance will be ascertained. An unofficial withdrawal means the student stopped attending for 15 consecutive school days without official notification. If a student unofficially withdraws from school, the 14th calendar day after the student's last day of attendance becomes the date of determination. (The 14 day period does not include scheduled breaks of 5 days or more.) If a student does not return from a leave of absence and has not provided a written request for an appropriate extension to that leave of absence, the student will be withdrawn from school. The date of determination will be the date the student was expected to return from leave of absence. On the Date of Determination, the student's last day of attendance will be ascertained. The school termination date for refund computation is the last date of actual attendance by the student. If any monies are due to Federal Title IV funds, the money will be returned within 45 days of the student's Date of Determination. If any monies are due to the student, or other agency, the money will be returned within 30 days of the student's Date of Determination. (For students in a Structured Learning[®] program the term "attendance" in this policy refers to physical attendance in residence at the school.)

Cancellation and Refund Policies

Cancellation Policy

A full refund of all tuition and fees paid will be made: if an applicant is not accepted by the school; if an applicant, or parent guardian of an applicant under legal age, cancels his/her Enrollment Agreement by notifying the school within three days of enrollment, or within three days after visiting the school (excluding Saturdays, Sundays, and holidays); or in the event of school closure. This portion of the policy applies regardless of whether or not the student has actually started training. Cancellations can be in person or in writing, if in writing the date of the postmark will be used as the cancellation date. A full refund of any tuition will be made if an applicant cancels his/her Enrollment Agreement prior to attending classes or does not commence training. All refunds will be made within 30 days from the date the Enrollment Agreement is cancelled. If a program is cancelled after the beginning of classes, the school will provide a full refund of tuition or provide for completion of the program at another school.

Refund Policy

If a student is terminated or withdraws from school prior to completing the program, Heritage will follow the Federal Return of Title IV Funds Policy to determine the amount of federal student aid which must be returned for students using Title IV Funds. The student's refund calculation is based on the student's current enrollment cost, number of contracted calendar days, number of calendar days completed as determined by the last date of recorded attendance. (excluding scheduled breaks of 5 days or more and days that a student was on approved leaves of absence).

The refund calculation is a pro-rated refund policy based on the percent of contracted calendar days completed by the student, up to 50%. If the student attends 0 to 50% of the contracted calendar days - the tuition will be adjusted to a pro-rata amount. (Calculated by Number of actual calendar days completed divided by the total contracted calendar days) If the student attends more than 50% of the contracted calendar days, the student will owe 100% of tuition.

Charges to the student that are excluded from the refund calculation are a \$100 Withdrawal Fee and charges for books, supplies, equipment, or uniform issued to the student. Students may return books in new condition within 20 days after withdrawal to receive a credit on their account. All refunds will be made within 30 days from the date of withdrawal determination. The school may write off a credit balance less than \$25. In situations of mitigating circumstances the School Director may refund in excess of the amount determined by the refund policy.

Student Policies

Students are responsible for understanding all rules and policies of the school through publications, memos, online and the school catalog. If a policy change affects students currently in training, a copy of the new policy will be made available to the student.

School Notification

Students are required to notify Heritage whenever a change in personal information occurs, such as change of name, address, or telephone number. Additionally, any anticipated changes in attendance, student payments, or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at Heritage.

Dress and Appearance

Students should begin to acquire a wardrobe suitable for their future workplace. Many employers have set standards of appearance, and it is to the student's advantage to develop the discipline of meeting preset standards. All student attire must fit well, be clean, and in good condition. The Dress and Appearance Code can be provided upon request.

Annual Security Report

The Heritage Annual Security Report is available at web address: <http://www.heritage-education.com/consumerinfo.htm>. The report contains information regarding crimes reported to the US Department of Education and security policies of Heritage. A paper copy of this report is available upon request.

Consumer Information

Consumer Information is available at: <http://www.heritage-education.com/consumerinfo.htm>. Students and prospective students who wish to review the licensure, accreditation, or approvals may contact the school director. Heritage does not recruit students currently enrolled at other post-secondary institutions.

Student Conduct

Mature, business-like conduct is expected in the classrooms and throughout the school building. Any display of poor behavior towards other students, faculty, clients, or staff members that causes disruption will not be tolerated. Any activity that adversely affects another student's ability to learn can be considered a conduct problem. Classroom conduct includes behaviors in the hallways, break room, and parking lot. Be courteous when taking breaks and do not disturb other classes in session. We value honesty and integrity in our facility in order to provide a positive and safe environment for learning. Students who are unable to abide by the rules may be subject to dismissal from the school. If a student or staff member should observe inappropriate behavior, it should be reported to the Director of Education so the issue can be addressed.

Drugs and Alcohol

Students attending the school may not possess, sell, use, give away or otherwise distribute illegal drugs or any alcoholic beverages on the school premises or at any school-sponsored event. The entire Heritage Drug and Alcohol Policy can be provided upon request.

Sexual Harassment

Sexual harassment will not be tolerated at Heritage. The entire Heritage Sexual Harassment Policy can be provided upon request.

Disciplinary Action

The following are causes for disciplinary action, which may include termination from school:

- Failure to comply with the satisfactory progress policy
- Failure to comply with the attendance policy
- Failure to comply with the conduct policy
- Failure to meet all financial obligations or financial aid eligibility requirements
- Violation of any conditions as set forth and agreed to in the Enrollment Agreement
- Refusal to follow instructions given by the instructor
- Sexual harassment
- Cheating
- Falsifying records
- Theft or vandalism
- Fighting or use of foul language
- Possession, distribution or use of alcohol or drugs
- Possession of any weapon (firearms, explosives, or knives) while on school grounds

A student who is terminated from the school is subject to the school refund policy.

Appeals to Termination

A student who is terminated from Heritage has the right to appeal the termination. The appeal must be submitted in writing, signed and dated, to the School Director within ten classroom days of the termination date.

Director Discretion

The School Director may override Heritage rules and policies if mitigating circumstances exist.

Complaint/Grievance

A student complaint procedure is available to any student who believes his/her questions or problems concerning this institution have not been resolved. The purpose of this procedure is to provide a prompt and equitable process of resolving student complaints. Students with grievances should first meet with the Director of Education and, in appropriate instances, complete a written statement. If the grievance is not resolved, contact the School Director, who will review the grievance with all parties concerned.

