# TABLE OF CONTENTS

For faculty, administrative staff, academic calendar, current fees and tuition and gainful employment disclosures please check addendum.

While photographs in this publication were not taken at Gurnick Academy of Medical Arts, they do accurately present the general type and quality of equipment and facilities found at Gurnick Academy of Medical Arts.

From Chief Executive Officer.................................................................................................................. 5

Mission Statement.................................................................................................................................. 6

Statement of History and Ownership .................................................................................................... 6

Executive Officers of Gurnick Academy of Medical Arts ................................................................... 6

Academy Locations & General Description of Facilities ........................................................................ 7

Program Offerings................................................................................................................................. 8

Accreditation, Approval, Recognition, Membership ............................................................................... 8

Gurnick Academy of Medical Arts Admissions Policies....................................................................... 9

Prerequisites and Corequisites ............................................................................................................... 9

Admission Requirements.................................................................................................................... 10

Program Performance Requirements .................................................................................................. 17

Re-enrollment ....................................................................................................................................... 20

  Withdrawal: ........................................................................................................................................ 20

  Academic Expulsion: ......................................................................................................................... 20

  Disciplinary Expulsion: ..................................................................................................................... 20

International Student Admissions ...................................................................................................... 20

Foreign Transcript/ Diploma Evaluations ............................................................................................. 20

Immunization Requirements ................................................................................................................ 21

Health Screening Requirements .......................................................................................................... 21

Background Check ............................................................................................................................... 21

CPR ...................................................................................................................................................... 21

Clinical Facilities ................................................................................................................................. 22

Travel Disclosure .................................................................................................................................. 22

Advanced Placement & Credit Granting ............................................................................................. 22

Licensure, Certification and Registry Disclaimer ................................................................................ 23

Gurnick Academy of Medical Arts Financial Policies ....................................................................... 30

Fee and Tuition Information ................................................................................................................ 30

Refund ................................................................................................................................................. 30

  Student’s Right to Cancel .................................................................................................................. 30

  Withdrawal from the Program .......................................................................................................... 30

Refundable Statistical Data Recover (RSDR) Fee ............................................................................. 31

