



Institute
of Technology

Catalog Addenda
Redding Branch Campus

Revised: August 25, 2011



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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 1, 2011.

MISSION STATEMENT

To produce employable graduates in their chosen fields of study by providing them with quality education, consistent communication, support, and discipline in a professional environment that will help them not only become employable upon graduation but also will instill self-esteem and a desire for progressive growth for each choice they make in the future.



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

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

Administrative Office Professional Heating, Ventilation & Air Conditioning Human Resources Administrator Medical Billing/Coding Specialist Medical Office Administration Pharmacy Technician Professional Medical Assistant

January 18, 2011	October 20, 2011
February 21, 2011	November 23, 2011
March 28, 2011	January 12, 2012
May 2, 2011	February 16, 2012
June 6, 2011	March 22, 2012
July 11, 2011	April 26, 2012
August 15, 2011	June 1, 2012
September 19, 2011	July 6, 2012
October 24, 2011	August 9, 2012
November 28, 2011	September 13, 2012

Human Resources Administrator (AAS Degree)

January 18, 2011	March 22, 2012
February 21, 2011	April 26, 2012
March 28, 2011	June 1, 2012
May 2, 2011	July 6, 2012
June 6, 2011	August 9, 2012
July 11, 2011	September 13, 2012
August 15, 2011	October 18, 2012
September 19, 2011	November 21, 2012
October 24, 2011	January 12, 2013
November 28, 2011	February 14, 2013

Criminology/Emergency Response (AAS Degree)

January 18, 2011	April 26, 2012
February 21, 2011	June 1, 2012
March 28, 2011	July 6, 2012
May 2, 2011	August 9, 2012
June 6, 2011	September 13, 2012
July 11, 2011	October 18, 2012
August 15, 2011	November 21, 2012
September 19, 2011	January 12, 2013
October 24, 2011	February 14, 2013
November 28, 2011	March 21, 2013

Vocational Nursing (Full Time)

March 14, 2011	April 13, 2012
July 11, 2011	August 10, 2012

Vocational Nursing (Part Time)

July 11, 2011	April 13, 2013
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EMT Stand-Alone Course (EM130 & EM150)

October 25, 2010	January 13, 2011
March 28, 2011	June 3, 2011

**Refer to Main Catalog for
Program Descriptions**



2011 Class Schedules—Weekday Classes

January 2011

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

February 2011

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

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
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August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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December 2011

