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**APPROVAL DISCLOSURE STATEMENT:**

*Modern Technology School's* approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Educational Code, Title 3, Division 10, Part 59, Chapter 8), which was effective January 1, 2010.

**The following courses are licensed and currently offered:**

<b>PROGRAM</b>	<b>TOTAL WEEK</b>	<b>CLOCK HOURS</b>	<b>TOTAL HOURS</b>
MEDICAL OFFICE ASSISTANT / BACK OFFICE	<b>30 WKS</b>	600	750
X-RAY TECHNICIAN / MEDICAL ASSISTANT	<b>44 WKS</b>	1155	1443
DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY	<b>76 WKS</b>	2172	2399

Instruction is in residence with facility occupancy level accommodating a maximum of **12 students** at any one time for the Medical Office Assistant/Back Office, X-Ray Technician/Medical Assistant Program or the Diagnostic Medical Ultrasound/Vascular Technology Program.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Modern Technology School awards diplomas.

Prospective students are encouraged to visit the facilities and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The School currently participates in sponsored programs, government or otherwise, which provide grants or pay portions of tuition and fees such as Federal Pell Grant and Federal Supplemental Educational Opportunity Grants—FSEOG.

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.

Modern Technology School does not have a pending petition in bankruptcy, is not operating as a debtor & has not filed a petition with the preceding five years. This institution has not filed a petition in bankruptcy resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Sec. 1101). Modern Technology School is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Bureau does not endorse the Schools programs.



## Mission Statement

**MODERN TECHNOLOGY SCHOOL** is passionate about equipping our students for exceptional contribution in the diagnostic and health care field.

## History

*Modern Technology School* first enrolled students in September 1981 at the North Hollywood Campus. *MTS* first taught Limited Permit X-Ray Technician, then added Medical Office Assistant / Back Office to enable its graduates to qualify for starting positions in a contemporary job market. A Diagnostic Medical Sonography program was added to this campus in September, 1988.

In order to meet the educational needs of other communities in southern California, *Modern Technology School* established a satellite campus in Anaheim in 1988. The Anaheim campus also added general ultrasound to its curriculum in September 1990. In May of 1991 the Anaheim campus became an independent campus from North Hollywood. The Anaheim campus further expanded its facilities in December 1992.

In July 1993, the North Hollywood campus was sold leaving the Anaheim campus as the only *Modern Technology School* campus in southern California. In its continuing efforts to bring forth quality educational opportunities, ultrasound vascular technology was added and combined into the general ultrasound program in November 1995. The ultrasound / vascular course was increased to an 18-month program during that time period.

*Modern Technology School* relocated to Fountain Valley, CA. in October 2005 where we are today.

## OFFICERS and BOARD OF DIRECTORS

*Donna Juds-Caplan* ..... President, Secretary

*Harvey S. Caplan*.....Vice-President

## STATEMENT OF OWNERSHIP

*Modern Technology School* is owned and controlled by M.T. X-Ray, Inc. The School is headquartered At 16560 Harbor Blvd., Suite K, Fountain Valley, CA 92708, [www.mtschool.edu](http://www.mtschool.edu). The information contained in this catalog is true and correct in content and policy. All class sessions are held at *Modern Technology School* 16560 Harbor Blvd, Fountain Valley, CA. 92708.

*Donna Juds-Caplan*, President  
School Official Signature

## ACCREDITATION AND LICENSES

- *Modern Technology School* is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the US Department of Education.
- *Modern Technology School* approved to operate as a Private Postsecondary Educational Institute by the State of California, Bureau for Private Post-secondary Education.
- Approved to offer Limited Permit X-Ray Technology didactic courses and clinical education by the California Department of Public Health, Radiologic Health Branch.
- Recognized by the National Center for Competency Testing in Medical Assisting/Back Office.
- Eligible institution to provide training services for the California Department of Vocational Rehabilitation, and the Eligible Training Programs List (ETPL) for California EDD.
- Eligible institution under the Federal Stafford Loan, Federal PLUS, Federal PELL Grant, and Federal SEOG programs.
- Approved for the training of veterans and eligible persons under provisions of Title 38, United States Code.
- American Heart Association BLS/CPR and First Aid training facility.

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## OCCUPATIONAL CODES

CIP Codes—Classification of Instructional Program Codes for IPEDS

SOC/OC/CA Codes—Standard Occupational Classification for EDD, Orange County, California

### **MEDICAL OFFICE ASSISTANT/BACK OFFICE**

CIP Code: 51.0801, SOC/OC/CA Code: 31-9092

### **X-RAY TECHNICIAN/MEDICAL ASSISTANT**

CIP Code: 51.0911, SOC/OC/CA Code: 29-2037

### **DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY**

CIP Code: 51.0910, SOC/OC/CA Code: 29-2799

## MTS Campus

16560 Harbor Blvd. Ste. K  
Fountain Valley, CA 92708  
Phone: 714.418.9100 ♦ Fax: 714.418.9109  
[www.mtschool.edu](http://www.mtschool.edu)



### **BUSINESS OFFICE HOURS:**

Monday – Thursday 8:00 a.m. to 5:00 p.m.  
Friday 8:00 a.m. to 4:00 p.m.

### **HOURS OF INSTRUCTION:**

Class room instruction is between the hours of 8:00 am and 10:00 pm Monday through Thursday; and Friday 8:00 am - 4:00 pm. All classes are held in accordance with the school calendar and class schedules.

### **THE CAMPUS:**

Modern Technology School occupies 11,000 square feet of space in a multi-use office park. The school has 9 classrooms, two live x-ray labs, a film processing room, two Ultrasound scanning labs with live ultrasound units similar to ones found in the field and two medical labs for the Medical Assistant program. Our campus is in Fountain Valley near Mile Square Park it is accessible by several local freeways.

**ADMINISTRATION & FACULTY**

**ADMINISTRATION**

Susan L. Shannon, MS, CRT, ARRT (M)..... *Campus Director*  
 Bobby R. Pepito, BA..... *Financial Aid Director*  
 Cherry Vallejo, BFA..... *Financial Aid Officer*  
 Jan-Michael Taylor, BS..... *Accounting Manager*  
 Cynthia Moore..... *Custodian of Records / Registrar*  
 Jessica Revilla, BA..... *Career Services Coordinator*  
 Dirk Been, BA..... *Admissions Representative*  
 Luis Urias..... *Administrative Assistant*

**MEDICAL ASSISTANT DIVISION**

**Academic Staff**

Yvonne Parker, MA..... *Medical Assisting Director*  
 Jessica Zelaya, LVN..... *Instructor*  
 Mike Cost, CRT (R)(F)..... *Instructor*  
 Marcella Fazzone, MA..... *Instructor*  
 Lori Dunn MA..... *Instructor*  
 Yvonne Parker, MA..... *Medical Assisting Clinical Coordinator*

**X-RAY TECHNICIAN DIVISION**

**Academic Staff**

Susan L. Shannon, MS, CRT(R)(M)(ARRT)..... *X-Ray Program Director*  
 Alina Kane, AS, CRT(R)(ARRT)..... *Instructor, Clinical Coordinator*  
 Ed Fernandez, BA, CRT(R)(F)(ARRT)..... *Instructor, Clinical Coordinator*  
 Lotchel Lumayno, BSRT, CRT(R)(F)..... *Instructor, Clinical Coordinator*  
 Mike Cost, CRT(R)(F)..... *Instructor*  
 Daniel Adam Cooper, XT..... *Instructor, Radiation Safety Officer*

**ADMINISTRATION & FACULTY continued . . .**

<b>ULTRASOUND/VAS DIVISION</b>	<b>Academic Staff</b>
Lani Coates, RVT, RDMS.....	<i>US Program Director</i>
Mary Uht, RDMS .....	<i>Instructor</i>
Steve Shannon, AS, R.T.(R)(ARRT) .....	<i>Instructor</i>
Danielle Brown, RDMS.....	<i>Instructor</i>
Michael Nielsen RDMS.....	<i>Instructor</i>
Shanaz Foroozanfar, RDMS .....	<i>Instructor</i>
Nicole Mattice RDMS .....	<i>Instructor</i>
Luis Urias.....	<i>Ultrasound Clinical Coordinator</i>

<b>CAMPUS SAFETY OFFICERS</b>	<b>Staff</b>
Adam Cooper .....	acooper@mtschool.edu
Yvonne Parker,.....	yparker@mtschool.edu





## ADMISSION POLICES & PROCEDURES

### **POLICIES & PROCEDURES:**

Policies & procedures may be amended at any time in accordance with regulations by the school Campus Director and/or Board of Directors.

Admission applications may be submitted to an admissions representative. At the time of application, official transcripts from high school or GED and any post-secondary institutions attended by the applicant should be requested to be sent directly to the school Registrar. Foreign documents must be translated into English and may be required to be notarized on translated document. Translated documents must indicate it is an equivalent US high-school diploma.

Upon receipt of the application, passage of the entrance exam, acceptance by the review committee, application for or receipt of official transcripts and any other required documents, the applicant will be notified regarding acceptance for admission by mail.

In order for a potential student to be considered a *regular student* he/she must meet all the admission requirements and be enrolled or accepted for enrollment in one of our eligible programs. He/she must also be at least 18 years of age & possess a high school diploma or equivalent GED.

### **ENGLISH ONLY INSTRUCTION**

Modern Technology School does not provide visa services, nor vouch for student status. Applicants must be proficient in English at a High School Level. All courses are taught in English; all clinical internship sites are English speaking sites.

The recommended level of English language proficiency should be the Professional Working Proficiency or fourth level of five in the Interagency Language Roundtable (ILR) scale of language proficiency, formerly called the Foreign Service Institute (FSI) scale. Proficiency of the English language must be that of a High School level.

This level is sometimes referred to as S-3 or Level 3. A person at this level is described as follows:

- able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, & professional topics,
- can discuss particular interests & special fields of competence with reasonable ease,
- has comprehension which is quite complete for a normal rate of speech,
- has a general vocabulary which is broad enough that he or she rarely has to fumble for a word,
- has an accent which may be obviously foreign; has a good control of grammar; & whose errors virtually never interfere with understanding & rarely disturb the native speaker.

### **ADMISSION REQUIREMENTS ALL PROGRAMS:**

- Must be proficient in the English language at a High School Level.
- High School Diploma, official transcript verifying High School graduation, or GED.
- Passing score on the Wonderlic assessment.
- Health screening.
- Financial arrangements must be completed prior to admission.
- Two reference forms.
- Approval of admissions committee based on personal interview.

**ADMISSIONS PROCEDURE Continued....**

**PROGRAM SCHEDULES:**

*MTS* reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

**PROGRAM CHANGES:**

*MTS* reserves the right to change or modify program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

**GRANTING PREVIOUS CREDIT**

*MTS* reserves the right to make the final determination as to the transfer of credits. Transfer credits are accepted for Medical Assisting waiver into the MA/X-ray program; and are determined on a case by case basis. Credit must be granted prior to enrollment and only by the Medical Assisting Director or Campus Director. Certain documentation will be required.

Transfer of credits are accepted for Ultrasound/Vascular, and are determined on a case by case basis. Credit must be granted prior to enrollment and only by the Ultrasound/Vascular Director or Campus Director. Official Transcripts will be required to determine eligibility.

The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.

Advanced standing, waiver of course requirements and/or credit will be given to students who have previously and satisfactorily completed courses equivalent to those required in specific curricula by Modern Technology School.

Such credit is determined upon evaluation of official transcripts, or certification of completion/ diploma. It is the policy of the school to **not** grant credit for courses taken more than three years prior to enrollment. Transfer students must complete a minimum of seventy percent (75%) of the required credit units for graduation at *MTS*.



## PROGRAMS OFFERED

# MEDICAL OFFICE ASSISTANT/BACK OFFICE

### THE PROGRAM:

The didactic portion of the program will cover medical terminology, practical math for healthcare workers, OSHA & CDC healthcare requirements and regulations, medical law & ethics, HIPAA requirements, basic human anatomy/physiology/pathology and clinical diagnostic examinations.

Clinical/laboratory medical office procedures included in the Medical Office Assistant/ Back Office program:

- Medical and Surgical Asepsis Training
- Office Management
- Proper Use of Body Mechanics
- Sterilization Procedures
- Vital Signs
- Medication Preparation and Administration (injections)
- Proper Specimen Collection and Processing
- Blood Collection (capillary and venipuncture)
- Use of Glucose Monitor & blood hemoglobin photometer
- Visual Examination (ophthalmoscope/Snellen chart)
- Ear Lavage (otoscope)
- Exam Preparation and Instruction
- ECG/EKG
- Healthcare Provider BLS/CPR with AED
- Healthcare Provider First Aid
- Medical Record Management

### EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory and clinical training needed to enable him/her to meet the entry level requirements for a position as an Medical Office Assistant/Back Office; with the ability to perform a variety of back office procedures to include, but not limited to, venipuncture, injections, EKG's, and various other routine laboratory procedures. The program also qualifies the student to sit for the National Certification Medical Assistant Examination.

### NATIONAL CERTIFICATION TESTING:

Modern Technology School is a proctoring site for the National Center for Competency Testing. The student is eligible to sit for the National Certification for Medical Assisting. Successful completion of **entire** program including the didactic & clinical internship is required before certification can issued. An MTS school diploma must be submitted to obtain CMA certification.

**NOTE:** The Medical Assistant/Back Office program is a stand-alone program and differs in hours and content, than the X-ray Technician/Medical Assistant program. Students who drop at any point during the X-ray/MA course are not eligible to obtain the MA certification or diploma.