Student Tuition Recovery Fund ......................................................................................................... 31
FINANCIAL AID INFORMATION ...................................................................................................... 32
FEDERAL PELL GRANT ............................................................................................................. 32
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) ......................... 33
FEDERAL LOAN SECTION ........................................................................................................... 33
PLUS LOANS ............................................................................................................................ 33
FEDERAL WORK-STUDY PROGRAM (FWS) ........................................................................... 33
STATE AID ................................................................................................................................. 33
FEDERAL AID APPLICATION ........................................................................................................ 34
FINANCIAL AID DISBURSEMENT INFORMATION ........................................................................ 35
GENERAL TITLE IV AND STATE FINANCIAL AID FUNDS INFORMATION ........................................ 35
RETURN OF TITLE IV FUNDS ....................................................................................................... 35
VETERANS BENEFITS .............................................................................................................. 36
RETURN OF NON-TITLE IV FUNDS ................................................................................................ 36
VETERANS ADMINISTRATION APPLICANTS ADDITIONAL INFORMATION .......................... 36
GURNICK ACADEMY OF MEDICAL ARTS ADMINISTRATIVE POLICIES ..................................... 37
CATALOG POLICIES ................................................................................................................ 37
PROGRAM POLICIES ................................................................................................................. 37
INDIVIDUAL RESPONSIBILITY ................................................................................................. 37
ACADEMIC FREEDOM .............................................................................................................. 37
NON-DISCRIMINATION ............................................................................................................. 38
    Harassment/Title IX Coordinator .................................................................................. 38
    Sexual Harassment ....................................................................................................... 38
    Anti-Bullying/Anti-Harassment .................................................................................... 38
    Sexual Assault Prevention and Response ........................................................................ 39
    Reporting a Sexual Assault ......................................................................................... 39
    Counseling .................................................................................................................. 39
    Sex Offender Registry ................................................................................................ 40
STUDENT’S RIGHT TO PRIVACY ................................................................................................. 40
STUDENT RECORDS ................................................................................................................ 41
TRANSCRIPTS .......................................................................................................................... 41
SAFETY & CAMPUS SECURITY .................................................................................................. 41
    Access ........................................................................................................................... 41
    Campus Residences ..................................................................................................... 41
    Campus Police Authority and Jurisdiction ................................................................... 41
    Crime Prevention Programs ......................................................................................... 42
    Security Awareness Programs ...................................................................................... 42
    Timely Warnings .......................................................................................................... 42
    Annual Disclosure of Crime Statistics ......................................................................... 42
    Crime Reporting ............................................................................................................ 42
    Incident/Accident Reporting ......................................................................................... 43
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needle Stick</td>
<td>44</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td>44</td>
</tr>
<tr>
<td>Federal Law Concerning Chemical Hazards</td>
<td>45</td>
</tr>
<tr>
<td>DRUG FREE</td>
<td>45</td>
</tr>
<tr>
<td>Drug and Alcohol Prevention Program Purpose and Goal</td>
<td>45</td>
</tr>
<tr>
<td>Applicability</td>
<td>45</td>
</tr>
<tr>
<td>Prohibited Behavior</td>
<td>45</td>
</tr>
<tr>
<td>Notification of Convictions</td>
<td>45</td>
</tr>
<tr>
<td>Consequences</td>
<td>45</td>
</tr>
<tr>
<td>Assistance</td>
<td>46</td>
</tr>
<tr>
<td>Resources</td>
<td>46</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>46</td>
</tr>
<tr>
<td>Shared Responsibility</td>
<td>47</td>
</tr>
<tr>
<td>Reasonable Suspicion Testing</td>
<td>47</td>
</tr>
<tr>
<td>Communication</td>
<td>47</td>
</tr>
<tr>
<td>Review</td>
<td>47</td>
</tr>
<tr>
<td>Alcoholic Beverage Programs</td>
<td>47</td>
</tr>
<tr>
<td>Illegal Drugs</td>
<td>47</td>
</tr>
<tr>
<td>Prevention Programs</td>
<td>48</td>
</tr>
<tr>
<td>Local, State and Federal Legal Sanctions</td>
<td>48</td>
</tr>
<tr>
<td>PROGRAM PREGNANCY</td>
<td>49</td>
</tr>
<tr>
<td>STUDENT BEREAVEMENT</td>
<td>50</td>
</tr>
<tr>
<td>STUDENT CONDUCT</td>
<td>50</td>
</tr>
<tr>
<td>CHANGE OF NAME</td>
<td>51</td>
</tr>
<tr>
<td>STUDENT DRESS CODE</td>
<td>51</td>
</tr>
<tr>
<td>CELL PHONE</td>
<td>52</td>
</tr>
<tr>
<td>ADMINISTRATION OF EXAMINATION</td>
<td>52</td>
</tr>
<tr>
<td>ELECTRONIC RECORDING</td>
<td>52</td>
</tr>
<tr>
<td>VIDEO &amp; AUDIO SURVEILLANCE NOTIFICATION</td>
<td>52</td>
</tr>
<tr>
<td>TRANSFER</td>
<td>52</td>
</tr>
<tr>
<td>TRANSFERABILITY OF CREDITS &amp; CREDENTIALS</td>
<td>53</td>
</tr>
<tr>
<td>UNIT OF CREDIT</td>
<td>53</td>
</tr>
<tr>
<td>ESTIMATED TIME FOR OUTSIDE OF SCHOOL PREPARATION HOURS (OSPH)</td>
<td>53</td>
</tr>
<tr>
<td>STUDENT GRIEVANCE PROCEDURES</td>
<td>53</td>
</tr>
<tr>
<td>COPYRIGHT</td>
<td>54</td>
</tr>
<tr>
<td>FILE SHARING</td>
<td>55</td>
</tr>
<tr>
<td>PLAGIARISM</td>
<td>55</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>56</td>
</tr>
<tr>
<td>Student identification Card</td>
<td>56</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>56</td>
</tr>
</tbody>
</table>
FROM CHIEF EXECUTIVE OFFICER

Dear Student,

Welcome to Gurnick Academy of Medical Arts!