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

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

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

Legend

Scheduled Class Day: #

No Class: #





2011 Class Schedules—VN Classes (Full-Time)

January 2011

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

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2011

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

June 2011

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

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

September 2011

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

October 2011

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

November 2011

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

December 2011

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

DAILY SCHEDULES

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

Legend

Scheduled Class Day:	#
No Class:	#

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



2011 Class Schedules—VN Classes (Part-Time)

January 2011

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

February 2011

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

March 2011

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

April 2011

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

May 2011

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

June 2011

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

July 2011

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

August 2011

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

September 2011

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

October 2011

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

November 2011

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

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

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

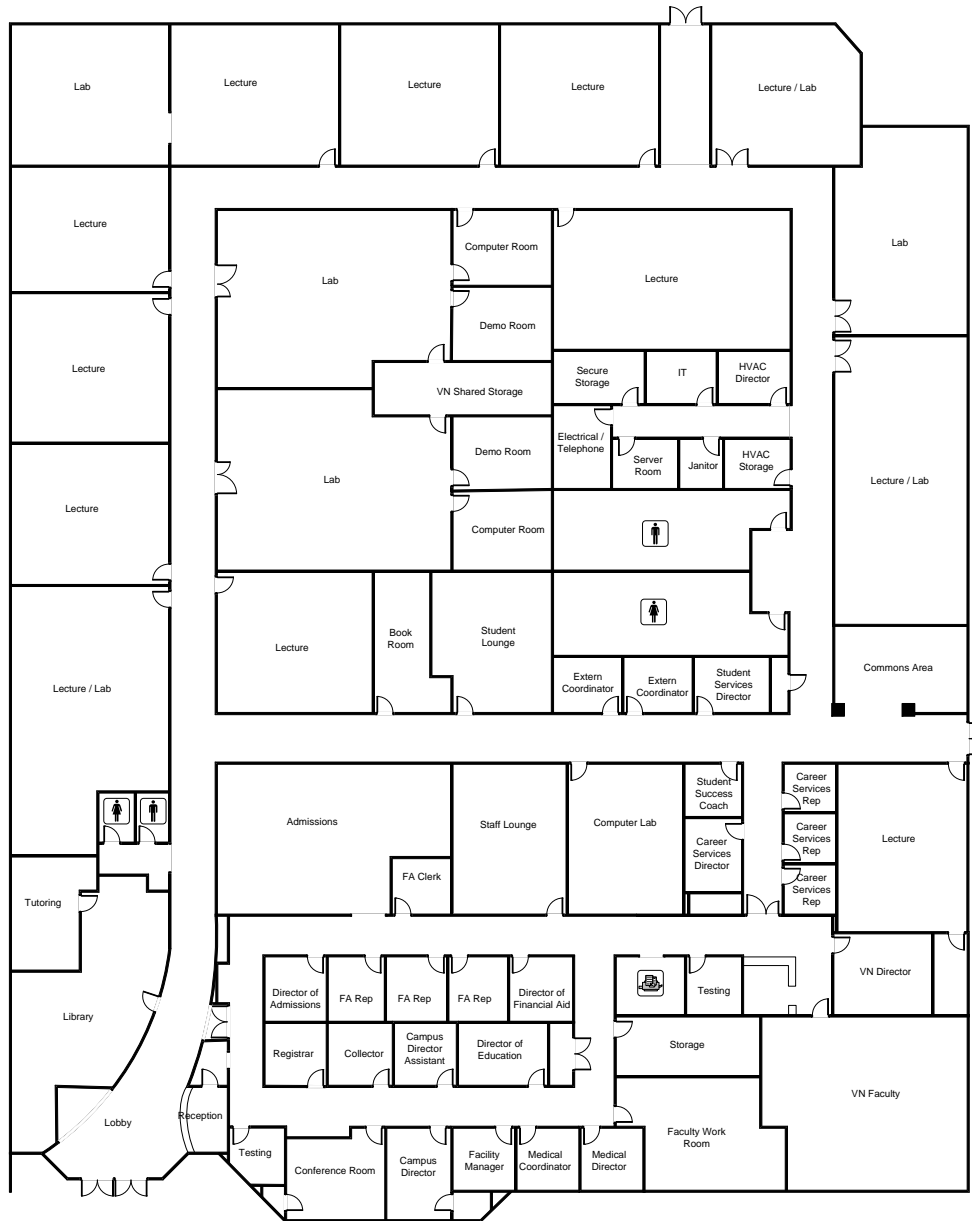
Scheduled Class Day: #

No Class: #

*Students attend one of these days
The above schedule is typical, but is subject to change.



Facilities



Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs, 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 35. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 8:00 am to 5:00 pm .

Classes are scheduled from 7:00 a.m. to 10:30 p.m., Monday through Thursday.