Eva Hutson, School Director at (239) 936-5822

If a grievance is not resolved by the school to the student's satisfaction, the student may contact:

Richard Semakula at the Heritage Home Office, 720-855-6014, or by writing to:
Heritage College, 4704 Harlan Street, Suite 420, Denver, CO 80212

Inquiries to The Commission for Independent Education, Florida Department of Education can be directed to: 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll-free (888) 224-6684 or (850) 245-3200

Occupational Associate of Science Degree in X-Ray Medical Technician® - Medical Assistant

Medical assistants are often employed in a physician's office, hospital, medical office, medical group, HMO, with a specialty practice, hospice, home health, extended living care facility, clinic, emergency room, blood center, offices of podiatrists, chiropractors, optometrists, and other health practitioners and facilities. As a graduate of the X-Ray Medical Technician® - Medical Assistant program you will be that unique medical assistant who can assist with and perform x-ray duties as an entry-level limited scope X-ray technician. You will be qualified to perform the general duties for the entry-level medical assistant as well as the special competencies required of a more experienced Medical Assistant performing routine clinical x-ray procedures assigned by a supervising physician in clinics and doctors' offices in non-hospital settings.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field, to prepare them for an entry level position in the occupation. An Occupational Associate of Science Degree will be awarded to students who successfully complete the requirements of this program.

Clock Hours of Instruction Provided: 1260

Weeks of Instruction: 62

Quarter Credits: 94

Students can reasonably expect to complete this program in less than 16 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in residence. Students will attend in residence 20 hours each week.

MA201 - Front Office Procedures

Hours: 120

Quarter Credits: 9

This course introduces the student to medical assisting, its history, employment opportunities, law and ethics, medical records, bookkeeping, and customer service. Communication skills, computer applications, letter writing, and other clerical duties are taught in this course.

Prerequisites: None

MA202 - Patient Intake and Pharmacology

Hours: 120

Quarter Credits: 8

Patient Intake and Pharmacology focuses on the initial patient contact including vital signs and patient history forms for all patients including pediatrics. This course also includes instruction on injections, prescriptions, doctors' orders, refills, Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency syndrome (AIDS), and the Immune, Respiratory, and Nervous systems.

Prerequisites: None

MA203 - Microscopic Evaluation

Hours: 120

Quarter Credits: 9

While studying the urinary, reproductive, endocrine and integumentary systems and the blood, the student will learn lab procedures such as the use of the microscope, slide preparation, venipuncture and a variety of testing procedures, including capillary and venous blood tests, blood typing, drug screening, bacterial smears and cultures, and body fluid specimen tests.

Prerequisites: None

MA204 - Patient Care

Hours: 120

Quarter Credits: 9

While studying the digestive, skeletal, and muscular systems, the student will learn procedures such as taking vital signs, bandaging wounds, and a variety of testing procedures, including scratch and patch tests. The student will also learn how to manage stress, time, and emergencies in the medical office, and will learn basic information on nutrition, exercise, weight control, range of motion and flexibility exercises, habit-forming substances, and mobility assistance, as well as medical conditions relating to psychiatry, oncology, and radiology, and will take the Cardiopulmonary Resuscitation (CPR) certification.

Prerequisites: None

MA205 - Surgical and Diagnostic Procedures

Hours: 120

Quarter Credits: 9

This course focuses on specific procedures related to diagnostic testing such as visual acuity, standard 12 lead electrocardiography, and audiometry. Minor surgical procedures and preparation as well as aseptic technique, universal precautions, and Occupational Safety and Health Administration (OSHA) regulations are included in this course as well as the related body systems.

Prerequisites: None

MA208 - Radiation Safety and Axial Skeletal Procedures

Hours: 120

Quarter Credits: 9.5

This course introduces the student to radiation protection for the patient and the technologist, as well as radiation exposure and monitoring. Additionally, the clinical duties will emphasize chest, skull, and spine x-ray procedures.

Prerequisites: None

MA209 - Equipment, Image Production, and Appendicular Skeletal Procedures

Hours: 120

Quarter Credits: 9.5

This course is designed to introduce the student to the basics of x-ray production, x-ray equipment, x-ray equipment diagnostics, the prevention of x-ray equipment malfunctions, the technical factors affecting x-rays, processing film in the lab, and evaluation of x-rays. The clinical duties will emphasize procedures on the upper and lower extremities as well as podiatric x-ray procedures.

Prerequisites: None

MA250 - Science for Radiology Technologists

Hours: 120

Quarter Credits: 12

This course reviews general science, physics, and biology involved in Limited Scope Radiography. Emphasis is placed on units of measurement, concepts of matter, atomic structure, and nomenclature, types of ionization, and artificial sources of radiation. Also, how radiation interacts with the systems of the human body will be studied.

Prerequisites: None

GE230 - Business Management *

Hours: 120

Quarter Credits: 12

In the business management course, the student will gain proficiency in self-evaluation, communication, and professionalism. The student will also craft a resume and cover letter, as well as develop an understanding of effective interviewing techniques.

Prerequisites: None

GE260 - Introduction to Psychology *

Hours: 20

Quarter Credits: 2

In this course, students will be introduced to the basic tenets of psychology. They will learn about how to apply an understanding of human behavior to a career in allied health, as well as how to interact with clients/patients with specific psychological needs.

Prerequisites: None

* General Education course

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Medical Assistants – O*Net Code: 31-9092.00 at: <http://www.onetonline.org/link/summary/31-9092.00>

Medical/Clinical Assistant – CIP Code: 51.0801 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.0801>

Radiologic Technology/Science – Radiographer – CIP Code: 51.0911 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.0911>

On-time Completion Rate: 67% This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This rate indicates that some students may have transferred into the program, took a leave of absence during the program, changed sessions, or otherwise repeated a course.