**MEDICAL OFFICE ASSISTANT/BACK OFFICE** continued . . .

**CAREER OPPORTUNITIES:**

Once the graduate has completed the program and passed the CMA exam he/she can assume a responsible entry-level Medical Assistant-Back Office position as a member of the healthcare team in a physician's office, hospital, chiropractic office or clinic. Jobs are available in private practice, industry and government service.

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**PROGRAM OF INSTRUCTION**

**MEDICAL OFFICE ASSISTANT/BACK OFFICE**

**Certificate Awarded - DIPLOMA**

**Maximum Class Size: 12**

**PROGRAM OUTLINE:**

<b>COURSE CODES</b>	<b>SUBJECTS</b>	<b>CLASS ROOM HOURS</b>	<b>LAB HOURS</b>	<b>INTERNSHIP HOURS</b>	<b>QUARTER CREDIT HOURS</b>
OM 101	This course provides the student with the understanding of how a medical office is managed. This course further prepares the student to use office equipment and understand the upkeep of it. Students will also learn what information is needed to set up patient appointments and what related documentation is needed.	40.00	0.00	0.00	2.50
OM 102	Students will be provided information regarding the patient's medical record documentation. Also students will learn about electronic medical data input and the various systems available. Students will be instructed about common medical examination preparations and screening procedure documentations needed for patient files.	80.00	0.00	0.00	5.50
MA 101	Orientation, Intro to Medical Assisting, Medical Terminology, Medical Asepsis, Infection Control, Blood borne Pathogen Safety, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Medical & Surgical Asepsis, Sterilization, Minor Surgery, Pharmacology, Medication Administration & Injections.	60.00	20.00	0.00	5.00
MA 102	Medical Terminology, Visual Acuity Testing, Eye & Ear Lavage. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous & Endocrine.	47.50	32.50	0.00	5.00
MA 103	Medical Terminology, Hematology, Blood Collection, Laboratory Procedures, EKG/ECG, BLS CPR/AED & First Aid. Anatomy for the following body systems: Respiratory, Circulatory, Immunology, Cardiac Screening, Intro to Administrative Skills, CMA review, Program Finals	47.50	32.50	0.00	5.00
MA 104	Clinical Internship Experience	0.00	0.00	240.00	9.00

**PROGRAM TOTALS:**

	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	QUARTER CREDIT HOURS
CLASSROOM CLOCK HOURS:	275.00	85.00	0.00	23.00
INTERNSHIP CLOCK HOURS:	0.00	0.00	240.00	9.00
INSTRUCTIONAL HOURS:			600	
<b>TOTAL CLOCK &amp; OUTSIDE HRS/QCH:</b>			<b>750</b>	<b>32.00</b>
<b>PROGRAM LENGTH:</b>	<b>Approximately: 30 weeks</b> (EXCLUDING HOLIDAY BREAKS)			

**MEDICAL OFFICE ASSISTANT/BACK OFFICE EQUIPMENT**

The school provides a lab setting, similar to those observed in most medical clinic environments, to accommodate clinical competency skills development. Specialized lab equipment includes:

- ✓ Medical Examination Tables
- ✓ Stethoscope/Sphygmomanometer
- ✓ Balance Beam Scale
- ✓ Biohazard Sharps Containers
- ✓ Mayo Stand-Minor Surgery Set Up
- ✓ Autoclave
- ✓ Bandaging and Dressing Supplies
- ✓ First Aid Supplies
- ✓ Otoscope
- ✓ Ear Lavage Supplies
- ✓ Ophthalmoscope
- ✓ Snellen Eye Charts
- ✓ Injection Phantoms
- ✓ Injection Supplies & Equipment
- ✓ Urinalysis Supplies & Equipment
- ✓ Clinitek Status Analyzer Equipment
- ✓ Microscopes & Equipment
- ✓ Adult Venipuncture Training Arms
- ✓ Venipuncture & Capillary Equipment
- ✓ Centrifuge Machines
- ✓ Adult/Child & Infant CPR Training Mannequins
- ✓ CPR Training Equipment
- ✓ Automated External Defibrillator
- ✓ ECG/EKG Machine & Supplies
- ✓ Documentation Charting Supplies





# X-RAY TECHNICIAN

The California Department of Public Health—Radiologic Health Branch has set minimum standards for all x-ray schools with educational programs for X-Ray Technicians. Our program of studies meets these minimum standards:

<b>X-RAY TECHNICIAN—</b>	<b>California Department of Public Health Radiologic Health Branch, Title 17 Regulations</b>
Didactic Requirement:	▪ 1,155 Instructional Hours (1,443 Clock Hours)
Clinical Requirement:	<ul style="list-style-type: none"> <li>▪ 50 Chest Exams—minimum 3 month internship</li> <li>▪ 50 Upper Extremity Exams—minimum 3 month internship</li> <li>▪ 50 Lower Extremity Exams—minimum 3 month internship</li> <li>▪ 200 Torso-skeletal Exams—minimum 3 month internship</li> <li>▪ Exam categories may be completed concurrently</li> </ul>

## THE PROGRAM:

The program will cover the principles of radiographic imaging, medical terminology, anatomy & physiology, x-ray physics, radiation protection, radiobiology, digital radiography, positioning factors for Chest, Extremity and Torso-skeletal x-ray categories. The program also includes Medical Assisting /Back Office procedures, such as medical terminology, medical law and ethics, fundamental anatomy & physiology, back-office examinations, first aid and healthcare provider CPR.

## EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory and clinical training needed to enable him/her to meet an entry level position as an X-ray Technician/Medical Assistant with the ability to perform Chest, Extremity and Torso-skeletal X-ray procedures and a variety of Medical Assistant/Back Office procedures. In addition, Medical Assistant students will be able to sit for the CMA Examination.

## CALIFORNIA STATE X-RAY TECHNICIAN EXAMINATION:

All successful graduates of the X-ray Technician/Medical Assistant program are eligible to take the **California State X-ray Technician Examination** through the American Registry of Radiologic Technologist in the appropriate training categories of Chest, Extremity, Torso-skeletal & Digital radiography. The examination can be scheduled at multiple testing centers throughout California. It is mandatory in California to have a valid x-ray license issued by the CDPH-RHB to operate x-ray equipment.

**X-RAY TECHNICIAN/MEDICAL ASSISTANT continued . . .**

**CAREER OPPORTUNITIES:**

Once the graduate passes the *California State X-Ray Technician Examination* he/she can pursue a responsible entry-level position as a member of the healthcare team in a physician's office, urgent care facilities, imaging centers, industrial medicine clinics, chiropractic office, sports medicine, orthopedics or in a hospital (with experience). Jobs are available in private practice, corporate healthcare, and government service.

**PROGRAM OF INSTRUCTION**

**X-RAY TECHNICIAN / MEDICAL ASSISTANT**

**Certificate Awarded - DIPLOMA**

**Maximum Class Size: 12**

**PROGRAM OUTLINE - FIRST QUARTER:**

<b>COURSE CODES</b>	<b>SUBJECTS</b>	<b>CLASS ROOM HOURS</b>	<b>LAB HOURS</b>	<b>INTERNSHIP HOURS</b>	<b>QUARTER CREDIT HOURS</b>
MA 101	Orientation, Intro to Medical Assisting, Medical Terminology, Medical Asepsis, Infection Control, Blood borne Pathogen Safety, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Medical & Surgical Asepsis, Sterilization, Minor Surgery, Pharmacology, Medication Administration & injections.	60.00	20.00	0.00	5.00
MA 102	Medical Terminology, Visual Acuity Testing, Eye & Ear Lavage. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous, & Endocrine.	47.50	32.50	0.00	5.00
MA 103	Medical Terminology, Hematology, Blood Collection, Laboratory Procedures, EKG/ECG, BLS CPR/AED & First Aid. Anatomy for the following body systems: Respiratory, Circulatory, Cardiac Screening, Intro to Administrative Skills, CMA review, Program Finals	47.50	32.50	0.00	5.00
<b>FIRST QUARTER TOTALS</b>		<b>155.00</b>	<b>85.00</b>	<b>0.00</b>	<b>15.0</b>



**PROGRAM OUTLINE - SECOND QUARTER:**

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	QUARTER CREDIT HOURS
XR 201	X-Ray Technology	65.00	10.00	0.00	5.00
XR 202	Specialized Chest Radiography	15.00	5.00	0.00	1.00
XR 203	Specialized Extremity Radiography	50.00	25.00	0.00	4.50
XR 204	Specialized Torso-skeletal Radiography	50.00	25.00	0.00	4.50
XR 401	Radiobiology & Radiation Protection	50.00	20.00	0.00	4.50
<b>SECOND QUARTER TOTALS</b>		<b>230.00</b>	<b>85.00</b>	<b>0.00</b>	<b>19.50</b>

**PROGRAM OUTLINE - THIRD QUARTER:**

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	QUARTER CREDIT HOURS
XR 301	Digital Radiography	20.00	0.00	0.00	1.00
XR 302	Radiation Physics	20.00	0.00	0.00	1.00
XR 303	X-Ray Medical Procedures & Review	20.00	0.00	0.00	1.00
XR 304	Clinical Application Skills I	0.00	0.00	240.00	9.00
<b>THIRD QUARTER TOTALS</b>		<b>60.00</b>	<b>0.00</b>	<b>240.00</b>	<b>12.00</b>

**PROGRAM OUTLINE - FOURTH QUARTER:**

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	QUARTER CREDIT HOURS
XR 402	Clinical Application Skills II	0.00	0.00	280.00	10.50
XR 403	X-Ray Review & Exam Preparation	20.00	0.00	0.00	1.00
<b>FOURTH QUARTER TOTALS</b>		<b>20.00</b>	<b>0.00</b>	<b>280.00</b>	<b>11.50</b>

**PROGRAM TOTALS:**

CLASSROOM CLOCK HOURS:	465.00	170.00	0.00	39.00
INTERNSHIP CLOCK HOURS:	0.00	0.00	520.00	19.50
INSTRUCTIONAL HOURS:	465.00	170.00	1155.00	~
<b>TOTAL CLOCK &amp; OUTSIDE HRS/QCH:</b>	<b>0.00</b>	<b>0.00</b>	<b>1443.00</b>	<b>58.00</b>
<b>PROGRAM LENGTH:</b>	<b>Approximately 46 weeks</b>			
<b>CLASS SCHEDULE:</b>	<b>Day &amp; Evening –both with day time internships</b>			

**NOTE: Students must complete the entire X-ray Technician / Medical Assisting program and receive their diploma to be eligible to apply for the CMA certification. Students who drop prior to graduation will not be eligible to receive their CMA certification.**

## X-RAY EQUIPMENT

The school provides energized x-ray units and practice/non-energized x-ray units, as well as a processing room, to accommodate clinical competency skills development. Specialized x-ray equipment includes:

- ✓ Live x-ray machines
- ✓ Live digital x-ray equipment
- ✓ Skeletons
- ✓ Positioning aides
- ✓ Calipers
- ✓ X-ray illuminators
- ✓ Lead aprons
- ✓ Radiation protection devices
- ✓ Automatic film processor
- ✓ Conventional cassettes/film
- ✓ Digital cassettes/image receptor
- ✓ Densitometer
- ✓ Penetrometer
- ✓ X-ray training phantoms



# DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

The DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY program is offered for the student who wishes to obtain preparation for employment in the field of diagnostic medical ultrasound and vascular technology.



**DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY Continued . . .**

**THE PROGRAM:**

The Diagnostic Medical Ultrasound/Vascular Technologist program is an 18 month course of study with three major components: didactic, laboratory & clinical internship. The didactic and laboratory portions average twenty-four hours per week; and upon placement in a clinical internship, the student is required to commit to a maximum of thirty-six to forty hours per week. All internships require a day time commitment.

The program will cover the ultrasound technology, vascular technology, anatomy & physiology, pathology, scanning protocols, ultrasound physics and medical ethics, medical terminology and patient care. The predominant didactic scope of the program is in abdomen, obstetrics and gynecology, small parts, vascular evaluations, abdominal Doppler of vasculature & abdominal structures, venous & arterial imaging and evaluation.

**EDUCATIONAL OBJECTIVE:**

To provide students with didactic, laboratory and clinical training necessary to obtain employment in the field of ultrasound. Sonographers are frequently required to perform vascular procedures as part of their caseload. Students completing the ultrasound/vascular technology course will be able to perform various procedures related to diagnostic ultrasound and vascular technology.

**NATIONAL REGISTRY EXAMINATION - ARRT or ARDMS:**

Successful graduates of the program are eligible to sit for the ARDMS registry examination in general ultrasound and/or vascular technology, or the ARRT Examination in Sonography (primary-path).

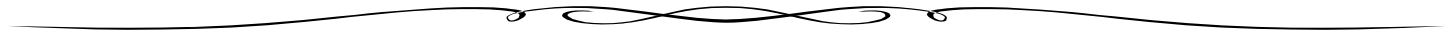
MTS graduates interested in taking the ARDMS exam must meet the prerequisite requirements listed on the ARDMS registry website:

- 12 months post-graduate employment
- 12 continuing education credits in ultrasound
- A letter of verification of hours from employer

MTS graduates interested in taking the ARRT Sonography Examination (primary path) must have an Associate degree (any major) prior to taking the examination.

**CAREER OPPORTUNITIES:**

Students completing the Diagnostic Medical Ultrasound/Vascular Technologist program will be able to obtain entry-level employment as either an ultrasound &/or vascular technologist. Employment opportunities will be found in medical centers, hospitals, imaging centers, mobile or portable companies, or the ultrasound registry. Student employment opportunities also exist in ultrasound departments that require sonographers performing diagnostic procedures to be cross-trained in vascular technology.