Equipment

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

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

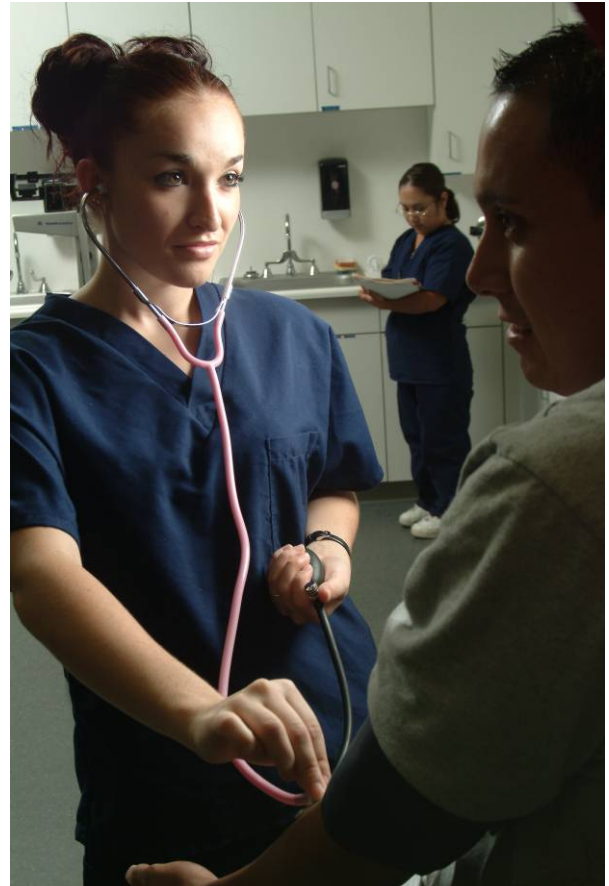
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool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

Students enrolled in the Pharmacy Technician program will work with various pill dispensers and mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work on Medical Manager Software and with Autoclaves, Centrifuge, and other equipment common to a medical office. Medical Billing/Coding Specialist and Medical Office Administration students will work on Medical Manager Software that is common to the medical billing field

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



IT-Clovis 2003

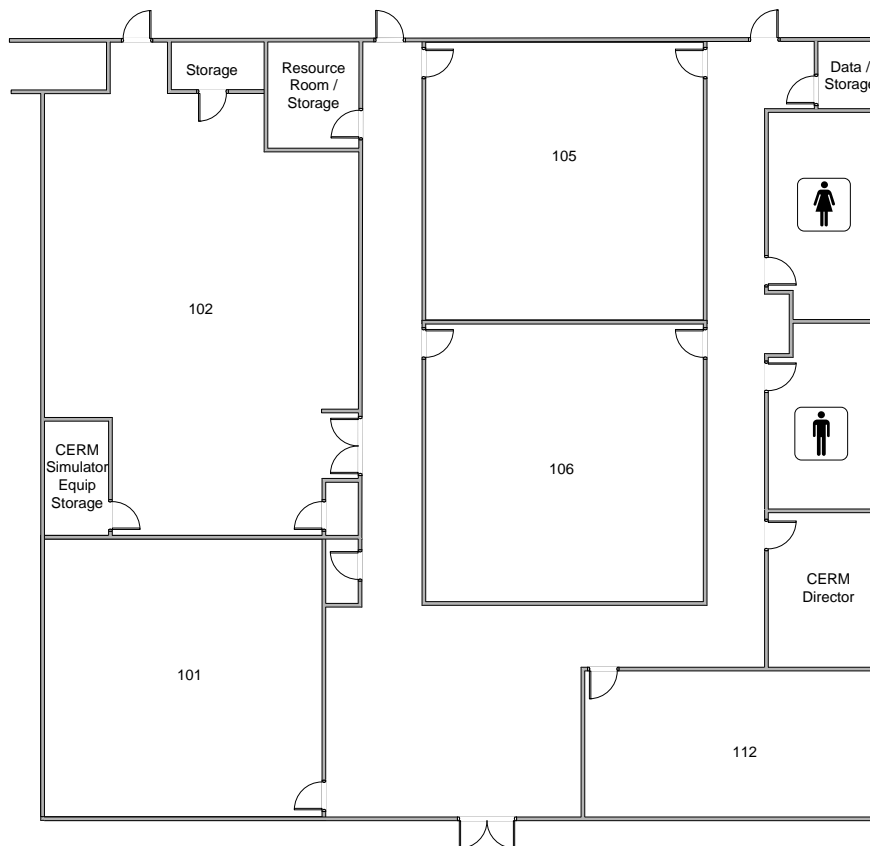


IT-Clovis 2003



Satellite Campus

Institute of Technology—Redding Branch Campus' Satellite Campus is located at 1675 Hilltop Drive, Suite G, Redding, CA. 96002