Placement Rate: 76% This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for loans borrowed from lenders other than Title IV student aid: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for Title IV student aid loans: 2007-2008 - \$9,490; 2008-2009 - \$10,284; 2009-2010 - \$16,687

The examination for the Basic X-Ray Machine Operator is administered by a third party and these fees are not part of the Heritage fees. Florida Department of Health Laws and Rules: 468.304 Certification.--The department shall certify any applicant who meets the following criteria

- (1) Pays to the department a nonrefundable fee that may not exceed \$150, plus the actual per-applicant cost to the department for purchasing the examination from a national organization.
- (2) Submits a completed application on a form specified by the department. An incomplete application expires 6 months after initial filing. The application must include the social security number of the applicant. Each applicant shall notify the department in writing of his or her current mailing address. Notwithstanding any other law, service by regular mail to an applicant's last reported mailing address constitutes adequate and sufficient notice of any official departmental communication to the applicant.
- (3) Submits satisfactory evidence, verified by oath or affirmation, that she or he
 - (a) Is at least 18 years of age at the time of application;
 - (b) Is a high school, vocational school, technical school, or college graduate or has successfully completed the requirements for a graduate equivalency diploma (GED) or its equivalent;
 - (c) Is of good moral character;
 - (d) Has passed an examination as specified in s. 468.306 or meets the requirements specified in s. 468.3065; and
 - (4) Submits complete documentation of any criminal offense in any jurisdiction of which the applicant has been found guilty, regardless of whether adjudication of guilt was withheld, or to which the applicant has pled guilty or nolo contendere.

Department of Health for the Basic X-Ray Machine Operator Exam

The exam is administered by a third party agency and these fees are not part of the Heritage fees. The State of Florida Basic Machine Operator certification exam is \$150.00. See The State of Florida, Department of Health for the Statutes governing Basic Machine Operator. Basic Machine Operator Certification requirements:

You must be 18 years old and possess a high school diploma or GED, and meet other requirements as described below

You must attach proof of completing a 4-hour HIV/AIDS course within the first six months of your Florida certification

A criminal record must be disclosed and proper documentation submitted as requested by the Department of Health upon application.

MA291 - Internship

Hours: 160

Quarter Credits: 5

Heritage provides the student with the opportunity to experience a medical assisting career. A total of 160 hours is spent in a medical facility under the supervision of qualified physicians and/or allied health personnel, performing various clinical procedures learned during the course.

Prerequisites: MA201, MA202, MA203, MA204, MA205, MA208, MA209, MA250, and GE230

Occupational Associate of Science Degree in Therapeutic Massage

Massage Therapists can find employment in health care, hospitality, recreation, fitness, and beauty industries. Graduates may provide massages to recovering patients or as part of a regular health care practice; or be hired as professionals for larger hospitality providers. You may find many opportunities for employment in a salon or gym as a qualified staff member; contract for space, hours, or events; or even established your own business. Massage Therapists might work in hospitals, doctors' offices, rehabilitation clinics, resorts, cruise ships, hotels, airports, malls, health clubs, recreation centers, gyms, spas, salons, and many other places.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field, to prepare them for an entry level position in the occupation. An Occupational Associate of Science Degree will be awarded to students who successfully complete the requirements of this program.

Clock Hours of Instruction Provided: 1220

Weeks of Instruction: 60

Quarter Credits: 102

Students can reasonably expect to complete this program in less than 15 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in residence. Students will attend in residence 20 hours each week. This program is also available in the Structured Learning[®] format. Students will attend in residence 8 hours each week and perform 12 hours of study outside of school each week.

TM201 - Deep Tissue / Sports Massage

Hours: 120

Quarter Credits: 9

In the Deep Tissue/Sports Massage course, students will learn theories and techniques for performing a full-body deep tissue massage. Students will also learn essential theories and techniques of sports massage and Swedish massage. In addition, the student will gain a basic understanding of the cardiovascular, immune, and respiratory systems and their relationship to massage therapy.

Prerequisites: None

TM202 - Neuromuscular Anterior

Hours: 120

Quarter Credits: 9

In the Neuromuscular Anterior course, the student learns to effectively perform massage using Swedish and neuromuscular techniques on the front half of the body. The student practices Swedish massage techniques and learns bony landmarks and therapist body mechanics. In addition, the student gains a basic understanding of the integumentary, digestive, and urinary systems and the relationship of each to massage therapy.

Prerequisites: None

TM203 - Neuromuscular Posterior

Hours: 120

Quarter Credits: 9

In the Neuromuscular Posterior course, the student learns to effectively perform massage using Swedish and neuromuscular techniques on the back half of the body. The student practices Swedish massage techniques and learns bony landmarks and therapist body mechanics. In addition, the student gains a basic understanding of the nervous and sensory systems and the relationship of each to massage therapy. HIV/AIDS awareness and theory is discussed. The theory and practice of hydrotherapy applications is also discussed.

Prerequisites: None

TM204 - Clinical Assessment

Hours: 120

Quarter Credits: 11

In the Clinical Assessment course, the student learns effective protocol for interviewing and assessing clients through orthopedic and muscle testing, structural analysis, and subsequent documentation. The student also gains a basic working knowledge of ethics, communication, and conflict management. Additionally, the student gains Cardiopulmonary Resuscitation (CPR) certification and first aid training.

Prerequisites: None

TM205 - Musculoskeletal

Hours: 120

Quarter Credits: 10.5

In the Musculoskeletal course, the student gains knowledge of muscular attachments, origins, and insertions. The student practices the ability to identify individual muscles and bones and gains a solid understanding of the functional relationships among various muscle groups. In addition, the student practices Swedish massage techniques and learns bony landmarks and therapist body mechanics.

Prerequisites: None

TM209 - Spa

Hours: 120

Quarter Credits: 11

In the Spa Training course the students will gain an introduction to spa techniques that are utilized in the field today. The student will learn the basic concepts of the spa environment and the modalities offered in the modern spa. The student will also discuss the Florida State requirements for hydrotherapy. Completion of the hydrotherapy is mandatory for state licensure.

Prerequisites: None

TM210 - Medical Massage

Hours: 120

Quarter Credits: 10.5

In the Medical Massage course, the student learns how the medical field incorporates massage, especially in the treatment of diseases and disorders. In addition, the student will understand the role of the physician in client treatment and learns treatments for a variety of diagnoses.

Prerequisites: None

TM240 - Introduction to Traditional Chinese Medicine

Hours: 120

Quarter Credits: 11

In the Traditional Chinese Medicine course, the student identifies differences in Eastern and Western cultures and each culture's methods of treatment. Additionally, the student learns causes of diseases and alternative diagnostic tools, as well as nutrition and principles of acupuncture, acupressure, and meditation.

Prerequisites: None

GE230 - Business Management *

Hours: 120

Quarter Credits: 12

In the business management course, the student will gain proficiency in self-evaluation, communication, and professionalism. The student will also craft a resume and cover letter, as well as develop an understanding of effective interviewing techniques.