**PROGRAM OF INSTRUCTION**

**DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY**

**Certificate Awarded – Diploma**

**Maximum Classroom Size: 8**

**PROGRAM OUTLINE:**

	<b>INSTRUCTIONAL HOURS</b>	<b>QCH</b>
<b>MODULE I = (8 WEEKS)</b>		
HUMAN ANATOMY AND PHYSIOLOGY	48 HRS	3.00
MEDICAL TERMINOLOGY	72 HRS	5.00
COLLEGE MATHEMATICS	48 HRS	3.00
PATIENT CARE AND BLS/CPR	24 HRS	1.50
<b>MODULE II = (8 WEEKS)</b>		
ABDOMEN 100	48 HRS	3.00
OB/GYN 101	72 HRS	5.00
SCANNING LABORATORY 103	72 HRS	3.50
<b>MODULE III = (8 WEEKS)</b>		
ABDOMEN 200	40 HRS	2.50
OB/GYN 201	60 HRS	4.00
SCANNING LABORATORY 203	72 HRS	3.50
<b>MODULE IV = (8 WEEKS)</b>		
ABDOMEN 300	40 HRS	2.50
OB/GYN 301	60 HRS	4.00
SCANNING LABORATORY 303	72 HRS	3.50
<b>MODULE V = (8 WEEKS)</b>		
OB/GYN 401	40 HRS	2.50
PHYSICS 202	36 HRS	2.50
SCANNING LABORATORY 403	72 HRS	3.50
<b>MODULE VI = (8 WEEKS)</b>		
CLINICAL I	256 HRS	9.50
PHYSICS 302	20 HRS	1.00
PHYSICS 402	12 HRS	0.50
<b>MODULE VII = (8 WEEKS)</b>		
CLINICAL II	256 HRS	9.50
VASCULAR PRINCIPLES 500	32 HRS	2.00
SCANNING LABORATORY 700	32 HRS	1.50
<b>MODULE VIII = (8 WEEKS)</b>		
CLINICAL III	256 HRS	9.50
VASCULAR PRINCIPLES 501	32 HRS	2.00
SCANNING LABORATORY 701	32 HRS	1.50
<b>MODULE IX = (8 WEEKS)</b>		
CLINICAL IV	256 HRS	9.50
VASCULAR PHYSICS 600	32 HRS	2.00
SCANNING LABORATORY 702	32 HRS	1.50
<b>MODULE X = (4 WEEKS)</b>		
VASCULAR PHYSICS 601	16 HRS	1.00
SCANNING LABORATORY 703	16 HRS	.50
CAREER PREPARATION	16 HRS	1.00
<b>TOTAL PROGRAM LENGTH: Approximately 76 weeks</b>	<b>2,172 HRS</b>	<b>105.0</b>
<b>TOTAL CLOCK &amp; OUTSIDE HRS/QCH: 2399 HRS</b>		

## ULTRASOUND/VASCULAR EQUIPMENT

Specialized ultrasound equipment includes:

- ✓ Ultrasound Units
- ✓ View Boxes
- ✓ Exam Tables & Supplies
- ✓ Plethysmography Unit
- ✓ Gloves
- ✓ Gel & Warmers
- ✓ Drapes



Ultrasound equipment is typical equipment found in clinical and hospital settings.

# CLINICAL INTERNSHIP—ALL PROGRAMS

In the latter portion of each program, the student will begin the clinical phase, and will be placed in a healthcare facility to continue learning under clinical professionals. During this time, the student is expected to perform in an ethical, professional manner and to assist the clinical professionals in all matters requested within the scope of the student's training. The school is not responsible for the volume of patients at any time during the internship. Clinical training may be longer due to patient volume.

All clinical sites are carefully selected, based on evaluation of clinical personnel, case load, facilities, geographic location and, when applicable, approval by the Radiologic Health Branch of the State of California. Clinical placement is at the sole discretion of the program director. All clinical training is to be conducted during the day—no night, evening, weekend or grave yard shifts will be available for training purposes. Clinical training is full-time. Students will be subjected to background checks by clinical facilities prior to entry.

Criteria used for selection is: student suitability for a specific site, availability of a site at the time of placement &/or department reorganization. Circumstances sometimes arise that will cause a delay in clinical scheduling. Clinical assignments for students meeting the requirements for internship placement will be made according to the clinical policies.

Modern Technology School maintains affiliation agreements with multiple clinical facilities. In order to maintain formal and structured relationships with these clinical affiliates, a student, or his/her representative, parents, rehabilitation counselor, etc., are NOT PERMITTED to approach a school affiliated clinical facility on his or her own. If a student has a particular interest in a clinical facility with which MTS is not affiliated, the student must bring this to the attention of the program director, who will evaluate the clinical setting for approval.

## CRITERIA FOR PLACEMENT IN A CLINICAL INTERNSHIP SITE

The eligibility criteria for placement in a clinical site are as follows:

1. Student must be cleared from each department prior to clinical placement.
2. Student must have a GPA of 70% with 80% attendance in each course and/or module of the program prior to entering clinical rotation.
3. Tuition payments must be current with no outstanding Financial Aid issues.
4. All students must have a current and valid BLS/CPR card.
5. Student must have completed the appropriate health screening per program.
6. Student must have reliable transportation to and from the clinical site.
7. If applicable, student must be in strict compliance with any probation plan in place at the time of eligibility for placement.

## CLINICAL INTERNSHIP Continued....

Once eligible; the *selection criteria* for placement in a clinical site are as follows:

1. Best attendance/punctuality in the class.
2. Level of clinical competency in medical assisting, x-ray & ultrasound/vascular procedures.
3. Best overall grade point average.
4. Conduct in the classroom & labs – with specific emphasis on interaction with peers/staff.
5. Probation's accrued.
6. Instructor recommendation.

Other selection requirements:

1. If a student declines an offered clinical site, he/she has 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
2. Any student fired from a clinical site has 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
3. If a student is required to find his/her own clinical site, he/she is prohibited from contacting facilities that are under contract with *Modern Technology School* at that time. If the student contacts one of the currently contracted facilities, disciplinary action, up to and including expulsion, will be taken.
4. If subsequent to placement in a clinical site, any student demonstrates academic failure of any component, module, or final exam, the following may occur:
  - a. If a student is required to repeat, due to failure, any class, component, or module of the program, that student may be pulled from his/her clinical site permanently. The student will be suspended from clinic until that student successfully demonstrates academic competency in the repeated class, component, or module.
  - b. This may extend the completion date of the program.

## CLINICAL PROTOCOLS

A professional attitude during clinical internship is required by the clinical facilities and the school. The clinical intern student is expected to follow all clinical protocols and rules and take pride in his/her participation. The clinical intern student is expected to be in attendance during all scheduled hours. He/she must **never** reveal any confidential medical information to patients or their family. Good personal hygiene is mandatory and dress code must meet clinical department requirements. If you fail to notify the clinical site and/or the school of your need to be absent, disciplinary action will be taken. No time off or vacation is to be taken during your clinical rotation, except for a formal leave of absence.



## CLINICAL INTERNSHIP Continued....

The Medical Assistant/Back office program is a full-time assignment. (40 hours per week/240 total hours). You must make all the necessary arrangements to meet this requirement before starting clinical rotation. Typical clinical hours are Monday – Friday, 8 am – 5 pm. All students must take a required ½ hour lunch which is not included in the clinical hours.

The X-Ray/Medical Assistant clinical internship is combined with classroom training, & is a full-time assignment (35-40 hours per week/520 total hrs). Radiologic Health Branch regulations require X-ray students wear their dosimeter & name tag at all times during internship. You must make all the necessary arrangements to meet this requirement before starting their clinical rotation. Typical clinical hours are Monday – Friday, 8 am – 5 pm. All students must take a required ½ hour lunch which is not included in the clinical hours.

The Diagnostic Medical Ultrasound/Vascular Technology clinical internship, combined with classroom training, is a full-time assignment (32-36 hours per week/1024 total hrs). Clinical hours may require a daytime, evening or weekend commitment. You must make all the necessary arrangements to meet this requirement before starting their clinical rotation. All students must take a required ½ hour lunch which is not included in the clinical hours.

Students must have reliable transportation available to and from their clinical assignment.

Students will be subjected to background checks by clinical facilities prior to entry.

*MTS* maintains general liability insurance on all students during clinical internship.

## EVALUATION OF CLINICAL PERFORMANCE

Competency based standards are set by the school for clinical performance. Both the clinical facility and school personnel will submit evaluations.

Failing clinical training or violating standards of department during a clinical internship can result in program failure. A restart of clinical will be evaluated on a case-by-case basis, and may require additional tuition charges. Only upon satisfactory completion of all segments of the program will a Diploma be issued.

## CASE STUDY LOG AND TIME SHEET

Each clinical student is required to maintain a time sheet and a logbook of cases observed and performed by the student during internship. Submission of time sheets, procedural counts and copies of clinical logs to the clinical department on a **weekly basis is mandatory** and is a requirement of graduation.

## SCHOOL HOLIDAYS DURING CLINICAL INTERNSHIPS

*MTS* Holidays listed in this catalog represents classroom/didactic days recognized only by the school. These holidays DO NOT pertain to students' clinical training schedule. Each student is required to maintain the scheduled clinical hours and days at the clinic to which they are assigned, and may take only those holidays recognized by the clinical facility. In addition, as during the classroom phase, students are not allowed to take vacations during their clinical or didactic training. Satisfactory attendance must be maintained during all phases of students' programs.

## CONTINUING EDUCATION CREDITS OFFERED

### POST GRADUATION CONTINUING EDUCATION CREDITS:

Once the graduate is certified they must maintain continuing education requirements. X-ray technicians must have obtained 24 CE credits to renew their permit every two years through an approved institution. Medical Assistant graduates must complete 14 CE credits to renew their license or certification through the NCCT.

*Modern Technology School* has created several continuing education courses which are available to purchase, for X-ray Technician graduates and other members in the medical community who are required to submit continuing education credits for renewal of x-ray certification. All CE courses at Modern Technology School are approved by the American Society of Radiologic Technologists for category "A" continuing education credits.

Please see *Modern Technology School's* web-site to for more information. [www.mtschool.edu](http://www.mtschool.edu).



## GRADUATION REQUIREMENTS



### REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Student must successfully complete all required course work with a grade point average of 70% or better; plus complete and pass all clinical training hours. Students must also fulfill all financial obligations to *Modern Technology School* prior to graduation.

In order to receive a diploma, and in order to be seated for the state x-ray exam(s), students must fulfill all academic, clinical and financial requirements within 30 days of the completion of their program. The graduate will receive a diploma from the school recognizing the graduate's achieved competency.

Graduation requirements include:

- Satisfactory completion of all didactic, lab and clinical components of the program.
- The clinical logbook, time sheets, log-sheets, case studies and clinical evaluations must all be submitted for evaluation.
- All financial obligations to the school paid in full.
- A graduation clearance must be completed by all departments at the school.

All student records are permanently maintained by the school and can be furnished to students upon written request provided all financial obligations are current. The first copy of official school transcripts will be provided free of charge. A \$10.00 fee will be assessed for each additional copy of official school transcripts. Students requesting any copies from their educational files will be charged \$10.00 for up to 20 pages and \$1.00 per additional pages per request.

The academic credential awarded upon graduation for each program is a Modern Technology School diploma.

**GRADUATION REQUIREMENTS Continued...**

**TRANSFERABILITY OF CREDITS/UNITS EARNED AT MODERN TECHNOLOGY SCHOOL**

Modern Technology School has not entered into an articulation agreement with any other college or universities.

The transferability of credits you earn at Modern Technology School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Medical Office Assistant/Back Office, X-ray Technician/Medical Assistant, or the Diagnostic Medical Ultrasound/Vascular Technology programs are also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Modern Technology School to determine if your diploma will transfer.



## FINANCIAL AID CONSUMER INFORMATION

Financial Aid is the money you receive from a variety of sources to help cover the total cost of education. Regardless of income, most people are eligible for some kind of financial aid. This can include:

- Grants or campus based programs; sometimes called free money or gift aid, or
- Loans, including Federal Stafford loans for students or Federal PLUS loans for parents and alternative loans.

Specific written information as provided under Title IV of the Higher Education Act and its amendments is available free of charge to interested parties from our Financial Aid Office.

Anyone desiring further information regarding our financial aid programs, policies and procedures may contact the Financial Aid Director during business hours and request our financial aid assistance information pamphlet and Free Application for Federal Student Aid - FAFSA forms.

Recipients of financial aid are subject to all terms and conditions of federal regulations for eligibility, enrollment, disbursement, and continued satisfactory progress. Therefore, financial aid programs under Title IV are awarded based on need as determined by the applicable program regulations to the extent that funds are available to the school or to the student directly.

In addition to the Federal Pell Grant application, the school requires verification of income and assets of the applicant, spouse and parents, if applicable, for the base year and academic year and/or award year prior to the determination of the applicant's eligibility status and amount of aid for which the student is eligible. All applicants who are awarded Title IV funds will be given a formal letter regarding the amount, the program, and the conditions of the estimated aid awarded. The written estimated offer must also be accepted in writing by the student prior to any aid being disbursed.

The financial aid paid to eligible students will be paid on a voucher system. The disbursements will be made in a minimum of two equal installments: one at the beginning of the program, and the second at the completion of the program's mid-point.

Modern Technology School does disburse Title IV aid for living expenses to eligible students. Eligibility funding will be applied to the extent of the program cost. Excess Title IV funds, if any, for those who did not apply for living expenses, have been applied to a student's account that exceed the school costs will immediately be notified to the student. The student can then make a decision within 14 days if he/she wishes to have the excess amount or can choose to return to the lender to reduce indebtedness of student loan. To those student that were dropped, terminated or withdrew, all excess funds that have been applied to a student's account will be refunded or returned to the lender/holder of the funds accordingly.