Program Cost

Administrative Office Professional

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,500.00
Total	\$ 16,617.50

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 60.00
Tuition (Year 1)	\$ 11,077.00
Tuition (Year 2)	\$ 11,077.00
Tuition (Year 3)	\$ 1,846.00
Total	\$ 24,135.00

EMT Stand-Alone Course (EM130 & EM150)

Registration Fee (non-refundable)	\$ 0.00
STRF (non-refundable)	\$ 2.50
Tuition	\$ 1,500.00
Total	\$ 1,502.50

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 45.00
DMV	\$40.00
Tuition	\$ 18,155.00
Total	\$ 18,315.00

Human Resource Administrator

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,500.00
Total	\$ 16,617.50

Human Resource Administrator (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF (non-refundable)	\$ 62.50
Tuition (Year 1)	\$ 12,375.00
Tuition (Year 2)	\$ 12,375.00
Total	\$ 24,887.50

Medical Billing/Coding Specialist

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,500.00
Total	\$ 16,617.50

Medical Office Administration

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,500.00
Total	\$ 16,617.50

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 40.00
Background	\$ 40.00
Tuition	\$ 16,456.00
Total	\$ 16,611.00

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 42.50
Tuition	\$ 16,500.00
Total	\$ 16,617.50

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 77.50
Tuition (Year 1)	\$ 20,534.00
Tuition (Year 2)	\$ 10,267.00
Total	\$ 30,953.50

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$ 90.00
Tuition (Year 1)	\$ 21,780.00
Tuition (Year 2)	\$ 14,520.00
Total	\$ 36,465.00

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



Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Administrative Office Professional	\$ 8,250.00	\$ 8,250.00				\$ 16,617.50	59	800	40*
Criminology/Emergency Response (AAS)	\$ 5,539.00	\$ 5,538.00	\$ 5,539.00	\$ 5,538.00	\$ 1,846.00	\$ 24,135.00	108	1300	65
EMT Stand-Alone Course (EM130 & EM150)	\$ 1,500.00					\$ 1,502.50	16	200	10
Heating, Ventilation and Air Conditioning	\$ 9,078.00	\$ 9,077.00				\$ 18,315.00	57	800	40
Human Resource Administrator	\$ 8,250.00	\$ 8,250.00				\$ 16,617.50	57	800	40
Human Resource Administrator (AAS)	\$ 6,188.00	\$ 6,187.00	\$ 6,188.00	\$ 6,187.00		\$ 24,887.50	100	1200	60
Medical Billing/Coding Specialist	\$ 8,250.00	\$ 8,250.00				\$ 16,617.50	57	800	40
Medical Office Administration	\$ 8,250.00	\$ 8,250.00				\$ 16,617.50	57	800	40
Pharmacy Technician	\$ 8,228.00	\$ 8,228.00				\$ 16,611.00	55	860	40
Professional Medical Assistant	\$ 8,250.00	\$ 8,250.00				\$ 16,617.50	57	800	40
Vocational Nursing (Day Class)	\$10,267.00	\$10,267.00	\$10,266.00			\$ 30,953.50	60	1575	50
Vocational Nursing (Night Class)	\$ 7,260.00	\$ 7,260.00	\$ 7,260.00	\$ 7,260.00	\$ 7,260.00	\$ 36,465.00	60	1575	80

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
 Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