Prerequisites: None

TM280 - Clinic

Hours: 120

Quarter Credits: 7

In the Clinic course, the student will practice their assessment, documentation, and massage techniques on clients in the Heritage Clinic. The students will incorporate everything they have learned in class and integrate the different techniques in a practical working environment. Additionally, they will spend a portion of their time working on national exam preparation, completing "Massage Scenarios", lab reviews, and completing graded practice exams. The course contains significant review and national exam preparation. Students will complete SOAP notes on each client. The school will also maintain a copy of every client feedback form.

Prerequisites: TM201, TM202, TM203, TM204, TM205

* General Education course

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Massage Therapists – O*Net Code: 31-9011.00 at: <http://www.onetonline.org/link/summary/31-9011.00>

Massage Therapy/Therapeutic Massage – CIP Code: 51.3501 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.3501>

On-time Completion Rate: 62% This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This rate indicates that some students may have transferred into the program, took a leave of absence during the program, changed sessions, or otherwise repeated a course.

Placement Rate: 80% This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for loans borrowed from lenders other than Title IV student aid: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for Title IV student aid loans: 2007-2008 - \$9,477; 2008-2009 - \$10,275; 2009-2010 - \$15,618

Massage Licensing, Certification - The exam is administered by a third party agency and these fees are not part of the Heritage fees. The NCBTMB National Certification examination fee is \$175 plus \$50 conversion fee; or the MBLEx Certification examination fee is \$195. The Florida License Application fee is \$155. Massage Therapists; qualifications; licensure; endorsement. Florida Board of Massage Therapy Laws and Rules 480.041 (1) Any person is qualified for licensure as a massage therapist under this act who: (a) Is at least 18 years of age or has received a high school diploma or Graduate Equivalency Diploma; (b) Has completed a course of study at a board-approved massage school or has completed an apprenticeship program that meets standards adopted by the board; and (c) Has received a passing grade on an examination administered by the department. (2) Every person desiring to be examined for licensure as a massage therapist shall apply to the department in writing upon forms prepared and furnished by the department. Such applicants shall be subject to the provisions of s.480-046(1). Applicants may take an examination administered by the department only upon meeting the requirements of this section as determined by the board. (3) Upon an applicant's passing the examination and paying the initial licensure fee, the department shall issue to the applicant a license, valid until the next scheduled renewal date, to practice massage.

GE260 - Introduction to Psychology *

Hours: 20

Quarter Credits: 2

In this course, students will be introduced to the basic tenets of psychology. They will learn about how to apply an understanding of human behavior to a career in allied health, as well as how to interact with clients/patients with specific psychological needs.

Prerequisites: None

Occupational Associate of Science Degree in Personal Trainer

Personal Trainers are becoming an important part of how Americans partake in their own wellness. This program provides the training as a Personal Trainer in a wide variety of venues including, but not limited to health clubs, day spas, resort areas, cruise lines, or as an independent contractor. Using a closely integrated combination of hands-on and lab experience, students will learn the essentials of personal training including creating comprehensive wellness plans for clients using a variety of disciplines including muscular fitness, aerobic fitness, alternative fitness, diet and nutrition, sports medicine and massage. Furthermore, anatomy and physiology, business management, and customer relations are integrated into the training.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field, to prepare them for an entry level position in the occupation. An Occupational Associate of Science Degree will be awarded to students who successfully complete the requirements of this program.

Clock Hours of Instruction Provided: 1260

Weeks of Instruction: 62

Quarter Credits: 94

Students can reasonably expect to complete this program in less than 16 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in residence. Students will attend in residence 20 hours each week.

FT201 - Preventative Fitness

Hours: 120

Quarter Credits: 9

In Preventative Fitness, students will be introduced to safe and effective training techniques. Appropriate screenings and functional assessments are necessary in order to address and correct client deviations and to prevent injury. This concept includes understanding neuromuscular anatomy and physiology as well as kinesiology of the spine and pelvis. In addition, flexibility components and principles are incorporated. The initial investigation is the first step when working with clients and the beginning of building rapport. In order to develop a professional trusting relationship with the client, a Personal Trainer must have knowledge of: principles of adherence and motivation, communication strategies and techniques, and the basics of behavior change and health psychology.

Prerequisites: None

FT202 - Muscular Fitness

Hours: 120

Quarter Credits: 9

In Muscular Fitness, the students will be introduced to safe and effective program design. Students will learn how to identify in which phase their client will begin and how to properly assess, create, and progress their functional movement and resistance training program. Skill in this area requires understanding muscular anatomy and physiology and kinesiology of the body. In addition, students will be introduced to multiple strength-training equipment options and focus on movement/exercise technique.

Prerequisites: None

FT203 - Aerobic Fitness

Hours: 120

Quarter Credits: 9

In Aerobic Fitness, the students will be introduced to cardiorespiratory training and apply it to safe and effective program design. Students will learn how to identify in which phase their client will begin and how to properly assess, create, progress, and modify their cardiorespiratory training program. Skill in this area requires understanding acute and chronic adaptations of the body's systems in response to exercise and energy production. In addition, students will be introduced to various cardiorespiratory training options and focus on movement/exercise technique.

Prerequisites: None

FT204 - Diet and Nutrition

Hours: 120

Quarter Credits: 10

In Diet and Nutrition, students will be introduced to basic principles of diet and nutrition and their relationship to exercise. Understanding the body's macronutrient and micronutrient requirements and how they are used is essential to helping clients reach their weight loss and performance goals. Students will understand the scope of practice of a Personal Trainer and when referrals to a more qualified professional are necessary. Having in-depth knowledge of the Dietary Guidelines For Americans will allow Personal Trainers to be well prepared to work with clients within their scope of practice. Nutritional considerations for special populations and eating disorders will also be discussed. In addition, this course will cover business fundamentals for Personal Trainers including developing a sound business plan, marketing strategies, advantages and disadvantages of direct employee and independent contractor models, and professional resources.

Prerequisites: None

FT205 - Low Impact Fitness

Hours: 120

Quarter Credits: 9

In Low Impact Fitness, the students will be introduced to basic guidelines for working with clients with health conditions and special needs. Students will be provided with an overview of the condition and current research and statistics. It is critical to understand the role of exercise, contraindications, and guidelines for clients with specific health conditions or challenges. Emphasis will be placed on designing programs and making appropriate modifications for clients cleared by their physician to exercise. Students will also become familiar with available resources for each condition and using them to educate clients and potential clients.