On behalf of my staff and faculty, I would like to thank you for your interest in Gurnick Academy of Medical Arts.

The decision to join Gurnick Academy of Medical Arts could lead to a rewarding and fulfilling career in the medical field.

This catalog describes our programs, our admission and graduation requirements, our policies, and other information to help you decide on your course of study.

Gurnick Academy of Medical Arts is a private college offering quality allied-health and nursing programs that integrate professional skills, career-focused education and hands-on practice, empowering students to develop and achieve their personal and career potentials.

The design of our programs provides our students with in-depth knowledge and hands-on experience in the medical industry. We, at Gurnick Academy of Medical Arts, consider the clinical part of our students' training to be one of the most important parts of their medical education. All of our students are required to rotate throughout our affiliated medical facilities, while attending our academy. The number of clinical hours varies with each program.

Gurnick Academy of Medical Arts opened its first campus in February of 2004. Currently there are four operational campuses in northern California and a number of extensive medical programs offered. More than 1200 students are served annually.

Gurnick Academy of Medical Arts is constantly improving its operations and quality level. We are proud of what has been accomplished in the past years and we look forward to sharing our future progress with you as we continue to address the needs of our students through a myriad of innovative techniques.

Konstantin Gourji

Chief Executive Officer

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>Branch Campus</th>
<th>Branch Campus</th>
<th>Branch Campus</th>
</tr>
</thead>
</table>
| 2121 S. El Camino Real, Bldg. C-200
San Mateo CA 94403
Phone: (650) 685-6616
Fax: (650) 685-6640 | 1401 Willow Pass Road, Suite 450
Concord, CA 94520
Phone: (925) 687-9555
Fax: (925) 687-9544 | 4712 Stoddard Road, Suite 200
Modesto CA 95356
Phone: (209) 521-1821
Fax: (209) 521-1607 | 7335 N. Palm Bluffs Ave, Fresno, CA 93711
Phone: (559) 222-1903
Fax: (559) 222-2672 |
MISSION STATEMENT

The mission of Gurnick Academy of Medical Arts is to offer quality allied-health and nursing programs that integrate professional skills, career-focused education and hands-on practical experience, empowering students to develop and achieve their personal and career potentials.

Gurnick Academy of Medical Arts believes that education should promote the development of positive self-esteem. Therefore, the institution provides services that support the efforts of students to succeed academically, vocationally and personally. The Academy provides a sophisticated level of training to individuals who desire a professional career in the medical field. This is accomplished through educational programs utilizing up-to-date training equipment, didactic lectures and hands-on experience provided by highly trained instructors, physicians and technologists.

STATEMENT OF HISTORY AND OWNERSHIP

February 2004
Gurnick Academy started its operations with Ultrasound Technology Program at main campus in San Mateo, CA.

January 2005
Gurnick Academy expanded its program offerings to include Vocational Nurse (VN) Program and Magnetic Resonance Imaging (MRI) Technology Program.

December 2005
Gurnick Academy opened its first branch campus in Concord, CA.

November 2007
Gurnick Academy opened two more branch campuses in Fresno, CA and Modesto, CA.

March 2008
Gurnick Academy started a Psychiatric Technician Program at the Concord branch.

June 2008
Gurnick Academy started Radiologic Technology Program at the Concord branch.

December 2009
Gurnick Academy was granted accreditation by Accrediting Bureau for Health Education Schools (ABHES).

March 2010
Gurnick Academy, Radiologic Technology Program was granted accreditation by Joint Review Committee on Education in Radiologic Technology (JRCERT).