Satisfactory academic progress is required for all disbursements of Title IV program awards. For the purpose of financial aid disbursements, satisfactory progress must be maintained.

If the student does not maintain satisfactory academic progress, the subsequent scheduled disbursements will be withheld until the conditions causing the funds to be withheld have been rectified and written verification is received by the Financial Aid Director based on established policy of the Campus Director, the Program Director and Instructors involved in classes in which the

**FINANCIAL AID INFORMATION continued . . .**

student failed to maintain satisfactory academic progress. Please refer to the satisfactory progress description found in the academic policies of this catalog.

Students dismissed from school for other than failure to maintain satisfactory academic progress will not be eligible to receive any subsequent scheduled awards and will be required to complete the school process for re-admission. An exit interview will be required with the Financial Aid Director upon dismissal.

Exit interviews are required of all loan recipients who have graduated, dropped or been dismissed. During the exit interview loan recipients will be given a repayment schedule and disclosure form, which summarizes the total amount borrowed, the total amount of interest and the interest rate as outlined on the borrower's interim or in-school promissory note. The repayment schedule will also fix the first date, in addition to the number of monthly payments, required to pay the loan plus interest.

During the exit interview, the Financial Aid Director will also review the borrower's rights and responsibilities and provide a copy for future reference. The borrower must sign all documents if the borrower does not wish to invalidate any conditions allowed for the repayment of the loan.

All loan recipients will receive payment books through the mail prior to the first payment due date of the loan. All loan recipients are required to notify the Financial Aid Director or business office regarding any change of address to ensure all communications regarding the repayment of the loan are received on a timely basis and for the protection of the borrower's rights, since the school has specific United States Department of Education reporting requirements on individual loans made with Federal funds or guarantees of interest payments on an individual basis.

**Federal Family Education Loan Programs:** If you need to borrow to help pay for college, there are Federal Stafford loans (unsubsidized and subsidized) for students, and Federal PLUS loans for parents. The amount you can borrow varies by the type of loan and your enrollment status.

1. *Subsidized:* are need-based. The federal government does not charge interest while you're in school. Six months after graduating, leaving school or dropping below half-time status, **you must begin repaying your loan.**
2. *Unsubsidized:* are for qualified students, regardless of income. While you don't have to show financial need, you do have to meet all the other requirements for the subsidized Stafford loan. Interest payments also begin immediately but may be deferred. Payments on the principal start six months after you are no longer enrolled at least half time.
3. *Federal PLUS (Parent) Loan:* are for parents with a good credit history to help pay for their dependent's college costs. Interest begins to accrue when the first funds are released. Repayment begins within 60 days after the last disbursement for the school year. To apply, your parents must complete the PLUS loan application Promissory Note.

**Loans:** Students obtaining a loan to pay for an education program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

**FINANCIAL AID INFORMATION continued . . .**

**Federal Pell Grants:** are targeted to undergraduate students with very high need. The amount of your Pell Grant is determined by the size of your expected family contribution (EFC), the school's cost of attendance, your enrollment status, e.g. half-time or full-time and whether you attend for part of all of the school's academic year. As with all grants, Federal Pell Grants **do not have to be repaid.**

**Federal Supplemental Educational Opportunity Grants - FSEOG:** are for undergraduates with exceptional financial need, with priority to those receiving Pell Grants starting with the lowest EFC.

The financial aid programs are made available to students attending this school as a matter of convenience, and in no way is the offer of financial assistance an inducement to enroll or an implied guarantee of employment.

For purposes of Federal Pell Grant determination, a full-time student is defined as a student enrolled in a minimum of thirty-six (36) credit-units of class/clinical work each academic year. Half-time attendance status is defined as a student enrolled in a minimum of eighteen (18) credit units of class/clinical work each academic year.

The U.S. Department of Education certifies this institution as an eligible participant in the federal Student Financial Aid - SFA programs established under the Higher Education Act of 1965 - HEA, as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other Institutional charges it is eligible to retain using either the state/institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If a student received more SFA funds than he or she earned under the federal return of Title IV funds policy, the institution, and in some cases the student, is required to return the unearned funds to the federal treasury. The student must pay any unpaid balance that remains after the return of Title IV funds policy has been applied to the state/institutional policy to the institution.

Any monies due an applicant or student will be refunded within thirty (30) days of the date of cancellation, withdrawal, termination of drop/date of determination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or (b) the point at which the student fails to meet the published attendance policies outlined in this Catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

If student does not return following a leave of absence on the date indicated on the approved written request, refunds will be made within thirty (30) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

## **ADMINISTRATIVE POLICIES**

### **REGISTRATION**

During registration, class schedules are reviewed with each student to ensure timely progress through their program. Students are urged to register on time, as class space is limited. Students must be registered prior to attending class.

### **ADMINISTRATIVE PREROGATIVES**

*MTS* reserves the right at any time to make changes, as necessary, in the regulations, policies and fees, and to cancel any course if registration does not justify continuance.

### **ORIENTATION**

Orientation for new students is held on the first day of each class start. Pertinent policies and procedures concerning students and the school are discussed. The student signs a signature sheet acknowledging receipt of the school catalog. The student retains a copy of the school catalog and the original signature page is placed in the academic file.

### **PROGRAM CHANGES**

Permission must be obtained from the Program Director for a change in the program. In keeping with the School's philosophy of a response to the needs of the students and employers, *MTS* reserves the right to make modifications in the course content and the structure of the curriculum. Such modifications will be in compliance with existing State and Federal regulations.

### **CURRENT FILE**

Students must file their current legal name, address and phone number with the school registrar within five (5) days of any change.

### **SCHOOL CATALOG**

A student entering *Modern Technology School* has made a commitment to reach a professional vocational goal. To aid the student in the process, he/she receives a current copy of the school catalog. The catalog outlines student rights and responsibilities as well as the school policies, rules and regulations that directly affect the student. The student is aware of the standards of performance and conduct expected; standards which will result in success in their chosen field. The school encourages students to review the catalog and school performance fact sheet prior to signing an enrollment agreement.

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.

### **REPEATING A MODULE**

A student failing any individual subject may not continue in the program. Students who fail any portion of a module are subject to repeat the entire course module. Repeating a course module is established solely on a case by case basis. A student may only recycle once in the entire program. The cost of the repeat course module will be based on the number of credit hour to be repeated, by percentage, and the total tuition cost in effect at the time the course is to be repeated. The student must achieve a passing grade in the repeated course or course module in order to continue to the next phase of the program. All pending examinations must be completed prior to entering the next course module.



## ADMINISTRATIVE POLICIES continued...

If failure of a course indicates to the faculty that the student may not benefit from continued participation in the program, permission to repeat may not be granted. If a student fails a course, the student fails the program. The repeating of a course module is based upon space availability and is at the sole discretion of MTS.

**Note:** Financial Aid may or may not be available for repeat courses. Please see the Financial Aid Director for each individual case.

## RE-ADMISSION

A student who has withdrawn from the school and was in good academic standing; may be reinstated upon request of the re-enrollment committee. Also, provided is has been less than six (6) months since the last date of attendance. The applicant for re-admission may be required to take a proficiency exam to test retained knowledge.

If remedial work is deemed necessary by the faculty, MTS will advise the student of the schedule in writing. A new enrollment agreement will be written on all re-admissions and tuition, supplies and fees may be assessed relative to any remedial work required. The re-enrollment committee must approve a re-entry request from the same student.

## APPEALS

Students may appeal any decision regarding their progress, probation, suspension or dismissal. Appeals must be submitted in writing to the appropriate Department Director within two weeks of the action causing the appeal. An appeals board will review all appeals and notify the student of its decision within thirty (30) days.

## RESOURCE CENTER LIBRARY

The resource center library is composed of books, periodicals and reference books to support the courses offered in the various curricula. Students are encouraged to use and check out materials at *MTS* with the approval of the resource center coordinator. However, loss or damage to any materials will result in a charge to the student. Library is open during administrative hours. Many materials can be accessed on-line. *MTS* provides free WIFI throughout the building.

## PREGNANCY POLICY

It is the policy of Modern Technology School to ensure that students are able to finish their coursework when certain standards are met during their tenure. If a student is pregnant upon entry into the program or becomes pregnant during their course of study, they may not be able to complete the program. Disclosure of pregnancy is voluntary [This is in accordance with the NCR Regulatory Guide 8.13]. Pregnant students will **not** be placed into clinical rotation at the request of our facilities and because of the liability issues associated with this type of program.

Pregnant students who are not attending class on a full time basis will not meet satisfactory attendance standards and will have to be dropped from the program. A 60 day leave of absence may be used in some cases for students who are pregnant and who work with the Program Director to maintain an overall 80% attendance rate. Students who are dropped due to pregnancy can re-apply to the school within six months of their last date of attendance and only if they are not pregnant.

Students who are pregnant during the didactic phase of the program and are eligible to remain in class are required to wear a fetal monitor dosimeter.

**ADMINISTRATIVE POLICIES continued...**

**DRESS CODE POLICY**

- School uniform with *MTS* logo shall be worn at all times on campus
- Uniforms must be cleaned and pressed
- Shoes must be solid black or solid white closed toe shoes
- No sandals, multicolored shoes or Crocs brand shoes
- Plain colored jacket, sweater or zip front sweat can be worn (no pullovers—no logo's)
- A modest amount of jewelry may be worn
- No visible body piercings including ear plugs allowed
- No visible tattoos are permitted during clinical phase
- No artificial nails
- Long hair must be groomed and tied back. Hair must be a natural shade of color
- Moderate make-up, no perfume or cologne
- Good body hygiene must be maintained
- Students are required to wear student ID at all times on the school premises
- Clinic students must wear approved school uniform any time they are on campus
- No hats or scarves
- Facial hair for males must be kept to a minimum and groomed

Students shall observe the dress code at all times. This includes day classes, arriving at school, on class break, leaving campus, evening classes & during proctoring session.

Failure to comply with dress codes policy will result in the following:

- Student will not be admitted to class and will not receive credit for attendance.
- Repeated violations of established dress code may result in termination from the program.

**Note:** Variances from the established dress code, as stated above, must be requested in writing and shall be approved by the Campus Director.

**DRUG AND ALCOHOL POLICY**

In compliance with the Drug Free Schools and Communities Act (Public Law 101-26) Modern Technology School prohibits the unlawful possession, use, and/or distribution of illegal drugs, alcohol and marijuana by students. This includes providing alcoholic beverages or marijuana to a person under 21, and the possession or consumption of alcoholic beverages or marijuana by a person under 21. Any student who violates of this policy may be subject to disciplinary action, up to and including permanent expulsion. Students will be subjected to background checks by clinical facilities prior to entry.

No student shall use, sell or be under the influence of drugs, to include prescription drugs, alcohol or marijuana while on campus, in classrooms, labs, in the parking lot, at break or during clinical training hours. Anyone found or suspected of using, selling, or arriving under the influence will be subject to a random drug test at their expense. If a student tests positive for drugs, alcohol or marijuana, it is grounds for immediate dismissal from the program, without chance of reinstatement. Please see the full drug & alcohol policy outlined in the **Annual Safety Report** on our website; [www.mtschool.edu](http://www.mtschool.edu).

**SMOKING POLICY**

*MTS* is a smoke free campus—to include E-cigarettes. All smoking must be done in the lunch area near the mailboxes on the north side of the complex. E-cigarettes are not permitted in or near the building.

**ADMINISTRATIVE POLICIES continued...**

**HEALTH AND SAFETY POLICY**

It is the policy of MTS to have its facility in compliance with the requirements of the state and local building codes, the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, MTS will take action to obtain local medical services as needed. The School is OSHA compliant & CDPH-RHB compliant. Students must report any injury that occurs on school premises immediately to their instructor. Please see the full health & safety report can be found in the **Annual Safety Report** on our website [www.mtschool.edu](http://www.mtschool.edu). Hard copy will be furnished upon request.

**HARASSMENT & DISCRIMINATION POLICIES**

Modern Technology School is committed to the principle that it's learning and clinical environment be free from inappropriate conduct. Any type of harassment, discrimination, sexual harassment or sexual misconduct in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action or dismissal from the program.

This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any harassment, sexual harassment-misconduct or any inappropriate conduct.

Specifically addressing Sexual Harassment, Modern Technology School is committed to providing an environment which is free of sexual harassment in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope harassment directed to members of the same sex as well as harassment of members of the opposite sex. Sexual harassment is a form of harassment and discrimination strictly prohibited. It is strictly prohibited to engage in threats or reprisals to dissuade another from reporting sexual harassment under this policy; impede or obstruct the investigation under this policy of complaints of sexual harassment; or retaliate in any manner against someone for pursuing or participating in a charge of sexual harassment.

**Prevention of Dating Violence, Domestic Violence, Sexual Assault & Stalking Policies**

Modern Technology School prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors and applicants of Modern Technology School. This applies to any unwelcome conduct which violates state or federal laws regarding any dating violence, domestic violence, sexual assault and stalking.

Modern Technology School is committed to providing an environment which is free of dating violence, domestic violence, sexual assault and stalking, in any form. The policy applies regardless of the gender of the alleged victim or of the alleged offending party and would include within its scope, directed to members of the same sex as well as members of the opposite sex. Dating violence, domestic violence, sexual assault and stalking is strictly prohibited. The Schools annual policy can be found in the **Annual Safety Report** on the school's website at <https://www.mtschool.edu>

**PARKING POLICY**

**Student Parking:** Students are required to park in the center parking. Parking in front of any building from 8 AM to 6 PM in the complex is prohibited. These spots are reserved for customers of other business in the complex. Loud music or sport activities are also prohibited. No overnight parking.