Prerequisites: None

FT206 - Sports Medicine and Massage

Hours: 120

Quarter Credits: 9

In Sports Medicine and Massage, the students will be introduced to the theory of sports medicine and sports massage within their scope of practice. Students will learn to identify and understand issues and complications surrounding sports injuries and how to modify workouts to compensate. Additionally, students will learn basic first aid and CPR in this course. The theory of Sports massage will also be introduced and may be demonstrated by a licensed therapist.

Prerequisites: None

FT207 - Clinic and Exam Preparation

Hours: 120

Quarter Credits: 8

In Clinic and Exam Preparation, students will review the major concepts presented throughout the program and practice applying their knowledge and skills to a myriad of client scenarios.

Additionally, students will spend time on test-taking strategies.

Prerequisites: None

FT240 - Comparative Wellness Philosophies

Hours: 120

Quarter Credits: 12

In Comparative Wellness Philosophies, the students will be introduced to the roots and principles of contemporary and classical mind-body exercise. Students will review current research and perform their own research on a variety of mind-body programs focusing on the benefits and incorporating the methods into personal training. Students will be introduced to multiple content experts and begin developing a local network of mind-body professionals.

Prerequisites: None

GE230 - Business Management *

Hours: 120

Quarter Credits: 12

In the business management course, the student will gain proficiency in self-evaluation, communication, and professionalism. The student will also craft a resume and cover letter, as well as develop an understanding of effective interviewing techniques.

Prerequisites: None

* General Education course

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Fitness Trainers and Aerobics Instructors – O*Net Code: 39-9031.00 at: <http://www.onetonline.org/link/summary/39-9031.00>

Physical Fitness Technician – CIP Code: 31.0507 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=89207>

On-time Completion Rate: 47% This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This rate indicates that some students may have transferred into the program, took a leave of absence during the program, changed sessions, or otherwise repeated a course.

Placement Rate: 81% This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for loans borrowed from lenders other than Title IV student aid: 2007-2008 - \$0; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for Title IV student aid loans: 2007-2008 - \$9,236; 2008-2009 - \$10,035; 2009-2010 - \$13,293

GE260 - Introduction to Psychology *

Hours: 20

Quarter Credits: 2

In this course, students will be introduced to the basic tenets of psychology. They will learn about how to apply an understanding of human behavior to a career in allied health, as well as how to interact with clients/patients with specific psychological needs.

Prerequisites: None

FT290 - Internship

Hours: 160

Quarter Credits: 5

Heritage provides the student with the opportunity to experience a Personal Training career in a professional setting away from the school. The students spend a total of 160 hours on this portion of their training. The student applies the learned theory and techniques in a supervised setting.

Prerequisites: FT201, FT202, FT203, FT204, FT205, FT206, FT207, FT240, GE230

Occupational Associate of Science Degree in Hospital and Health Services Management®

This program is designed to prepare the graduate for entry-level employment in office administration in various medical settings such as medical office groups, specialty practices, clinics, hospitals, medical records offices, insurance providers, nursing homes, home health care, extended living facilities, hospices, public health agencies, and human service agencies.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field, to prepare them for an entry level position in the occupation. An Occupational Associate of Science Degree will be awarded to students who successfully complete the requirements of this program.

Clock Hours of Instruction Provided: 1200

Weeks of Instruction: 60

Quarter Credits: 96

Students can reasonably expect to complete this program in less than 15 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in the Structured Learning® format. Students will attend in residence 8 hours each week and perform 12 hours of study outside of school each week.

MB201 - Charting and Medical Records Management

Hours: 120

Quarter Credits: 10

In this course, students will learn the fundamentals of medical records management. They will learn how charting is done, rules for the creation of a proper chart, and the legal implications of proper charting and medical documentation. Students will learn how to manage records both in various paper formats as well as electronic formats. Additionally, students will be trained in HIPAA rules and regulations regarding medical records.

Prerequisites: None

MB202 - Essentials of Human Resources

Hours: 120

Quarter Credits: 10

In this course, students will learn the basics of human resources. They will learn methods of employee recruitment and hiring. They will also learn successful strategies for managing staffing levels and employee motivation and retention. Students will also discuss strategies for discipline and terminating employees. In addition, students will learn about the legal implications of human relations with an emphasis on employment laws and regulations.

Prerequisites: None

MB203 - Technology in the Medical Office

Hours: 120

Quarter Credits: 9

In this course, students will have introductory computer training and online assessment. Students will learn the basic computer applications that are being used in medical settings. They will study Microsoft Office applications (Word, Excel, and PowerPoint) as well as the basics of Windows. This will include projects, activities and exams with these applications.

Prerequisites: None

MB204 - Insurance Billing and Coding

Hours: 120

Quarter Credits: 9

In this course, students will study the basics of insurance billing and coding. Students will learn how to effectively use materials such as International Classifications of Diseases codes and other references when completing billing. Additionally, students will learn how to manage lab requisitions, referrals, and prescriptions as part of the process. Finally, students will learn how to communicate with insurance providers.

Prerequisites: None

MB205 - Introduction to Medical Procedures

Hours: 120

Quarter Credits: 9

In this course, students will learn about common medical procedures performed in clinical, dental, or hospital settings. They will be introduced to basic human anatomy and physiology. Students will also learn basic medical procedures such as taking a medical history, taking vital signs, and other simple back office procedures. Finally, students will receive training in CPR and Basic First Aid.

Prerequisites: None

MB206 - Medical Law and Ethics

Hours: 120

Quarter Credits: 12

In this course, students will be introduced to the legal and ethical issues faced in the medical field. Students will discover how laws and ethical considerations shape medical practices. Students will also learn about issues that are still in debate and look at the implications of those debates. Emphasis in this course is given to understanding the nature of the laws and ethical questions and being able to articulate the positions surrounding them.

Prerequisites: None

MB207 - Fundamentals of Business Management

Hours: 120

Quarter Credits: 9

In this course, students will be introduced to the basics of business management. Students will learn concepts such as inventory control, purchasing, sales, marketing, and management styles. Students will look at how successful medical practices function and the key elements in the management of these practices.

Prerequisites: None

MB231 - Communication in a Business Environment*

Hours: 120

Quarter Credits: 12

In this course, students will learn the fundamentals of effective oral, written, and electronic communication. These skills will be applied to business applications such as résumé writing, memo and letter correspondence, phone skills, person to person communication, and electronic communication such as e-mail. Students will learn the basic rules and etiquette of effective communication in a variety of forms.