February 2013
Gurnick Academy received ABHES approval for Physical Therapist Assistant Program, Associate of Science Degree Program.

March 2013
Gurnick Academy received ABHES approval for Phlebotomy Technician Program for all campuses.

May 2013
Gurnick Academy received ABHES approval for MRI Technology Program for Modesto, CA.

Gurnick Academy of Medical Arts, including all four campuses, is formed as a sole-proprietorship and is wholly owned by Konstantin Gourji, who also serves as the current Chief Executive Officer.

EXECUTIVE OFFICERS OF GURNICK ACADEMY OF MEDICAL ARTS

Konstantin Gourji, Chief Executive Officer
Larisa Revzina, Chief Academic Officer
Zara J. Gourji, Chief Process Officer
Burke Malin, Chief Operations Officer
ADEMY LOCATIONS & GENERAL DESCRIPTION OF FACILITIES

All classes are taught at the campus locations below as stated in student enrollment agreements.

San Mateo Main Campus
2121 S. El Camino Real, C-200
San Mateo, CA 94403
Phone: (650) 685-6616
Fax: (650) 685-6640

The San Mateo main campus is located in a modern professional plaza. The campus houses classrooms, an imaging lab, a patient-care lab, a phlebotomy lab, a physical therapy lab and a computer lab. There are administrative and faculty offices, a library, a reception area, and separate student and faculty lounges. The imaging lab is equipped with ultrasound scanners capable of performing general and specialized procedures including 3D and 4D and color-flow imaging. Standard equipment includes a library of text/case studies and reference books, video monitors, computers, TV sets and VCRs, journals, and audio and video aides. The patient-care lab is equipped with hospital beds, anatomical models, hi-fidelity interactive simulation mannequins and other patient-care equipment.

Concord Branch Campus
1401 Willow Pass Road, Suite 450
Concord, CA 94520
Phone: (925) 687-9555
Fax: (925) 687-9544

The Concord branch is located in a professional building on the fourth floor. The campus houses classrooms, a patient-care lab, RT X-Ray Lab and a library with internet access. There are administrative and faculty offices, as well as a reception area and student lounge. Standard equipment includes a library of text/case studies and reference books, video monitors, computers, journals, and audio and video aides. The patient-care lab is equipped with hospital beds, anatomical models, hi-fidelity interactive simulation mannequins and other patient-care equipment.

Concord Separate Classroom for Radiologic Technology Program
Alameda Hospital
2070 Clinton Avenue
Alameda, CA 94501

The Concord Separate Classroom located at Alameda Hospital offers a Radiology Department Room for laboratory use, twenty-five (25) miles from the Concord campus. This radiographic imaging facility allows students to practice setting up modern C.T. equipment and to also conduct the necessary experiments in fluoroscopy on an energized unit. (Students will also have rotations in separate clinical settings to gain clinical experience in actual CT and fluoroscopy exams in patient care setting.)

Modesto Branch Campus
4712 Stoddard Road, Suite 200
Modesto, CA 95356
Phone: (209) 521-1821
Fax: (209) 521-1607

The Modesto branch is located on the second floor of a professional building complex. The campus houses classrooms, patient-care labs, a computer lab and a library. There are administrative and faculty offices, a reception area and student lounge. Standard equipment includes a library of text/case studies and reference books, video monitors, computers, journals, and audio and video aides, TV sets, DVD/VCR player. The patient-care lab is equipped with hospital beds, anatomical models, hi-fidelity interactive simulation mannequins and other patient-care equipment.

Fresno Branch Campus
7335 N. Palm Bluffs Avenue
Fresno, CA 93711
Phone: (559) 222-1903
Fax: (559) 222-2672
The Fresno branch is a single standalone building. The campus houses classrooms, a patient-care lab, and a computer lab and a library. There are administrative and faculty offices, a reception area, and student and faculty lounges. Standard equipment includes a library of text/case studies and reference books, video monitors, computers, journals, and audio and video aides, TV sets, DVD/VCR player. The patient-care lab is equipped with hospital beds, anatomical models, hi-fidelity interactive simulation mannequins and other patient-care equipment.