**Parking lot activities:** MTS is located in a business park. Students of the school are obligated to conduct themselves in a professional manner regarding surrounding businesses. No sports, loud music or tailgate activities are allowed in the parking area. Keep a professional demeanor at all times.

**ADMINISTRATIVE POLICIES continued...**

**CRIME AWARENESS AND CAMPUS SECURITY POLICY**

In compliance with the Crime Awareness and Campus Security Act of 1990, *Modern Technology School* maintains and administers the policies as described below. In accordance with this act, all colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime prevention and crime rate statistics to all potential applicants and to all current employees. The full crime report can be found in the **Annual Safety Report** on the school's website at <https://www.mtschool.edu>.

**Crime Statistics for 2016-2018**

Number of Crimes Committed – Modern Technology School for the following years

Type of Crime	2016	2017	2018
Murder	0	0	0
Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence	0	0	0
Domestic violence	0	0	0
Stalking	0	0	0
Hate crimes to include:	0	0	0
• Larceny-theft	0	0	0
• Simple assault	0	0	0
• Intimidation	0	0	0
• Vandalism	0	0	0
• Destruction /damage of property	0	0	0

The cooperation and involvement of the students and staff in a campus safety program is absolutely necessary. Students and staff must assume responsibility for their own safety and the security of their personal belongings by taking simple common sense precautions. Students and employees with cars should keep them locked at all times. Valuables should be locked in the trunk or out of sight. Students and employees should report any suspicious looking persons/vehicles who they feel should not be around the parking areas that are used by students or staff. Also any unusual incidents should be reported. **The Fountain Valley Police Department telephone number is: 714-593-4483.**

**ADMINISTRATIVE POLICIES continued...**

**FERPA - DISCLOSURE OF EDUCATIONAL RECORDS**

Adult students, parents of minor students and tax dependent students have the right to inspect, review and challenge information contained in their educational records or those of their minor or tax dependent child. Educational records are defined as files, materials and documents which contain information directly related to a student and are maintained by the Registrar of the school. Students are not entitled to inspect the financial records of their parents. Enrollees are advised and cautioned that State Law requires the educational institution to maintain school and student records for a five (5) year period or the life of the institution. Written consent is required before educational records may be disclosed to third parties with the exception of accrediting bodies and government agencies, so authorized by law.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act - FERPA afford eligible students certain rights with respect to their education records. An *eligible student* under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Modern Technology School receives a request for access. A student should submit to the registrar or head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without con-sent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Modern Technology School in an administrative, supervisory, academic, or support staff position (including law en-forcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance com-mittee.

A school official also may include a volunteer or contractor outside of Modern Technology School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Modern Technology School.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Modern Technology School may disclose appropriately designated "*directory information*" without written consent, unless you have advised to the contrary. The primary purpose of directory information is to allow the School to include this type of information from your education records in certain school publications.

Directory information at *MTS* includes: name, address, telephone number, email address, dates of attendance, honor roll lists, perfect attendance recognition lists, degrees awarded, most recent educational program, or the institution attended.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

If you do not want Modern Technology School to disclose your directory information education records without your prior written consent, you must notify the School Registrar's Office in writing.

More information can be found at: <http://familypolicy.ed.gov/content/ferpa-general-guidance-parents>



BUCKLEY AMENDMENT  
FORM

**FAMILY RIGHT & PRIVACY ACT—FERPA**

U.S. Department of Education 20 U.S.C. § 1232g; 34 CFR Part 99

Interpretation of Public Law 93-380 Section 438

*The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. The institution can have a student sign an all-inclusive release for each record and other information, such as prospective employers, or can have a student sign an individual release for such as the one below would be appropriate; it can adjust for a specific event or for all possible releases.*

I \_\_\_\_\_, grant permission for Modern Technology School to release  
Student

my school records and/or other similar information to \_\_\_\_\_.  
Name of Institution, Company, or Person(s)

(Optional) Please do not release the following directory information: \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **STUDENT SERVICES POLICIES**

### **STUDENT ACADEMIC ADVISEMENT:**

Students are routinely provided with notice of academic progress. Areas of concern, if any, are noted and recommendations for improvement identified.

Students are directed to the appropriate Program Director to discuss matters of concern, to develop plans for the improvement of performance and to meet required standards. The Program Director will arrange for a meeting with the student to advise them related to their overall performance and to discuss the specific areas identified in the student's progress report. A program of remedial assignments or make-up work will be identified and agreed upon to correct any deficiencies noted.

### **PERSONAL ADVISEMENT:**

Any students experiencing personal or financial problems are directed to the appropriate person for possible assistance and advice. Financial problems are directed to the Financial Aid Director. Problems of a personal nature are directed either to the, Program Director or Campus Director for assistance.

School Directors will offer assistance and advice to the student related to personal problems whenever possible in keeping with the policies of the school and the requirements of the specific program in which they are enrolled. When appropriate, students will be referred to the social service agencies that address their particular need for assistance.

### **STUDENT RECORDS:**

All student files, including educational and financial records, are securely maintained and protected against unauthorized access, fire and other perils. Retention of active and inactive files are maintained in the administrative offices for a minimum of five (5) years.

The Registrar is responsible for the maintenance and accuracy of student records other than the financial records, as well as, the supervision and monitoring of attendance and any Leave of Absence. The Financial Aid Director is responsible for the student's financial records. Computer records are maintained for all student files. The Accounting Manager maintains computerized student accounts, financial records and secures them against unauthorized access.

### **CAREER PLACEMENT ASSISTANCE:**

The school assists all graduates with their job search at no charge. As a matter of ethics, no school can guarantee placement or starting salaries. However, Modern Technology School has been a source of competent, skilled, medical personnel for the community that we serve since its founding in 1981.

All graduates must meet with the Career Services Coordinator for resume and future career development referrals. The School maintains an active list of employment opportunities and shares this information with graduates. The school performs a post-graduate survey and maintains verifiable records of the initial employment of its graduates. An annual report entitled, "Performance Fact Sheet" is published to provide up to date statistics related to graduation, state examination, if applicable and employment for the previous calendar year.



**STUDENT SERVICES POLICIES continued . . .**

**DORMITORY FACILITIES / HOUSING**

Modern Technology School does not have dormitory facilities under its control. Most of our students reside within easy commuting distance to the school. Students must arrange for their own housing. Modern Technology School has no responsibility to find or assist a student in finding housing. The average rental cost in the city of Fountain Valley is \$1200-\$1700 per month.

**TRANSPORTATION**

*MTS* is located in the city of Fountain Valley and centrally located in the greater Orange County area. As such, the School is located within easy access of several freeway entrances/exits and several bus routes. There is ample, free parking adjacent to the school building. No transportation is provided or offered by the School.

**CHILD CARE**

*Modern Technology School* has no facilities for childcare arrangements. Students in need of childcare are referred to local facilities providing such services or to the appropriate social service agencies that can assist them with child care arrangements.

**LOST OR STOLEN PERSONAL PROPERTY**

*MTS* makes every effort to minimize the possibility of theft. However, we cannot be responsible for lost or stolen personal property. Valuables should not be left unattended on school or clinical site grounds. Lost and found items are stowed at the reception desk.

**STUDENT COMPLAINT PROCEDURE**

Students experiencing difficulties, or complaints related to school are encouraged to first bring this to the attention of the school. Student complaints should be brought to the attention of their Program Director. Complaints that are not satisfactorily resolved should be submitted on an individual basis in writing to the Campus Director. A written response will be given within five (5) working days of when written complaint was received. If the complaint cannot be resolved by *MTS*, students can contact the corporate office at MT X-ray Inc., the Accrediting Commission of Career Schools & Colleges or the Bureau for Private Postsecondary Education. Addresses are listed on next page.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the Accrediting Commission of Career Schools and Colleges complaint form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Accrediting Commission of Career Schools and Colleges complaint Form is available at the school and may be obtained by contacting the Schools Registrar Office or online at [www.accsc.org](http://www.accsc.org).

**STUDENT SERVICES POLICIES continued . . .**

Accrediting Agency Address:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Phone: 703.247.4212

**A** student or any member of the public may file a complaint about this institution by calling the toll free number at 888.370.7589 or completing a complaint form which can be obtained on the bureau's internet web-site at [www.bppe.ca.gov](http://www.bppe.ca.gov). Any questions you may have regarding this catalog or your enrollment agreement that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Post-Secondary Education**  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834.  
Phone: 916.574-8900  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Students are also encouraged to also contact the corporate offices at:

**MT X-ray Inc.**  
16560 Harbor Blvd. Suite K  
Fountain Valley, CA 92708  
714.418.9100



## ACADEMIC POLICIES

### SATISFACTORY ACADEMIC PROGRESS POLICY

#### ATTENDANCE POLICY

**The school expects 100% attendance of all students.** The minimum acceptable standard to ensure reasonable progress in classes require student attendance cannot drop below 80% of any program module or individual class. The school requires that students report absences by telephone to the school and the clinical site on the day of absence; however, all absences and tardiness count toward excessive absenteeism. Students who enter class after the class begins or who leave early will be counted as tardy. Students who arrive at their clinical site after their scheduled hour to begin or who leave before their scheduled hours end will be counted as tardy. For a 30-day period, any combination of four late arrivals to class/clinical site or early departures from class/clinical site equals one absence.

**Note: X-ray Technician students are required to meet 100% of the Title 17 State Regulatory hour requirements per subject indicated in order to graduate.**

**A student must not drop below 80% attendance.** Should absences exceed 20% of any program module or individual class, they will be placed on probation for the next 30 days. Should tardiness exceed 20% of classes to date, they will be placed on probation for 30 days. Should attendance not improve to acceptable levels, the student will be dismissed. Should a student be dismissed, he or she may apply for re-admission. Students may be required to make up missed hours.

During the length of the entire program, any student who fails to maintain contact with the school for more than FOURTEEN (14) calendar days will be automatically dropped from the school.

#### SATISFACTORY PROGRESS REQUIRED BY THE SCHOOL - ACADEMIC & ATTENDANCE

Students are advised that the school requires students to maintain satisfactory academic and attendance progress in order to continue in the program. Financial Aid recipients must demonstrate satisfactory progress at all times during the program. All students must maintain a minimum grade point average of 70% and a minimum of 80% attendance of any component throughout their entire program in order to pull down funds for financial aid and other grant money.

Federal regulations mandate that students maintain satisfactory progress to remain eligible for federal student aid including loans, grants, veterans and state financial programs. Students who do not achieve the required grade point average or minimum required attendance will be placed on a warning probation for 30 days. Students who do not then reach satisfactory academic or attendance progress will be placed on a 30-day probation. A student who does not remove himself or herself from probation at the end of the next 30-day calendar period will be subject to dismissal.

The student may appeal the probation by submitting an SAP appeal request to the FA Director for approval if they wish to continue to receive financial aid disbursements.

It should be noted that students are expected to complete the requirements of their individual program within the required time frame. But in no case may the student take more than 150% the stated number of credit hours to complete the program requirements. The student's rate of completion will be measured no later than the midpoint of the program. If a student cannot complete the training within the maximum time frame, the student will be dismissed from the program.

**ACADEMIC POLICIES continued.....**

**GRADING SYSTEM**

The grading system is as follows:

A	90--100 %	4 grade points for each unit completed
B	80--89 %	3 grade points for each unit completed
C	70--79 %	2 grade points for each unit completed
F	0--69 %	0 grade point for each unit completed

W - Withdrawal to be given to students who voluntarily withdraw from a course within the first thirty (30%) percent of attendance.

NC - No Credit to be given to students who withdraw after thirty (30%) percent, unless there are mitigating circumstances connected with the dropping of the course. In the case of mitigating circumstances, a "W" is to be given as a final grade.

X - Incomplete To be given to students who have not completed course assignments or exams required. The student must make up the required work within thirty (30) days. Failure to do so will result in a failing grade for the course.

A separate grade will be issued for the didactic and clinical components. The student's final grade point average will be derived from both didactic and clinical results. The final grade for a course represents a measurement of the student's performance in achieving the objectives of the course. Each student is expected to: (1) have satisfactory attendance; (2) complete all workbook & homework assignments; (3) complete skills development and laboratory assignments and (4) satisfactorily complete and pass all quizzes and/or examinations.

**UNIT OF CREDIT**

*Modern Technology School's* academic year consists of thirty (30) weeks. Students who complete this requirement are considered second year students for academic and financial aid progress. Students who complete a minimum of sixty (60) weeks and seventy two (72) quarter credit units are considered third year students for academic and financial aid progress.

Modern Technology School defines one (1) credit hour (QCH) as the following:

- 1 credit hour equals 10.0 hours classroom contact
- 1 credit hour equals 20.0 hours of supervised lab/shop
- 1 credit hour equals 20.0 hours of documented independent study activities
- 1 credit hour equals 30.0 hours of internship experience

**CLASS HOUR**

One class hour equals one class period of fifty minutes.

**COURSE LENGTH**

To provide a comparison with other programs in other postsecondary schools, the course length is expressed in credit hours and weeks.

**ACADEMIC POLICIES continued.....**

**EXCUSED and UNEXCUSED ABSENCES**

Due to the nature and scope of the training, the school does not differentiate between an excused and un-excused absence in computing the maximum number of absences allowed.

**LEAVE OF ABSENCE**

A leave of absence may be granted for *acceptable* reasons such as medical, financial, military, or personal. The student must submit a written request prior to LOA to their Program Director for an approved signature. Supporting documentation may be required. A leave of absence is granted for a maximum of sixty (60) days through the duration of the program. When on a leave of absence, a student is not eligible for clinical placement or financial assistance. Re-admission to the program after return from a leave of absence is based upon class & clinical space availability. Failure to return by the end date requested will result in a drop from the program.