Prerequisites: None

MB251 - Business Math *

Hours: 120

Quarter Credits: 12

In this course, students will learn the fundamentals of mathematics as they apply to operating a business. Basic math skills will be learned in this course and applied to business purposes such as payroll, budgeting, and basic bookkeeping.

Prerequisites: None

MB290 - Internship

Hours: 120

Quarter Credits: 4

The internship is an opportunity for students to apply their knowledge in a professional setting away from school. Students on internship will get to apply theory and techniques from the classroom in a supervised setting. Students will spend 120 hours on this portion of their training.

Prerequisites: MB201, MB202, MB203, MB204, MB205, MB206, MB207, MB231, MB251

* General Education course

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Medical Records and Health Information Technicians – O*Net Code: 29-2071.00 at: <http://www.onetonline.org/link/summary/29-2071.00>

Health Information/Medical Records Technology/Technician – CIP Code: 51.0710 at:

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.0710>

On-time Completion Rate: This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This program was not in operation to have completers during this period.

Placement Rate: This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field. This program was not in operation to have completers during this period.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: This program was not in operation to have completers during this period.

The median debt owed for loans borrowed from lenders other than Title IV student aid: This program was not in operation to have completers during this period.

The median debt owed for Title IV student aid loans: This program was not in operation to have completers during this period.

Diploma in Dental Assisting and Dental Radiology

This program is designed to prepare the graduate for entry-level employment in a dental office.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field, to prepare them for an entry level position in the occupation. A diploma will be awarded to students who successfully complete the requirements of this program.

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Clock Hours of Instruction Provided: 760

Weeks of Instruction: 38

Quarter Credits: 50

Students can reasonably expect to complete this program in less than 10 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in residence. Students will attend in residence 20 hours each week.

DA201 - Dental Assisting and Sciences in Dentistry

Hours: 120

Quarter Credits: 9

This course introduces the student to the profession of dental assisting; its history, characteristics of a professional, the dental health care team, ethics and the law. The course will then focus on the sciences in dentistry; general anatomy physiology, oral embryology and histology, head and neck anatomy, landmarks of the face and oral cavity and an overview of the dentitions and tooth morphology. Students will also be introduced to the fundamentals of oral Health and the prevention of disease; including dental caries, periodontal disease, oral pathology, and preventive dentistry and nutrition.

Prerequisites: None

DA202 - Occupational Health and Safety; Patient Assessment

Hours: 120

Quarter Credits: 9

This course presents the foundations of infection control in dentistry; microbiology and disease transmission, principles and techniques of disinfection, instrument processing and sterilization. Included are topics of occupational health and safety including regulatory and advisory agencies, chemical and waste management, dental unit waterlines and ergonomics. Students will gain knowledge of processing patient information and assessment which includes patient records, vital signs, oral diagnosis and treatment planning, working with the medically and physically compromised patient, the principles of pharmacology and assisting in a medical emergency.

Prerequisites: None

DA203 - Clinical Dentistry and Dental Radiology

Hours: 120

Quarter Credits: 9

This course introduces the foundation of clinical dentistry, centering on the dental office, delivering dental care, dental hand instruments, handpieces and accessories as well as moisture control, anesthesia and pain management. The students will also study dental radiology; foundations of radiography, equipment and safety, legal issues, quality assurance and infection control including extraoral and digital radiology.

Prerequisites: None

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Dental Assistants – O*Net Code: 31-9091.00 at: <http://www.onetonline.org/link/summary/31-9091.00>

Dental Assisting/Assistant – CIP Code: 51.0601 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.0601>

On-time Completion Rate: This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This program was not in operation to have completers during this period.

Placement Rate: This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field. This program was not in operation to have completers during this period.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: This program was not in operation to have completers during this period.

The median debt owed for loans borrowed from lenders other than Title IV student aid: This program was not in operation to have completers during this period.

The median debt owed for Title IV student aid loans: This program was not in operation to have completers during this period.

DA204 - Dental Materials and Chairside Assisting

Hours: 120

Quarter Credits: 9

This course presents the study of dental materials; restorative and esthetic, dental liners, bases and bonding systems, dental cements, impression materials and laboratory materials and procedures. The students will be introduced to assisting in comprehensive dental care general dentistry, matrix systems, fixed prosthodontics, provisional coverage, removable prosthodontics, and dental implants.

Prerequisites: None

DA205 - Dental Procedures

Hours: 120

Quarter Credits: 9

This course prepares the student to assume the role of dental assistant in a variety of dental procedures including endodontics, periodontics, oral and maxillofacial surgery, orthodontics and pediatric dentistry. Students will be introduced to coronal polishing and dental sealants. Dental administration and communication skills will be detailed including communication within the dental office, business operating systems, financial management, and marketing their skills.

Prerequisites: None

DA290 - Internship

Hours: 160

Quarter Credits: 5

The internship is an opportunity for students to apply their knowledge in a professional setting away from school. Students on internship will get to apply theory and techniques from the classroom in a supervised setting. Students will spend 160 hours on this portion of their training.

Prerequisites: DA201, DA202, DA203, DA204, and DA205

Diploma in Pharmacy Technician

This program provides the student the necessary skills for entry-level employment as a Pharmacy Technician in retail pharmacy, a pharmaceutical clinic, office, hospital, HMO, extended living care facility, or institutional pharmacy. Pharmacy Technicians help licensed pharmacists provide medication and other health care products to patients.

Program Objective: Provide training on the basic knowledge and skills for individuals initially entering this career field and to prepare them for an entry level position in the occupation. A Diploma will be awarded to students who successfully complete the requirements of this program.

Clock Hours of Instruction Provided: 760

Weeks of Instruction: 38

Quarter Credits: 54

Students can reasonably expect to complete this program in less than 10 months, including scheduled school breaks.

Program Delivery: This program will be taught using a combination of lecture and lab formats. Courses will be graded by written examination and practical evaluation of techniques. This program is presented in residence. Students will attend in residence 20 hours each week.

PT201 - Fundamentals of Pharmacy

Hours: 120

Quarter Credits: 10

Students will be introduced to the history of pharmacology, anatomy and physiology, medical terminology, and pharmacy abbreviations. In addition, the integumentary system is discussed, and a review of the principles of mathematics is presented to prepare students for drug calculations.