### PROGRAM OFFERINGS

Please note that not all of the programs are available at each campus.

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnetic Resonance Imaging (MRI) Technology</td>
<td>San Mateo, Modesto</td>
</tr>
<tr>
<td>Phlebotomy Technician (PHL)</td>
<td>All</td>
</tr>
<tr>
<td>Physical Therapist Assistant (PTA)</td>
<td>San Mateo</td>
</tr>
<tr>
<td>Psychiatric Technician (PT)</td>
<td>Concord</td>
</tr>
<tr>
<td>Radiologic Technology (RT)</td>
<td>Concord</td>
</tr>
<tr>
<td>Ultrasound Technology (UT)</td>
<td>San Mateo</td>
</tr>
<tr>
<td>Vocational Nurse (VN)</td>
<td>All</td>
</tr>
</tbody>
</table>

### ACCREDITATION, APPROVAL, RECOGNITION, MEMBERSHIP

Gurnick Academy of Medical Arts holds national institutional accreditation by the Accrediting Bureau for Health Education Schools (ABHES). ABHES accreditation does not include continuing education courses. ABHES is located at:

7777 Leesburg Pike Suite 314 N. Falls Church, Virginia 22043, 703.917.9503.

Gurnick Academy of Medical Arts is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at www.bppe.ca.gov.

Gurnick Academy of Medical Arts (San Mateo, Concord, Fresno and Modesto campuses) Vocational Nurse Program is approved and accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Contact Information for Board of Vocational Nursing and Psychiatric Technicians is:

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Phone: (916) 263-7800

Gurnick Academy of Medical Arts (Concord campus), Psychiatric Technician Program is approved and accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Contact Information for Board of Vocational Nursing and Psychiatric Technicians is:

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Phone: (916) 263-7800

Gurnick Academy of Medical Arts (San Mateo campus), MRI Technology Program is recognized and accredited by American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). The mailing address for ARMRIT is:

8815 Commonwealth Blvd. Bellerose, NY 11426 Information about the registry can be found at http://www.armrit.org.

Gurnick Academy of Medical Arts (Concord Campus) Radiologic Technology Program is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact information for The Joint Review Committee on Education in Radiologic Technology is:
Gurnick Academy of Medical Arts (Concord campus), Radiologic Technology Program is approved by the California Department of Public Health, Radiologic Health Branch (CDPH-RHB) as a school for radiographers. The program also holds State approval as a fluoroscopy school. Contact Information for Department of Public Health, Radiologic Health Branch is:

P.O. Box 997414, MS 7610, Sacramento, CA 95899-7414, (916) 327-5106.

Gurnick Academy of Medical Arts (San Mateo, Concord, Modesto and Fresno campuses), Phlebotomy Technician Program is approved by the California Department of Public Health, Laboratory Field Services (CDPH-LFS).

PO Box 997377, MS 0500, Sacramento, CA 95899-7377.

Gurnick Academy of Medical Arts is approved by the California Department of Public Health, Laboratory Field Services (CDPH-LFS).

Gurnick Academy of Medical Arts is an approved course provider by Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to provide IV Therapy and Blood Withdrawal Certification Courses.

Gurnick Academy of Medical Arts is approved by US Department of Education to participate in Title IV/Federal Financial Aid programs.

Gurnick Academy of Medical Arts is approved for the training of Veterans and eligible persons as an eligible institution. This approval will enable Veterans and their eligible dependents/spouses to utilize their GI Bill benefits to train to become Career Healthcare professionals.

Gurnick Academy of Medical Arts is a member of the California Association of Private Postsecondary Schools (CAPPS).