**MAKE-UP WORK AND RE-TAKE EXAMINATIONS**

Students are required to make arrangements with their Instructor to make-up assignments, work missed due to absences or re-take examinations. Re-take examinations due to failure and make-up tests due to absence must be retaken/made-up within seven (7) calendar days of the initial examination, and may not be retaken/made-up during scheduled class time. Students who fail an examination are provided, under specified conditions and procedures, an opportunity to re-take the examination up to a maximum of one (1) time. If a student arrives after the start of an exam, they will have to complete the exam at the end of the allotted time.

Re-take examinations are allowed a highest possible score of 70%. Make-up examinations will automatically have 10% subtracted from the obtained raw score. It is the student's responsibility to schedule his/her re-take or make-up examination. No reminders will be given for makeup or retake exams. Retakes are scheduled on Wednesday by appointment with the school proctor. Students are to be in dress code for retake or makeup proctor sessions.

If a student fails to achieve and maintain a 70% competency level in either academic or clinical course work they will be placed on probation. All arrangements for re-take or make-up examinations must be made with the student's INSTRUCTOR. The scheduling of all academic or clinical make-up work will be at the discretion of the Instructor, and in accordance with campus policies.

**CONDUCT**

When making application for training, students agree to conduct themselves within the limits of acceptable behavior and appearance, which will enable the school to recommend the graduate to prospective employers. *MTS* also expects the behavior of the student while off school premises to reflect favorably upon the school.

The following are considered violations of acceptable student conduct and may result in dismissal:

1. Cheating in any form of academic or clinical work.
2. The use of indecent or profane language.
3. The use of alcoholic beverages or drugs. Offering drugs to other students or staff.
4. Failure to follow common sense rules of safety and/or posted safety regulations.
5. Harassment or discrimination of any kind.
6. Disrespectful behavior towards Instructors, school staff, and fellow students.
7. Initiating or participating in disruptive behavior

**ACADEMIC POLICIES continued.....**

**PROBATION POLICY**

Student will be placed on 30-day probation for any of the following reasons:

**Academic** If at any time during the program, a student is failing any component or module of the program. For the purpose of this probation, failing will be considered having less than a 70% GPA for any single component or module of the program.

A student will be placed on probation in the event that he/she fails three examinations on the first administration of the examinations or fails to take three consecutive examinations on the first administration. This probation will be instituted regardless of re-take/make-up examination grades.

**Attendance** Attendance for any program component or module falls below 80% at any time during the program including clinical internship, (an authorized Leave of Absence is not affected by this policy), tardiness exceeding 20% of classes to date or any 3 attendance issues in a 30 day period.

**Conduct** Poor conduct consists of the following: disruptive, disrespectful, intoxicated or drugged behavior, possession of alcohol, drugs, or weapons on school premises, theft of property, cheating on examinations, and repeated violations of school dress code, harassment or discrimination of any kind. Profanity and inciting disruptive behavior. All conduct rules apply to the classrooms, school buildings, parking areas and clinical sites.

**Financial** Failing to meet financial obligations to the school and/or failure to comply with Financial Aid rules and directives.

**Removal from Probation Status**

Students placed on probation will immediately be contacted by the Program Director who will outline a plan which will allow the student to lift probation. Failure to remove probationary status, as outlined below, will result in suspension or dismissal.

**Academic** Raise cumulative GPA average to at least 70% within 30-days after being placed on probation.

**Attendance** Immediately increase & maintain attendance at or above 80% for the duration of the probationary period. No further tardiness in excess of 20% of classes to date.

**Conduct** No further infractions.

**Financial** Adherence to the plan developed by the Financial Aid Director or Accounting Manager.

**VA Students**

If after 60 days on probation a VA student's grade point average or attendance remains below the graduation requirements, the student's VA benefits will be terminated. However, the student can continue enrollment subject to regular school academic policies.

The student **cannot be re-certified** for VA educational benefits until he/she has met academic and attendance requirements.

## ACADEMIC POLICIES continued.....

### **PROBATION and FINANCIAL AID**

Students placed on probation for failure to maintain satisfactory progress for excessive absences, grades, conduct or financial matters will retain their eligibility for financial aid as long as they meet with the Program Director and the Financial Aid Director and develop a documented plan to lift the probation. If a student does not adhere to the outlined plan, eligibility for financial aid will be suspended until the student is in compliance as stated in the Probation Policy. Other financial arrangements must be made with the Campus Director.

Monitoring of the student's progress under any probation plan will be done by the appropriate Program Director and reported to the Registrar's Office for insertion into the student's permanent record.

### **SUSPENSION and DISMISSAL**

#### **Students may be suspended or dismissed for the following reasons:**

- Failure to adhere to any probation plan developed by the appropriate department Director.
- Students will be dismissed with third (3rd) probation of any kind.
- Excessive probation violations

*MTS* will notify the student in writing of suspension or dismissal. If a student is receiving Veteran's benefits and is suspended or dismissed, the Veteran's Administration will be notified immediately.

Any student suspended or dismissed may request to be re-admitted only upon approval of the re-enrollment committee. Re-enrollment is also subject to space availability. Students suspended or dismissed will be required to return all materials loaned to them by the school. Students on suspension are not eligible for clinical placement.

Serious infractions, mainly those dealing with conduct (i.e. cheating, use of alcohol or drugs, fighting, harassment or discrimination of any kind, etc.) may be cause for immediate dismissal without first being put on probationary status.

Disciplinary action will be enforced whether the student is in the classroom or in the clinical internship phase of training.

Student who fail to respond to a "Student Notice" issued by any school department personnel, will be suspended from class until proper contact with the issuing department is made. A signed return slip is given to the student for re-admission to class.

### **DROP PROCEDURE**

Students who are dropped or wish to withdraw from the program are required to contact their Program Director as soon as possible to complete required drop paperwork. The student must also complete an exit interview with both Financial Aid and the Accounting department.



## FINANCIAL POLICIES

### TUITION & FEES:

PROGRAM COSTS (07/01/2018)				
	MA	X-Ray/MA	Ultrasound/ Vascular	X-ray only *
Tuition	\$6,690	\$17,041	\$32,027	\$13,124
Books & Supplies	\$709	\$2001	\$2326	\$1201
Registration	\$75	\$75	\$75	\$75
Uniform	\$55	\$55	\$55	\$55
<b>Total &amp; Estimated Charges Entire Program</b>	<b>\$7,529</b>	<b>\$19,172</b>	<b>\$34,483</b>	<b>\$14,455</b>

*\*For Modern Technology School Medical Assistant graduates only.*

### Other fees are subject to change:

Other Expenditure	Fees Due	Cost
TB TEST	Prior to class start	~\$25
Health Screening	Prior to class start	~ \$270

### TUITION PLANS

Modern Technology School requires that tuition payments must be current before students can progress to their clinical internship, administration of final exam, graduation or placement assistance.

- Payment in full in the form of cash, credit card, check or money order made payable to *Modern Technology School* is to be paid before the **first class session**, or
- Payment of tuition and other fees may also be paid in an equal monthly payment, over the length of the program taken. Payments are due starting the **first day** of class, and continuing on the first day of each month thereafter, until paid in full.

Tuition payments should be either delivered in person to the Accounting Manager during regular business hours or postmarked and mailed so as to be received by their due date. Please note that checks which are returned for non-sufficient funds will be assessed a \$10.00 processing fee. If tuition payments by check are returned more than once during the contract term, future payments will have to be made in cash, credit card or money order. Information regarding these payment plans may be obtained from the Accounting Manager.

### DELINQUENT TUITION

Students who are delinquent with respect to any tuition obligation after the 10<sup>th</sup> calendar day following the due date shall be assessed a late fee of five percent (5%) of each such installment, or \$5.00, whichever is less, subject to a minimum late charge of \$1.00. In addition, any student who is delinquent in his/her tuition payment obligation in excess of ten (10) calendar days may be suspended from class by the Accounting Manager. Students will not be readmitted until all delinquent payments, and late fees, are paid in full. Students who are delinquent for more than 30 calendar days may be dismissed from the Program.



**FINANCIAL POLICIES continued . . .**

**TEXTBOOKS**

The school will order textbooks for the student as part of the inclusive course costs to ensure consistency.

**EQUIPMENT**

**Uniforms:** Regulation uniforms & student ID badge are provided and must be worn during classroom & clinical assignments. The student is required to purchase his/her clinical uniforms. Student must maintain their own uniforms.

**Equipment:** The school reserves the right to charge a student for the cost of equipment breakage, damage or loss due to negligence on the part of the student at either the school or clinical site.

**GAINFUL EMPLOYMENT INFORMATION**

**On-time Graduation Rate ASSCS:**

- Medical Assisting—750 clock hours in 7 months
- X-ray Technician/Medical Assistant—1443 clock hours in 12 months
- Ultrasound/ Vascular—2399 clock hours in 18 months

**Graduation & Employment Rate as of last annual reporting cycle (2019) for ACCSC:**

Time Frame: 6 Grads between 07/2017—05/2018

- Medical Assisting (6 starts ) Graduation: 100%    Employment: 100%

Time Frame: 46 Grads between 10/2016—09/2017

- X-ray Technician/Medical Assistant 46 starts) Graduation: 87%    Employment: 71%

Time Frame: 16 Grads between 01/2016—12/2016

- Ultrasound/Vascular (16 starts) Graduation: 88%    Employment: 75%

**Graduation & Employment Rate as of last annual reporting cycle (2019) for BPPE:**

Time Frame: January 1, 2018 to December 31, 2018

- Medical Assisting (8 students ) Graduation: 100%    Employment: 100%
- X-ray Technician/Medical Assistant (56 students) Graduation: 77%    Employment: 80%
- Ultrasound/Vascular (20 students) Graduation: 57%    Employment: 72%

**Median Loan Debt for the largest program:** \$11,658;

For more information visit: <https://nces.ed.gov/ipeds/Home/FindYourCollege>

Information on the NetPrice Calculator can be found on our web site at [www.mtschool.edu](http://www.mtschool.edu)

**FINANCIAL POLICIES continued . . .**

**FEDERAL STUDENTS RIGHT TO KNOW ACT  
GRADUATION/COMPLETION RATES 2020**

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. The following completion/graduation-rate information is listed in compliance with the Federal Right-to-Know Act, Section 103 and includes full-time, first-time students who have graduated within 150% of the length of their program.

These rates are the completion/graduation-rate data reported by *Modern Technology School*, August 31, 2019 immediately following the 12-month period; during which 150% of the normal time for completion or graduation has elapsed for all student in the group which the institution bases its completion or graduation rates (as defined in IPEDS). The School has no transfer out rates. Full year cohort used from IPEDS September 1, 2016 – August 31, 2017.

	<b>Graduates</b>	<b>Completion Rate</b>
<b>Overall Completion Rate:</b>	85	89%

<b>Completion Rate by Gender:</b>	<b>Graduates</b>	<b>Completion Rate</b>
Male	34	90%
Female	51	88%

<b>Completion Rate by Ethnicity:</b> (as defined by IPEDS)	<b>Graduates</b>	<b>Completion Rate</b>
American Indian/Alaska Native	0	0%
Asian	11	79%
Black/African American	4	100%
Hispanic/Latino	28	90%
Native Hawaiian/Pacific Islander	4	80%
White	23	92%
Two or more races	7	100%
Ethnicity unknown	5	100%
Nonresident alien	3	60%

<b>Completions Rate by Grant/Loan Recipients:</b>	<b>Graduates</b>	<b>Rate</b>
Recipients of a Pell Grant	69	100%
Recipient of a Direct Subsidized Loan that did not receive a Pell Grant	16	89%
Did not receive either a Pell Grant or Direct Subsidized Loan	0	0%

Distributed to students on 06/03/2019

## REFUND POLICY

### STUDENTS RIGHT TO CANCEL

1. You have the right to cancel this enrollment agreement, and obtain a refund of charges paid through the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice at the address of the School shown on the front page of the Enrollment Agreement. You can do this by mail, hand delivery or email. Written notice of cancellation, if sent by mail is effective as of the post-date received. The written notice of cancellation need not take any particular form. You will be given a form to use upon enrollment, but you may use any written notice to inform the School of your cancellation.
3. If the School has given you any textbooks, equipment or supplies, you shall return them to the School in unopened/unused condition, within 7 days following the date of the notice of cancellation. If you fail to return equipment or supplies to the School within this time period, you may be charged the documented cost for the equipment or supplies. Once you pay for the equipment or supplies, it is yours to keep without further obligation.
4. If you cancel this agreement within the specified time, the School will refund all payments, less any deduction for non-refundable items and opened/used books & supplies, within 7 days after your notice of cancelation.
5. Institution shall refund 100 percent of the amount paid for institutional charges less a reasonable registration fee not to exceed seventy five dollars (\$75), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

### WITHDRAWING AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS

1. You have the right to withdraw from the course at any time.
2. If you withdraw from the course after midnight of the seventh day, the School will calculate the amount you owe for the time you attended according to the formula below.
3. The amount you owe shall be determined on a pro-rata basis depending on clock hours attended and amount paid. After calculation of the amount you owe for the time you attended, we will deduct non-refundable items and opened/used books & supplies that you received. For a list of the amounts charged see the list on the front of the Enrollment agreement. Refunds will be calculated from the last date of attendance.



**REFUND POLICY continued . . .**

**CALIFORNIA PRO-RATA REFUND POLICY**

If the amount that you have paid is more than the amount that you owe, for the time you attended, then a refund will be made within thirty (30) days of the drop date/ date of determination.