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

REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
Administrative Office Professional	\$ 8,250.00	\$ 825.00	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00	\$ 4,125.00	\$ 4,950.00
Criminology/Emergency Response (AAS)	\$ 5,539.00	\$ 553.90	\$ 1,107.80	\$ 1,661.70	\$ 2,215.60	\$ 2,769.50	\$ 3,323.40
EMT Stand-Alone Course	\$ 1,500.00	\$ 150.00	\$ 300.00	\$ 450.00	\$ 600.00	\$ 750.00	\$ 900.00
Heating, Ventilation and Air Conditioning	\$ 9,078.00	\$ 907.80	\$ 1,815.60	\$ 2,723.40	\$ 3,631.20	\$ 4,539.00	\$ 5,446.80
Human Resource Administrator	\$ 8,250.00	\$ 825.00	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00	\$ 4,125.00	\$ 4,950.00
Human Resource Administrator (AAS)	\$ 6,188.00	\$ 618.80	\$ 1,237.60	\$ 1,856.40	\$ 2,475.20	\$ 3,094.00	\$ 3,712.80
Medical Billing/Coding Specialist	\$ 8,250.00	\$ 825.00	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00	\$ 4,125.00	\$ 4,950.00
Medical Office Administration	\$ 8,250.00	\$ 825.00	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00	\$ 4,125.00	\$ 4,950.00
Pharmacy Technician	\$ 8,228.00	\$ 822.80	\$ 1,645.60	\$ 2,468.40	\$ 3,291.20	\$ 4,114.00	\$ 4,936.80
Professional Medical Assistant	\$ 8,250.00	\$ 825.00	\$ 1,650.00	\$ 2,475.00	\$ 3,300.00	\$ 4,125.00	\$ 4,950.00
Vocational Nursing (Day Classes)	\$ 10,267.00	\$ 1,026.70	\$ 2,053.40	\$ 3,080.10	\$ 4,106.80	\$ 5,133.50	\$ 6,160.20
Vocational Nursing (Night Classes)	\$ 7,260.00	\$ 726.00	\$ 1,452.00	\$ 2,178.00	\$ 2,904.00	\$ 3,630.00	\$ 4,356.00

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



Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

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

ACADEMIC ASSISTANCE

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

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

GENERAL ADMISSIONS REQUIREMENTS

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

ADMISSIONS DECISIONS

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

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

- PSB computerized exam

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

IMMUNIZATIONS

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

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

DRUG SCREEN AND BACKGROUND CHECKS

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

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

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each

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Vocational Nursing Addendum

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program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

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

ATTENDANCE

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

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

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

which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.

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

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

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



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Patricia Hathcock	Director's Assistant
Dan Haskins	Director of Education
Mary Ann Duncan	Director of Nursing
Lisa Beazizo	Assistant Director of Nursing / Clinical Coordinator
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Skye Walsh	Senior Admissions Representative
Connie Petrillo	Admissions Representative
Robert Bilodeaux	Admissions Representative
Jennifer Ott	Director of Financial Aid
Laura Pool	Lead Financial Aid Officer
Melissa Edwards	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Melissa Baugher	Financial Aid Clerk
Kathi Daily	Director of Student Services
Kate Hansen	Student Success Leader
Jon Humphrey	Student Success Coach
David Powell	Librarian
Carla Barrett	Director of Career Services
Sue Tonkel	Career Services Advisor
Anthony Moell	Career Services Advisor
Lynn Swendiman	Career Services Advisor
Sheryl Martini	Externship Coordinator
Demetra Jones	VN Program Coordinator
Casey Pearce	LAN Administrator
Jenica Swank	Receptionist
Carla Woodcock	Administrative Assistant
Candi Ponce	Receptionist
Bonnie Lantiegne	Tutor
Jennifer Arntson, MA	Tutor
Joe Padilla	Facilities Assistant

FACULTY

Mary Ann Duncan, RN, MSN	Director of Nursing	<i>36+ years industry experience</i>
Lisa Beazizo, RN, BSN	Asst. Dir. of Nurses / Clinical Coordinator	<i>20+ years industry experience</i>
Racheal Vargas, LVN-II	Nursing Instructor	<i>16+ years industry experience</i>
Lynn Blessing, RN	Nursing Instructor	<i>20+ years industry experience</i>