Gurnick Academy of Medical Arts is approved to accept participants from Workforce Investment Act (WIA), Employment Development Department (EDD) and California counties retraining programs.

Gurnick Academy of Medical Arts (San Mateo campus) is approved by Student and Exchange Visitor Program (SEVIS) to accept international students. More information can be found at https://egov.ice.gov/sevis/.

Gurnick Academy of Medical Arts is seeking accreditation of a new Physical Therapist Assistant education program from CAPTE. The program has submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the program; therefore, no students may be enrolled in professional/technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Individuals who would like to review the accredit ing/licensure documentation should contact appropriate campus director.

# GURNICK ACADEMY OF MEDICAL ARTS ADMISSIONS POLICIES

## PREREQUISITES AND COREQUISITES

Gurnick Academy of Medical Arts has established program prerequisites and course corequisites appropriately on a programmatic and course-by-course basis.

Prerequisites are defined as courses required being completed prior core programs. Passing prerequisites demonstrates competency of knowledge required for starting the core program. Prerequisite Challenge Exams are available for those who are interested. Please review individual program admission requirements for more details.
Corequisites are defined as courses that must be taken simultaneously. Please note that prerequisite courses do not fall within ABHES scope of accreditation neither we award academic credits for those courses. Prerequisite courses are also not eligible for Financial Aid.

**ADMISSION REQUIREMENTS**

**Magnetic Resonance Imaging Technology Program**

All applicants must:

- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Meet with Financial Aid Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy
- Have a High School Diploma from an approved/accredited High School, or a GED and be at least 18 years of age to be able to enroll to core program (Please ask Admission Advisor for more details and for the list of approved High Schools)
- Possess an Associate Degree in any field from an approved/accredited educational institution
- Provide official transcripts which reflect a minimum cumulative GPA of C in all college course work
- Bring - for applicants with a foreign diploma - proof of successful completion of an ESL class equal to ESL 26/ English 1A in the Foothill - De Anza community college system or to successfully pass TOEFL test with the following minimum scores: 560 for the PBT (paper-based test) and 87 for the iBT (internet-based test)
- Complete the Entrance Exam (currently: Scholastic Level Exam (SLE)) with a minimum score of required by the program
- Pass all of the following prerequisite courses *
  - Essential Medical Bio-Science
  - Anatomy and Physiology

* Applicants may request credit granting for some /all prerequisite courses after submitting an original transcript that proves equivalent coursework was successfully completed within the last 5 years and given a grade of at least a “C”. All credit granting is subject to the approval from the Program Director or Program Coordinator. Please allow 7 days for review.

- Comply with all Gurnick Academy requirements for Immunizations, Health Screening, Background Check, and CPR policy
- Comply with program’s performance requirements. Make sure to read MRI Technology Program’s performance requirements in Program Performance Requirements section below
- Pass an interview with the MRI Program Director of Gurnick Academy of Medical Arts

**MRI Technology Admission Point System**

Applicants are deemed qualified on a point system. The highest ranked (above a minimum) will be offered seats in the program.

The following point system is used to decide which student’s will be offered a seat in the program.

<table>
<thead>
<tr>
<th>1. Admission:</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Healthcare field Background</td>
<td></td>
</tr>
<tr>
<td>Less than 2 years</td>
<td>1</td>
</tr>
<tr>
<td>2-4 years</td>
<td>2</td>
</tr>
<tr>
<td>4+ years</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite scores</td>
<td></td>
</tr>
<tr>
<td>Average GPA of 3.0</td>
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<tr>
<td>-------------------</td>
<td>---</td>
</tr>
<tr>
<td>Average GPA of 3.5</td>
<td>2</td>
</tr>
<tr>
<td>Average GPA of 3.9</td>
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</tr>
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</table>

**Original Diploma scores**

<table>
<thead>
<tr>
<th>Average GPA of 3.0</th>
<th>1</th>
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<tbody>
<tr>
<td>Average GPA of 3.5</td>
<td>2</td>
</tr>
<tr>
<td>Average GPA of 3.9</td>
<td>3</td>
</tr>
</tbody>
</table>