Prerequisites: None

PT202 - Retail Pharmacy Practices

Hours: 120

Quarter Credits: 10

In Retail Pharmacy Practices, the student will learn to read and understand a prescription, drug labels, medical abbreviations, and learn to use reference books. In addition, math calculations, pharmacy laws, and narcotic controls are discussed. Laboratory procedures in this course include preparing drug prescription labels on the computer and counting medications.

Prerequisites: None

PT203 - Institutional Pharmacy

Hours: 120

Quarter Credits: 10

This course gives the student an understanding of institutional pharmacy policy and procedures including long-term care facilities and hospitals. Telephone etiquette and communication skills are emphasized. The physician's order form, patient profiles, auxiliary labels, formulary drug system, and unit dose medication system are incorporated for comprehensive medication distribution.

Prerequisites: None

PT204 - Medical Inventory and Billing

Hours: 120

Quarter Credits: 10

The student is introduced to business aspects including the legal aspects of purchasing, medical billing and insurance terms. Inventory management with an emphasis on stock rotation and documentation of orders is included. Over-the-counter drugs are compared to legend drugs. In addition, the student learns about the endocrine, sensory, and nervous systems and corresponding drugs.

Prerequisites: None

PT205 - Parenteral Preparation

Hours: 120

Quarter Credits: 9

Intravenous drug preparation is the focus of this course. Math calculations as well as reading and understanding the IV medication label and knowledge of products such as solutions, syringes, needles, filters, and cleaning agents are presented. Students are given hands-on experience with the laminar flow hood. Other safety measures are presented such as aseptic technique, hand washing, and universal precautions. The student will also be introduced to HIV and AIDS, basic first aid, and will complete cardiopulmonary resuscitation training.

Prerequisites: None

PT290 - Internship

Hours: 160

Quarter Credits: 5

Heritage provides the student with the opportunity to experience a pharmacy technician career. A total of 160 hours is spent in a professional environment under the supervision of qualified pharmacists and/or allied health personnel performing a variety of activities such as intravenous admixture preparation, unit dose dispensing and outpatient prescription preparation.

Prerequisites: PT201, PT202, PT203, PT204, and PT205

See the Program Information and Definitions section in this catalog for more information.

Disclosures

For information about this career choice you may visit the O*Net website to view the Standard Occupational Classification (SOC) for occupational codes provided by the U.S. Department of Labor. You may also visit The National Center for Education Statistics website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

Pharmacy Technicians – O*Net Code: 29-2052.00 at: <http://www.onetonline.org/link/summary/29-2052.00>

Pharmacy Technician/Assistant – CIP Code: 51.0805 at: <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.0805>

On-time Completion Rate: 90% This is a rate of all the students who completed this program between July 1, 2009 and June 30, 2010 who completed the program in the normal amount of time. This rate indicates that some students may have transferred into the program, took a leave of absence during the program, changed sessions, or otherwise repeated a course.

Placement Rate: 76% This is a rate of all the graduates between July 1, 2009 and June 30, 2010 who entered employment related to this field.

Program Completer's Median Debt: These figures reflect the median debt of completers of this program over the last three years.

The median debt owed to the school upon completion: 2007-2008 - N/A; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for loans borrowed from lenders other than Title IV student aid: 2007-2008 - N/A; 2008-2009 - \$0; 2009-2010 - \$0

The median debt owed for Title IV student aid loans: 2007-2008 - N/A; 2008-2009 - \$7,426; 2009-2010 - \$9,454

Class Schedule and Graduation Dates

Start Date: **October 3, 2011**

Estimated Graduation

<u>Diploma in</u>	
Pharmacy Technician	August 2012
<u>Occupational Associate of Science Degree in</u>	
Hospital and Health Services Management® (Structured Learning®)	January 2013
Personal Trainer	February 2013
Therapeutic Massage	January 2013
Therapeutic Massage (Structured Learning®)	January 2013
X-Ray Medical Technician® - Medical Assistant	February 2013

Start Date: **October 17, 2011**

Estimated Graduation

<u>Diploma in</u>	
Pharmacy Technician	August 2012
<u>Occupational Associate of Science Degree in</u>	
Personal Trainer	February 2013
Therapeutic Massage	January 2013
Therapeutic Massage (Structured Learning®)	January 2013
X-Ray Medical Technician® - Medical Assistant	February 2013

*Ask your admission coordinator about program availability.

Break Schedule

Thanksgiving (Two Day)	11/24/2011 - 11/25/2011
Winter Break (Two Weeks) *	12/18/2011 - 1/1/2012
Martin Luther King Jr. Day (One Day)	1/16/2012
Memorial Day(One Day)	5/28/2012
Summer Break (One Week) *	7/1/2012 - 7/8/2012
Labor Day(One Day)	9/3/2012

* Structured Learning® students get one specified Saturday off on Summer break, and two specified Saturdays off on Winter break.

List of Program Costs

	Tuition	Books & Equipment	Supplies	Program Total
<u>Diploma</u>				
Dental Assisting and Dental Radiology	\$13,524	\$176	\$250	\$13,950
Pharmacy Technician	\$13,571	\$397	\$282	\$14,250
<u>Occupational Associate of Science Degree</u>				
Hospital and Health Services Management ® (Structured Learning®)	\$18,664	\$736	\$50	\$19,450
Personal Trainer	\$22,006	\$320	\$124	\$22,450
Therapeutic Massage (Residential or Structured Learning®)	\$21,415	\$420	\$115	\$21,950
X-Ray Medical Technician ® - Medical Assistant	\$23,577	\$615	\$758	\$24,950

Supplement to the Heritage Catalog

Heritage Catalog Volume: XXII Published: August 22, 2011

Supplement Effective Date: September 13, 2011

This supplement is considered part of the Heritage Catalog.

Heritage Institute

6630 Orion Drive, Suite 202

Fort Myers, FL 33912

239-936-5822

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Additional Addendums

Additional Classroom located within the International Center at the following locations:

13861 Plantation Road, Suite 103 and 6801 Palisades Park Court

Catalog Availability

Copies of the catalog are available to prospective students at any time (at least one week prior to enrolling or collection of any tuition) and will include all required disclosures.

Regarding Students Receiving Veteran's Benefits – Leave of Absence

VA must be notified immediately of any Veteran student going on a leave of absence from school. Veteran's benefits will be terminated from the start date of the leave of absence.