Ritika Taylor, RN		Nursing Instructor	<i>7+ years industry experience</i>
Desiree Duclos, RN		Nursing Instructor	<i>6+ years industry experience</i>
Craig Sammons, RN		Nursing Instructor	<i>7+ years industry experience</i>
Bonnie Lantiegne	Adjunct Nursing Instructor		<i>35+ years industry experience</i>
Kari Steenland		PMA Instructor	<i>12+ years industry experience / BA in Psychology</i>
Heather Parker		ProDev Instructor	<i>9+ years industry experience / BA in Molecular, Cellular, Developmental Biology</i>
Cindi Eaton		Medical Division Director	<i>20+ years industry experience</i>
Eric Harding, RN, BSN		Nursing Instructor	<i>5+ years industry experience</i>
Michael Duggan		CERM Program Coordinator	<i>26+ years industry experience</i>
Chad Gibson		CERM Instructor	<i>10+ years industry experience</i>
Andrea Carrillo, LVN		Nursing Instructor	<i>26+ years industry experience</i>
Matt Hansen		CERM Instructor	<i>19+ years industry experience</i>
Martha Mitchell, RN, MICN, MICP	EMT Program Director		<i>23+ years industry experience</i>
Kim Burgan		MBCS Instructor	<i>20+ years industry experience</i>
Carissa Palmer		PMA Instructor	<i>4+ years industry experience / BA in Liberal Arts with a focus in Education / CMA-AC / EMT 1</i>
Carolyn Mims		MOA Instructor	<i>22+ years industry experience</i>
Jim Bowline		HVAC Instructor	<i>48+ years industry experience</i>
Rocio Reynoso		PMA Instructor	<i>24+ years industry experience</i>
Traci Montgomery		GE/HRA Instructor	<i>28+ years industry experience</i>
Diane Woolery		MBCS Instructor	<i>11+ years industry experience</i>
Torane Hull, RN, BSN, MSN		Nursing Instructor	<i>4+ years industry experience</i>
Betty Jean Peterson, RN, BA		Nursing Instructor	<i>27+ years industry experience</i>
Ellen Gianoli, RN, BSN, PHN		Nursing Instructor	<i>39+ years industry experience</i>
Megan McComas, RN, BSN		Nursing Instructor	<i>29+ years industry experience</i>

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Staff and Faculty

(Continued from page 15)

Kelly Tucker 21+ years industry experience	HRA Instructor	Robert Modin 16+ years industry experience	CERM Instructor
Tom Miles 40+ years industry experience	HVAC Instructor	Ron Grider 37+ years industry experience	CERM Instructor
Guy Czarniak 23+ years industry experience	HVAC Instructor	Christopher Barry 4+ years industry experience	CERM Instructor
Robin Darcangelo 14+ years industry experience / MS Education and Counseling	ProDev Instructor	Demetra Jones 7+ years industry experience / BA / MBA	HRA Instructor
Brenda Meline, SPHR 23 years industry experience	HRA/GenEd Instructor		
Theresa Muth 16+ years industry experience	Adjunct ProDev Instructor		
Eddie Russell 30+ years industry experience	HVAC Program Coordinator		
Jane Thimmesch, RN, ANCC Med Surg 39+ years industry experience	Nursing Instructor		
Jennifer George 9+ years industry experience	PMA Instructor		
Anne Villegas 18+ years industry experience	MOA Instructor		
John Lumbattis 22+ years industry experience	HVAC Instructor		
Howard Fincher 20+ years industry experience	CERM Instructor		
Andy Houghtby 14+ years industry experience	CERM Instructor		
Stephen Lowe 8+ years industry experience	CERM Instructor		
Robert Price 19+ years industry experience	CERM Instructor		
Karen Sudol 15+ years industry experience	CERM Instructor		
Julie Henderson 30+ years industry experience	PT Instructor		
Jennifer Arntson 8+ years industry experience	GenEd Instructor		
Susan Winter, CMA, AAMA 22+ years industry experience	PMA Instructor		
Wesley Frost 30+ years industry experience	CA Instructor		
Christy Marroquin 14+ years industry experience	CA Instructor		
Shawn South 16+ years industry experience	CA Instructor		
Jeff Speer 14+ years industry experience	HRA Instructor		
Ashley Spivy 10+ years industry experience	CERM Instructor		