If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

Refunds are calculated from the last date of attendance.

**FIGURING THE AMOUNT OWED:**

1. Amount paid for instruction
2. Minus the \$75.00 registration fee
3. =Tuition charges X  $\frac{\text{Hours not attended but paid for}}{\text{Total hours paid for}}$  = Initial refund
4. Initial refund, adjusted for equipment or supplies if applicable.

**EXAMPLE OF A WITHDRAWAL CALCULATION:**

Assume that a student enrolled in and paid for an 800-clock hour program that costs \$4,325 (\$4,000 for tuition, \$75 registration and \$250 for textbooks). If the student withdraws after completing 600 clock hours and received all textbooks, the calculation is:

1. Amount Paid for Instruction (\$4,000 plus \$75 registration) = \$4,075
2. Less \$75.00 Registration Fee <75>
3. =  $\frac{\$4,000 \times 200 \text{ clock hours paid for but not received}}{800 \text{ clock hours for which student has paid}}$  = \$1,000 Initial Refund
4. Initial Refund, adjusted for equipment or supplies, if applicable.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for 3 consecutive weeks, in this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance

**REFUND POLICY continued . . .**

**FEDERAL RETURN OF TITLE IV FUNDS REFUND POLICY**

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the student began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. The student's last date of attendance will be used to calculate the refund. Refunds will be made within 30 days of the drop date/date of determination.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the last date of attendance.

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

**REMITTANCE TO THE FEDERAL GOVERNMENT**

If it is determined that a federal refund is due, the statute and regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Federal Pell Grant Program;
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
6. Other federal, state, private and/or institutional sources of aid; and
7. The student.



## Student Tuition Recovery Fund Disclosures

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## PROCEDURES FOR REQUESTING ACADEMIC ACCOMMODATIONS

### AFFIRMATIVE ACTION STATEMENT

**MODERN TECHNOLOGY SCHOOL** is firmly committed to provide programs to participants regardless of race, color, religion, national origin, sex, sexual orientation, age, disability or medical condition except under special circumstances where sex, age, medical condition or disability constitutes either an occupational limitation or limitation in participation in the programs offered.

Under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans With Disabilities Act of 1990, *Modern Technology School* shall take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in an education program because of the absence of auxiliary aids or academic accommodations.

A student with a verified disability may be entitled to auxiliary aids or academic accommodations. The decision for the authorization of such accommodation is the responsibility of the Campus Director after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student to file a written request for services/accommodation with the Campus Director. The request should be made in writing and should be submitted with adequate notice provided for an effective response. The Campus Director will review the request for authorization within adequate time and, if approved, a copy will be sent within three (3) days of receipt to the Instructor. The Instructor will implement immediately.

If the Campus Director denies the request, the student will be immediately notified of the decision and the student's right to file an appeal with the Administrative Director of the school. If the student files an appeal, the Administrative Director will review the original documentation, the Campus Director's decision, and any additional information submitted by the student. The Administrative Director will issue a final decision on the appeal within ten (10) days of receiving the appeal.

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### HOLIDAYS

The school observes the following holidays and will not conduct classes on these days:

- |                           |                              |                        |
|---------------------------|------------------------------|------------------------|
| • <b>New Year's Day</b>   | • <b>President's Day</b>     | • <b>Memorial Day</b>  |
| • <b>Independence Day</b> | • <b>Labor Day</b>           | • <b>Columbus Day</b>  |
| • <b>Thanksgiving Day</b> | • <b>Thanksgiving Friday</b> | • <b>Christmas Eve</b> |
| • <b>Christmas Day</b>    | • <b>New Year's Eve</b>      |                        |

Winter Break for Didactic Students Only:

No class assignments the week of Christmas and New Year. Dates will be announce on class schedules. Clinical Interns in a clinical rotation are required to attend all scheduled hours of internship during winter break. The administrative office are open during Winter Break except for listed holidays above.

## Faculty Professional Profiles

(Alphabetical order)

### **Danielle Brown, RDMS, Ultrasound Instructor**

- Graduate of Modern Technology School, Anaheim, CA. in Ultrasound/Vascular
- Registered Diagnostic Medical Sonographer (RDMS)—Abdomen
- Member of Society of Medical Diagnostic Sonographers
- +9 yrs. scanning experience

### **Mike Cost CRT, Medical Assistant & X-ray Instructor**

- USAF Trained X-ray Technologist
- CDPH-RHB Certified Radiologic Technologist (CRT)(F)
- 40+ yrs. experience in Safety Compliance & as a Radiation Safety Officer

### **Lani Coates RDMS, RVT, Ultrasound Program Director**

- Graduate of Modern Technology School, Anaheim, CA in Ultrasound/Vascular
- Registered Diagnostic Medical Sonographer (RDMS)—Ob/Gyn
- Registered Vascular Technologist—(RVT)
- Member of Society of Medical Diagnostic Sonographers
- +16 yrs. scanning experience

### **Adam Cooper, XT, X-ray Instructor/Radiation Safety Officer**

- Graduate of Modern Technology School, Anaheim, CA—X-ray Technician Program
- ROP—Medical Assisting Diploma, Anaheim, CA
- CDPH-RHB X-ray Technician (XT)
- Member of the American Society of Radiologic Technologist (ASRT)

### **Marcella Fazzone, Medical Assistant Instructor**

- Graduate of Modern Technology School, CA—Ultrasound Technology Program
- Certified Medical Assistant—Bryman College Anaheim, CA
- +16 yrs. ultrasound scanning experience

### **Ed Fernandez BA, ARRT, X-ray Instructor**

- USAF Trained X-ray Technologist with +40 years' experience
- CDPH-RHB Certified Radiologic Technologist (CRT)(F)
- American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologist (ASRT)

### **Alina Kane, AA, ARRT, X-ray Instructor**

- Associate in Radiologic Technology, Long Beach City College, Long Beach, CA
- CDPH-RHB Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologist (ASRT)
- ARRT Exam Writer Committee—2015 to 2016

### **Lotechel Lumayno, BSRT, CRT, X-ray Instructor**

- Bachelor's in Radiologic Technology, Cebu Doctors College, Philippines
- CDPH-RHB Certified Radiologic Technologist (CRT)



**Nicole Mattice, *Ultrasound Instructor***

- Graduate of Modern Technology School, Fountain Valley, CA—Ultrasound Program
- + 4 yrs. scanning experience

**Michel Nielsen, *RDMS, Ultrasound Instructor***

- Graduate of Modern Technology School, Fountain Valley, CA in Ultrasound
- Registered Diagnostic Medical Sonographer (RDMS)—Ob/Gyn
- Member of Society of Medical Diagnostic Sonographers
- + 4 yrs. scanning experience

**Yvonne Parker, *Medical Assisting Director***

- Graduate of Bryman College-Medical Assisting Program
- 20+ yrs. of in field experience in the specialties of Family Practice, Pediatrics, Cardiology, Hematology, Outpatient Surgery, Industrial Care and Urgent Care.
- 10+ yrs. experience in education and curriculum development.

**Steven Shannon, *AS, ARRT, Ultrasound Instructor***

- Associate in Science in Radiologic Technology, Merced College, California
- USAF Trained X-ray Technologist with hospital experience
- CDPH-RHB Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologist (ASRT)

**Susan Shannon, *MS, ARRT (M), X-ray Program Director/Campus Director***

- Associate in Science, in Radiologic Technology, Merced College, CA
- CDPH-RHB Certified Radiologic Technologist (CRT) (M)
- American Registry of Radiologic Technologists (ARRT)
- BS, California State University Fullerton CA—Masters in Science, Azusa Pacific University
- Member of the American Society of Radiologic Technologist (ASRT)
- ARRT Limited Exam Committee Member and ARRT Exam Writer Committee-2011 to 2016

**Mary Uht *RDMS, Ultrasound Instructor***

- Graduate of Modern Technology School, Anaheim, CA in Ultrasound/Vascular
- Registered Diagnostic Medical Sonographer (RDMS)—Abdomen
- Member of Society of Medical Diagnostic Sonographers
- +18 yrs. scanning experience

**Jessica Zelaya, *Medical Assisting Instructor***

- Graduate of Northwest College, Santa Ana, CA—Medical Assistant & Licenses Vocational Nurse Program
- Currently Licensed as an LVN
- + 18 yrs. in the field of nursing



## SAMPLE PROGRAM CALENDAR

### PROGRAM TITLE: X-RAY TECHNICIAN / MEDICAL ASSISTANT

1ST QUARTER: INTRODUCTION TO MEDICAL ASSISTING

Start Date: 01/20/2020

Time: Morning

Hours: 8:00 a.m. - 1:00 p.m.

Days: Monday, Tuesday, Wednesday, Thursday

2ND QUARTER: RADIOLOGIC TECHNICIAN I

Start Date: 04/30/2020

Time: Morning

Hours: 8:00 a.m. - 1:00 p.m.

Days: Monday, Tuesday, Wednesday, Thursday

3RD QUARTER: RADIOLOGIC TECHNICIAN II & CLINICAL

Start Date: 08/21/2020

Time: Morning and Afternoon

Hours: 40 hours/week (classroom and clinical combined)

Days: Monday, Tuesday, Wednesday, Thursday, Friday

4TH QUARTER: CLINICAL & RADIOLOGIC TECHNICIAN III

Start Date: ongoing

Time: Morning and Afternoon

Hours: 40 hours/week (classroom and clinical combined)

Days: Monday, Tuesday, Wednesday, Thursday, Friday

*PROGRAM SUMMARY:* Class Start Date: 01/20/2020

Clinic Start Date: 08/21/2020

Clinic Completion Date: 12/02/2020

**PROJECTED GRADUATION DATE: 12/02/2020**

**Note:** *This is a typical program calendar schedule.*

*A copy of the Actual Schedule of Classes is given to the student during the first day of class.*

**SAMPLE PROGRAM CALENDAR**

**DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY - START DATE: 02/10/2020**

<b>START</b>				<b>Mod. Hrs.</b>	<b>Cum.Wks.</b>	<b>Cum.Hrs.</b>
Module I	A&P	2 weeks	24hrs/wk	48	2	48
	Midterm.	3 weeks	24hrs/wk	72	5	120
	Math	2 weeks	24hrs/wk	48	7	168
	Pt. Care	1 week	24hrs/wk	24	8	192
03/26/18			<b>Total</b>	<b>Didactic 192</b>		
Module II	Abd 100	2 weeks	24hrs/wk		10	240
	Ob/gyn 101	3 weeks	24hrs/wk		13	312
	Lab 103	3 weeks	24hrs/wk		16	384
05/14/18			<b>Total</b>	<b>Didactic 120</b>		<b>Lab 72</b>
Module III	Abd 200	2 weeks	20 hrs/wk		18	424
	Ob/gyn 201	3 weeks	20 hrs/wk		21	484
	Lab 203	3 weeks	24hrs/wk		24	556
07/09/18			<b>Total</b>	<b>Didactic 100</b>		<b>Lab 72</b>
Module IV	Abd 300	2 weeks	20 hrs/wk		26	596
	Ob/gyn 301	3 weeks	20 hrs/wk		29	656
	Lab 303	3 weeks	24hrs/wk		32	728
08/27/18			<b>Total</b>	<b>Didactic 100</b>		<b>Lab 72</b>
Module V	Ob/gyn 401	2 weeks	20 hrs/wk		34	768
	Physics 202	3 weeks	12 hrs/wk		37	804
	Lab 403	3 weeks	24hrs/wk		40	876
10/29/18			<b>Total</b>	<b>Didactic 76</b>		<b>Lab 72</b>
Module VI	US Clinical I	8 weeks	32 hrs/wk	(concurrent)	48	1132
	Physics 302	5 weeks	4hrs/wk			1152
	Physics 402	3 weeks	4hrs/wk			1160
01/14/19			<b>Total</b>	<b>Didactic 32</b>		<b>Clinic 256</b>
Module VII	US Clinical II	8 weeks	32 hrs/wk	(concurrent)	56	1420
	Vas.Tech 500	8 weeks	4hrs/wk			1452
	Vas.Lab 700	8 weeks	4hrs/wk			1484
03/11/19			<b>Total</b>	<b>Didactic 32 - Lab 32</b>		<b>Clinic 256</b>
Module VIII	US Clinical III	8 weeks	32 hrs/wk	(concurrent)	64	1740
	Vas.Tech 501	8 weeks	4hrs/wk			1772
	Vas.Lab 701	8 weeks	4hrs/wk			1804
05/06/19			<b>Total</b>	<b>Didactic 32 - Lab 32</b>		<b>Clinic 256</b>
Module IX	US Clinical IV	8 weeks	32 hrs/wk	(concurrent)	72	2060
	Vas.Phy 600	8 weeks	4hrs/wk			2092
	Vas.Lab 702	8 weeks	4hrs/wk			2124
07/01/19			<b>Total</b>	<b>Didactic 32 - Lab 32</b>		<b>Clinic 256</b>
Module X	Vas.Phy 601	4 weeks	4hrs/wk	(concurrent)	76	2140
	Vas.Lab 703	4 weeks	4hrs/wk			2156
	Career Prep.	4 weeks	4hrs/wk			2172
			<b>Total</b>	<b>Didactic 32 - Lab 16</b>		
		<b>Total Didactic Hours</b>				748
		<b>Total Lab Hours</b>				400
		<b>Total Clinical Hours</b>				1024
		<b>Program Instructional hours</b>				<b>2172</b>

**PROJECTED GRADUATION DATE:08/06/2021**

## PROGRAM COURSE DESCRIPTIONS

### MEDICAL ASSISTANT/BACK OFFICE & X-RAY TECHNICIAN

OM 101 OFFICE MANAGEMENT: Business communication, patient record keeping, office equipment use, & appointment scheduling ..... Credit Hours – 2.50

This course provides the student with the understanding of how a medical office is managed. This course further prepares the student to use office equipment and understand the upkeep of it. Students will also learn what information is needed to set up patient appointments and what related documentation is needed.