Regarding Students Receiving Veteran's Benefits – Standard of Satisfactory Progress

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% in each evaluation period (each course). A VA student whose CGPA falls below 70% at the end of any evaluation period, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA Student's CGPA is still below 70% at the end of the second term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a CGPA of 70%.

Regarding Students Receiving Veteran's Benefits – Attendance Requirements

Excused absences will be granted for extenuating circumstances and must be substantiated by documentation placed in the student's file. Veteran students who exceed 15% unexcused absences in a six week period will have their benefits terminated for unsatisfactory attendance.

Regarding Students Receiving Veteran's Benefits – Hourly Program Cost

Occupational Associate of Science Therapeutic Massage: \$17.99 per clock hour; Occupational Associate of Science Personal Trainer: \$17.82 per clock hour; Occupational Associate of Science X-Ray Medical Technician®-Medical Assistant: \$19.80 per clock hour; Occupational Associate of Science Hospital and Health Services Management: \$16.21 per clock hour; Pharmacy Technician Diploma: \$18.75 per clock hour; Dental Assisting and Dental Radiology Diploma: \$18.35

STAFF

Eva Hutson, School Director, Bauder Fashion College

Beverly Joyner, Administrative Assistant

Education Department

Kathryn Cranfill, Director of Education, B.A., Northwood University
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Sharon Sue Turner, Senior Student Services Coordinator
Zujiery (Sue) Mori, Student Services Coordinator
Crystal Peculis, Student Services Coordinator, A.S, Florida College of Natural Health
Deborah Jambor, Manager of Instructional Development, MAEd, Argosy University

Admissions Department

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Melanie Kopko, Admissions Specialist, California University of Pennsylvania
Nicolette Mann, Admissions Coordinator, B.A. Ball State University
Samantha Lacey, Admissions Coordinator, A.S. Edison State College
Quintana Goodley, Admissions Coordinator, A.A. Ohio State University

Financial Aid Department

Mary Hardisty, Financial Aid Director
Scharlette Gonzalez, Assistant Financial Aid Director
Aida Gonzalez, Lead Financial Aid Advisor
Cateibra Parker, Lead Financial Aid Advisor
Sandy Gentile, Financial Aid Advisor
Catina Hamilton, Financial Aid Advisor, Diploma, Heritage Institute
Desirae York, Financial Aid Advisor, O.A.S., Heritage Institute
Michele Rowley, Financial Aid Advisor, O.A.S., Heritage Institute

Career Services Department

Tina Simpson, Director of Career Services B.S., Nyack College
Dee Bangert, Assistant Director of Career Services, O.A.S., PPI Healthcare Career Institute
Leslie Duncelman, Community Relations
Sherry Marcus, Senior Career Services Coordinator, B.S., Jersey City University
Kim Ciallella, Senior Internship Coordinator, A.S., North Florida Institute
Suzette Yaklich, Internship Coordinator, A.S., Keiser College

Registrar Department

Travis Koenig, Registrar
Laura Pingry, Assistant Registrar
Quentin Hardisty, Administrative Assistant
Terry Montgomery, Receptionist*
Rebecca Perry, Receptionist, A.A., Herald Business College*

Support Services

James Wiebe, Maintenance *
Thomas Sholtis, Maintenance *

FACULTY

X-Ray Medical Technician®-Medical Assistant

Melissa Westling, X-Ray Medical Technician®-Medical Assistant Program Manager, B.A., University of Minnesota
Amanda Usberghi, X-Ray Medical Technician®-Medical Assistant Lead Instructor, Certified Medical Assistant, Nat'l Institute of Tech.
Eunice Colyer, X-Ray Medical Technician®-Medical Assistant, C.M.A., Bauder College
Jennifer Gosnell, X-Ray Medical Technician®-Medical Assistant, A.S., Prince George Community College
Luis Rodriguez, X-Ray Medical Technician®-Medical Assistant, A.A.S., Passaic County College*
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Lisa Flanagan, X-Ray Medical Technician®-Medical Assistant, R.M.A. & C.M.A., Ultra Sound Diagnostic
Mary Ellen Powell, X-Ray Medical Technician®-Medical Assistant, LPN, BOCES of Erie County New York
William Ricca, X-Ray Medical Technician®-Medical Assistant, U.S. Army Medical Specialist
Elysia Nebiolo, X-Ray Medical Technician®-Medical Assistant, A.S., Edison College
Karin Addison, X-Ray Medical Technician®-Medical Assistant Lab Instructor, B.S., St. Josephs College
Michelle Warner, X-Ray Medical Technician®-Medical Assistant, A.S., Olympic College
Martha Wozniak, X-Ray Medical Technician®-Medical Assistant, M.A. Certificate, Ross Medical Education Center
Alice Daniels, Adjunct X-Ray Medical Technician®-Medical Assistant, B.S., Hodges University*
Alycia Wood, Adjunct X-Ray Medical Technician®-Medical Assistant, Registered Medical Assistant, National School of Technology*

Personal Trainer

Matthew Frommelt, Personal Trainer Program Manager, B.S. Winona State University
Carol Stockdale, Personal Trainer Instructor, Personal Trainer Certification, ACE
James Dundon, Personal Trainer Instructor, B.S., Mansfield University

Therapeutic Massage

Clifford Vinson, LMT, Therapeutic Massage Program Manager, B.A., University of Florida and Florida Academy of Massage
Robert Vos, LMT, Therapeutic Massage Instructor, Florida Academy of Massage
Brandi Howie-Simms, LMT, Therapeutic Massage Clinic Instructor, Florida Academy of Massage
Sharon Riggs, LMT, Therapeutic Massage Clinic Instructor, Healing Arts Institute*
Dennis Riggs, LMT, Therapeutic Massage Instructor, Clayton College of Natural Health
Dr. Stephen Bono, DC, LMT, Massage Instructor, Logan College of Chiropractic and Florida Academy of Massage *
Jeffery Kaplan, LMT, Therapeutic Massage Instructor, Heritage Institute*
Frank Simms II, LMT, Therapeutic Massage Instructor, Lee County High Tech, A.A., Edison College*

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Beatrice Jacquet, Business Management Instructor, M.S., Nova Southeastern University
Holly Paulaski, Business Management Instructor, B.S., University of South Carolina
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Gerald Lewis, Adjunct Psychology Instructor & Registrar Department, M.S. Purdue University

Pharmacy Technician

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*Indicates Part-Time Faculty/Staff