VA Catalog Addendum

Institute of Technology, Inc.

VA Catalog Addendum

2011 Course Catalog

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

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

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 11:

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

Clarification of Probation Policy – Course Catalog, Page 11:

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

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

Student Signature

Date

School Official Signature

Date



Catalog Changes

Page 3

Add the following:

World Wide Web Address

<http://www.it-colleges.edu>

Page 6

Replace the following paragraph:

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

Sacramento, CA 95798-0818

Phone: (916) 431-6959

E-mail: bppve@dca.ca.gov

Or visit www.bppe.ca.gov

With:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone: (916) 431-6959, fax: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Page 8: ABILITY TO BENEFIT APPLICANTS

Add the following paragraphs

An ATB applicant may request to have 6 credit hours of course work from an eligible Title IV program at another college considered to qualify as an ATB student, or may complete 6 credit hours of course work in an eligible Title IV program at Institute of Technology that are applicable to a degree or diploma awarded at the College. These 6 credit hours are defined as, six semester, trimester or quarter hours or 225 clock hours.

The applicant student must make the request in writing and if requesting to have 6 credits from another college considered as proof of Ability to Benefit, the applicant must provide an official transcript in a sealed envelope at the time of the request for evaluation.

The credits must be determined to be part of a Title IV eligible program for ATB admissions to be granted under this provision. The evaluation will be conducted by the Director of Education and the Registrar. These units if accepted are not "transfer units" unless they are determined to be transferable to a program of study at the Institute of Technology. This evaluation is separate from the ATB admission evaluation.

ATB applicants desiring to qualify by completing 6 quarter credits at the Institute of Technology must request admission under this provision for ATB applicants. The Campus President must approve the applicant for admissions. ATB applicants entering the college under this provision are not eligible for Title IV funds while completing the 6 initial qualifying credits but may qualify for prorated financial aid after successfully completing the qualifying six units in the first payment period. Students completing the 6 units at Institute of Technology will receive credit toward the program they are enrolled in.



Catalog Changes

Page 11: QUALITATIVE EVALUATION

Edit the following paragraph:

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Vocational Nursing Students must complete each class in the program with a minimum GPA of 2.5 (75%, the equivalent of a letter grade of C+) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%), or a 2.5 GPA (75%) for VN students, when measured at the end of the module will be placed on academic probation until the end of the next module. Students on probation are eligible for financial aid during the probation period. Students who do not achieve a 2.0 grade point average (70%), or 2.5 GPA (75%) for VN students, at the end of the probation period will be terminated by Institute of Technology.

To read:

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%) when measured at the end of the module will be placed on academic probation until the end of the next module. Students on probation are eligible for financial aid during the probation period. Students who do not achieve a 2.0 grade point average (70%) at the end of the probation period will be terminated by Institute of Technology.

Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.0 GPA (70%) at the end of each semester in order to proceed to the next semester. Cumulative grades are assessed throughout the semester. If a student's GPA falls below 2.5 (75%), they may be placed "At Risk" or on "VN Academic Probation".

Page 21

Add the following paragraph:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OF TECHNOLOGY

The transferability of credits you earn at the Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you may earn at the Institute of Technology is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or degree you earn at the Institute of Technology are not acceptable at the institution to which you seek transfer, you may be required to repeat some or all of the coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Institute of Technology to determine if your credits, diploma or degree will transfer.