OM 102 OFFICE MANAGEMENT: Patient medical record, documentation and filing, Patient Medical History, Patient Screening, Preparing for Medical Examinations ..... Credit Hours – 5.50

Students will be provided information regarding the patient’s medical record documentation. Also students will learn about electronic medical data input and the various systems available. Students will be instructed about common medical examination preparations and screening procedure documentations needed for patient files.

MA 101 COURSE ORIENTATIONS; INTRO. TO MATH; BASIC MED. SKILLS & VITAL SIGNS; PRINCIPLES OF SURGERY & SURGICAL ASEPSIS.....Credit Hours - 5.00

This course provides the student with the understanding of basic medical skills and understanding of medical asepsis and infection control needed in the medical back office. It further expands into basic medical terminology; medical law and ethics; patient privacy, interpersonal communication; fundamental body structures; body mechanics; sterilization; and minor surgery.

MA 102 URINALYSIS; GASTROINTESTINAL & ENDOCRINE SYSTEMS AND HEMATOLOGY; INJECTIONS; MUSCULOSKELETAL..... Credit Hours -5.00

This course provides understanding and education of specific body systems. Students will be introduced to diseases, pathology and disorders associated with the human body. Laboratory procedures will be introduced in this course to prepare students for the clinical internship.

MA 103 SENSORY SYSTEMS; CPR; CARDIOVASCULAR AND FINALS..... Credit Hours -5.00

Students will be introduced to the function of the Electrocardiography machine & laboratory equipment. They will also be educated in two specific body systems: the respiratory system & cardiovascular system so that they understand CPR and blood collecting procedures. The course further prepares each student in the basic fundamentals of various laboratory procedures such as venipuncture, spirometry, & bandaging. First aid & CPR certification testing will be included in this course as well as NCMA certification testing.

MA 104 CLINICAL APPLICATION SKILLS I. .... Credit Hours - 8.00

This course includes the student's medical assistant-back office clinical commitment for MA only students.

XR 201 X-RAY TECHNOLOGY ..... Credit Hours – 5.00

This course consists of the X-Ray technological aspect of the program. The handling of radiographic equipment and formulation of X-Ray exposure factors are covered. Included in this section are composition and use of X-Ray film and intensifying screens, the darkroom and film processing. X-Ray exposures and their varying effects on film are performed by the students on radiographic phantom body parts. The students are taught how to critique finished radiographic films.

XR 202 SPECIALIZED CHEST RADIOGRAPHY..... Credit Hours - 1.00

This course covers the anatomy of the bony thorax and respiratory system. Detailed positioning skills of the chest are taught utilizing the X-Ray tables and tubes, with students simulating patient and technician roles/functions.

- XR 203      SPECIALIZED EXTREMITY RADIOGRAPHY ..... Credit Hours – 4.50
- This is a detailed course covering the anatomy of the appendicular skeleton, to include the shoulder girdle and hips. Detailed radiographic positioning skills are given utilizing the X-Ray tables and tubes, with students simulating patient and technician roles/functions.
- XR 204      SPECIALIZED TORSO-SKELETAL RADIOGRAPHY ..... Credit Hours – 4.50
- This course provides the student with a detailed, comprehensive study of the anatomy of the spine. Also included in this section is a comprehensive study of the anatomy of the bony thorax, shoulder girdle, pelvis and hips. Detailed positioning skills of these anatomical regions are also covered utilizing the X-Ray tables and tubes, with students simulating the patient and technician roles/functions.
- XR 301      DIGITAL RADIOGRAPHY ..... Credit Hours - 1.00
- This course introduces the student to the basics of digital radiography. It will prepare them for the use and function of a typical digital unit seen in a doctor’s office. Lessons include the comparison of various units used and the different components of a computer system including a PACS system.
- XR 302      RADIOLOGICAL PHYSICS..... Credit Hours - 1.00
- This course introduces the student to the basics of physics and its relationship to the production of X-Rays. Also included is the function and components of the X-Ray tube and its associated electrical circuitry, based on electromagnetism.
- XR 303      X-RAY MEDICAL PROCEDURES (CORE)..... Credit Hours-1.00
- This course covers gross human anatomy, basic patient care procedures and medical terminology as related to X-Ray technology.
- XR 304      CLINICAL APPLICATION SKILLS I..... Credit Hours -9.00
- This course begins the student's medical assistant-back office clinical commitment and the 350 X-Ray procedure (50 chest, 100 extremities and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.
- XR 401      RADIOBIOLOGY & RADIATION PROTECTION ..... Credit Hours – 4.50
- This course covers the interactions of radiation with matter and the effects of X-Rays and radiation in general on living tissue. The importance of radiation protection is discussed with particular emphasis on operator protection. The students perform X-Ray exposure labs designed to demonstrate methods of reducing occupational worker exposure. Also included in this section is the method of reducing unnecessary patient X-Ray exposure. The students perform X-Ray exposure labs designed to demonstrate how to reduce patient exposure. The laws and regulations governing the utilization of X-Ray equipment are also covered.
- XR 402      CLINICAL APPLICATION SKILLS II..... Credit Hours - 10.50
- This course completes the student's medical assistant-back office clinical commitment and the 350 X-Ray procedure (50 chest, 100 extremities and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.
- XR 403      X-RAY REVIEW & EXAM PREPARATION..... Credit Hours - 1.00
- This course is designed to assist the student in reviewing all of the X-Ray course material in preparation for the final examinations and the State of California Limited Permit X-Ray Certification Examinations.

**DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY**

**MODULE I**

COURSE: HUMAN ANATOMY AND PHYSIOLOGY .....Credit Hours – 3.00

The human anatomy and physiology course is designed to introduce students pursuing careers in the allied health fields to the structure and function of the human body. A workbook is provided which includes exercises and answers to assist the student with the course material.

COURSE: MEDICAL TERMINOLOGY.....Credit Hours - 5.00

The medical terminology course will provide a foundation to the study of medical terms. The course is organized into sections by body systems. A workbook format is utilized with phonetic pronunciation and practical applications included.

COURSE: COLLEGE MATHEMATICS .....Credit Hours – 3.00

The college mathematics course is designed to provide a basic understanding of fundamental mathematical concepts.

COURSE: PATIENT CARE AND HANDLING ..... Credit Hours – 1.50

Subjects covered include medical ethics, asepsis, isolation technique, body mechanics, moving and transferring patients, drainage tubes, blood borne pathogens, HIPAA and CPR.

**MODULE II**

COURSE: ABDOMEN 100 ..... Credit Hours – 3.00

The historical aspects of ultrasound and cross-sectional anatomy will begin the course. Anatomy and physiology is covered for the liver, gallbladder, intra and extra hepatic biliary tree, pancreas, kidneys, spleen and vasculature during this course.

COURSE: OB/GYN 101 .....Credit Hours - 5.00

Normal anatomy and pathology associated with the pelvis is covered, including uterus, ovaries and fallopian tubes.

COURSE: SCANNING LABORATORY 103..... Credit Hours - 3.50

This initial lab class involves hands-on scanning of the liver, gallbladder and pelvis. Equipment functions, exam routines, and sonography technique are stressed.

**MODULE III**

COURSE: ABDOMEN 200 ..... Credit Hours – 2.50

The areas of concentration include anatomy, physiology and pathology of the peritoneum and retroperitoneal. Pathology of the liver, gallbladder, biliary tree, spleen, pancreas, and kidneys will be discussed.

COURSE: OB/GYN 201 .....Credit Hours - 4.00

The areas of concentration are first trimester obstetrics, including embryology, placental development, fetal dating, trophoblastic disease, IUGR, twins and fetal brain.

COURSE: SCANNING LABORATORY 203..... Credit Hours - 3.50  
 This lab session continues the process of hands-on scanning for the anatomical structures of the pancreas and biliary tree. A review of the structures covered in lab 103 will also occur.

**MODULE IV**

COURSE: ABDOMEN 300 ..... Credit Hours – 2.50  
 The topics include pathology, anatomy and physiology, and pathology of superficial structures including thyroid, breast, adrenal glands, gastrointestinal tract, scrotum and prostate. Biopsy/aspiration techniques will also be included.

COURSE: OB/GYN 301 .....Credit Hours - 4.00  
 This course covers advanced concepts involving maternal complications in pregnancy, CNS anomalies, GI anomalies, cardiac anomalies, hydrops, and thoracic and skeletal disorders in the fetus.

COURSE: SCANNING LABORATORY 303..... Credit Hours - 3.50  
 The lab structures covered during this session include the spleen, great vessels and kidneys. Students are also responsible for all structures covered during the previous lab courses.

**MODULE V**

COURSE: PHYSICS 202..... Credit Hours - 2.50  
 The course begins with a review of fundamental math concepts. Physical concepts covered include the sound wave characteristics of longitudinal waves, velocity, pulsed ultrasound, tissue interaction characteristics and transducer construction.

COURSE: OB/GYN 401 .....Credit Hours – 2.50  
 Subjects covered include fetal demise, biophysical profiles, fetal monitoring, post-partum, infertility and genetic screening. Student case presentations, written and oral, I are required for the course.

COURSE: SCANNING LABORATORY 403..... Credit Hours - 3.50  
 This final lab course involves hands-on scanning of the thyroid. Obstetrical scanning techniques will be practiced. Students will be responsible for demonstrating competency for complete abdominal and pelvic examinations prior to clinical placement.

**MODULE VI**

COURSE: PHYSICS 302..... Credit Hours – 1.00  
 The course continues with the physical principles of ultrasound. Topics included are resolution, real-time scanning instruments, and instrumentation.

COURSE: PHYSICS 402..... Credit Hours – 0.50  
 This course completes the physical principles of diagnostic ultrasound. Topics to be discussed include artifacts and bio effects.

COURSE: CLINICAL I .....Credit Hours -9.50  
 The clinical component begins with an initial rotation into the school’s clinical facility. During this segment students will be expected to comply with specific exam routines within a defined time period. Competency in all examinations will be evaluated prior to placement at an outside clinical internship.

**MODULE VII**

COURSE: CLINICAL II ..... Credit Hours - 9.50

During this clinical component students will be assigned to an outside facility. Students will be given specific criteria and will be evaluated for competency in multiple areas.

COURSE: VASCULAR PRINCIPLES 500 ..... Credit Hours - 2.00

The course material includes gross and microscopic anatomy of the cerebrovascular system and invasive and non-invasive disease testing techniques for the carotid arteries. Transcranial Doppler techniques will also be discussed. Additional topics include patient history, physical examination, test validation therapeutic techniques, Doppler criteria, plaque characteristics, and cerebrovascular disease.

COURSE: SCANNING LABORATORY 700 ..... Credit Hours - 1.50

The scanning laboratory will focus on cerebrovascular examination techniques. Students will learn the applications of imaging, spectral analysis and color Doppler. A competency evaluation will be performed at the conclusion of the course.

**MODULE VIII**

COURSE: CLINICAL III ..... Credit Hours - 9.50

During this clinical component students will continue developing competency in scanning techniques at their assigned facility. Students will be given specific criteria and will be evaluated for competency in multiple areas.

COURSE: VASCULAR PRINCIPLES 501 ..... Credit Hours - 2.00

The course material continues discussions of the vascular systems. Topics include invasive and non-invasive disease testing techniques for the peripheral arterial and venous systems including hemodynamics. The specifics of Doppler velocimetry, plethysmography, Duplex imaging, arterial and venous diseases and vascular anatomy for the upper and lower extremities are included.

COURSE: SCANNING LABORATORY 701 ..... Credit Hours - 1.50

The scanning laboratory will focus on lower extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.

**MODULE IX**

COURSE: CLINICAL IV ..... Credit Hours - 9.50

During this final clinical component, students will continue developing competency in scanning techniques at their assigned facility. Students will be evaluated for competency in multiple areas prior to completion of the clinical component.

COURSE: VASCULAR PHYSICS 600 ..... Credit Hours - 2.00

The course begins with a review of the physical concepts covered during the ultrasound physics courses. The focus will then switch to Doppler characteristics. Topics to be included are the Doppler Effect, signal processing, and instrumentation.

COURSE: SCANNING LABORATORY 702 ..... Credit Hours - 1.50

The scanning laboratory will focus on upper extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.



MODULE X

COURSE: VASCULAR PHYSICS 601 .....Credit Hours - 1.00

This course continues vascular physical concepts. Topics include physiology and fluid dynamics of the arterial and venous systems, physical principles of electricity, and ultrasound safety and quality assurance considerations.

COURSE: SCANNING LABORATORY 703..... Credit Hours - 0.50

The scanning laboratory will focus on abdominal Doppler examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed at the conclusion of the course.

COURSE: CAREER PREPARATION ..... Credit Hours - 1.00

This focus of this course is directed towards the career aspects of the sonographer professional. Interviewing techniques, resumes and career ladders will be discussed.





# CATALOG SIGNATURE SHEET

16560 Harbor Blvd  
Fountain Valley,  
CA. 92708  
714.418.9100  
Fax 714.418.9109

I have received a copy of the *Modern Technology School* Catalog and I understand and have reviewed & agree the content in its entirety.

I understand that the information contained in this catalog takes precedence over all other information presented in any conflicting correspondence.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

☀ Return to the Registrar's Office.