**Re-applicant**

2

**2. Interview:**

- Appearance 3
- Personality 3
- Communications skills 3
- Maturity 3
- Attitude 3
- Overall Impression 5

**Phlebotomy Technician Program**

All applicants must:
- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy
- Have and provide proof of a High School Diploma from an approved/accredited High School, or a GED and be at least 18 years of age to be able to enroll to core program (Please ask Admission Advisor for more details and for the list of approved High Schools)
- Complete the Entrance Exam (currently: Scholastic Level Exam (SLE)) with a minimum score of required by the program
- Comply with Program Performance Requirements section below

**Physical Therapist Assistant Program**

All applicants must:
- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Meet with Financial Aid Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy
- Comply with program’s performance requirements. Make sure to read PTA Program’s performance requirements in Program Performance Requirements section below
- Attend an Informational Open House*

* Open Houses are held monthly at the PTA classroom at the Gurnick Academy San Mateo campus. Sessions are about 1 hour and will include details of the admissions process and requirements, resources, information about the field of Physical Therapy and the Physical Therapist Assistant, information about the program, policies and procedures, financial aid, and tour of the facilities. Attendance at one open house is required. Additional observations and exposure to a Physical Therapy facility is encouraged but not required.
- Complete the DISCOVER Health Occupations Readiness test. Please read the below Discover Testing section for more details
- Provide official transcripts and course descriptions for all required pre-requisite courses which reflect a grade C or better in each class and minimum cumulative GPA of 2.5
- Pass all of the following prerequisite courses *. Realizing that Anatomy and Physiology is a highly impacted course at local community colleges, Gurnick Academy offers a hybrid class that will fulfill the pre-requisite requirement.
  - Anatomy and Physiology with lab-complete sequence within the last 5 years
  - Algebra-college level
  - English-reading and writing composition-must contain writing
  - Introduction to Psychology or Lifespan psychology
  - Social and Behavioral sciences
  - Oral communication-speech or interpersonal communication

* Applicants may request credit granting for some/all prerequisite courses after submitting an original transcript that proves equivalent coursework was successfully completed within the last 5 years and given a grade of at least a “C”. All credit granting is subject to the approval from the Program Director or Program Coordinator. Please allow 7 days for review.

Please note: additional consideration is given to applicants who have completed and documented 20 or more hours of observation, work experience, or volunteer experience at a physical therapy facility.

- Pass an interview with the PTA Program Director of Gurnick Academy of Medical Arts (Interview criteria are based upon Generic Abilities identified through a study at the UW-Madison. These abilities are attributes leading to success in the field of Physical Therapy) Interviews will be scheduled with the PTA Program Director for applicants that meet the minimal requirements. Interviews will last about 15-20 min. Please come at least 15 min before to complete a short Applicant Essay and pre-admission questionnaire.

Selected applicants will be notified of acceptance. Those selected must comply with all Gurnick Academy requirements for Immunizations, Health Screening, Background Check, and CPR policy prior to starting the program.

Those applicants that were not selected may re-apply. Please review the Point System below to see additional points for re-applicants.

Discover Testing

The Discover Health Occupations Readiness Test is a computer-based one-hour test that measures skills in academic areas of reading, mathematics, science, and English/language usage. The DISCOVER test is administered at the San Mateo Campus of Gurnick Academy of Medical Arts.

There is a $35 testing fee applicants must pay prior to taking the DISCOVER. Applicants will make payment to ATI at the time of testing (credit or debit card payment is accepted). Prior to the testing date, applicants must schedule a date with the testing center.

In this email, you must put “DISCOVER” in the subject line, and in the message state: Your name; email; phone number; and date you would like to take the DISCOVER. You will receive a confirmation email from the testing center. It is recommended one schedules early as there are only a limited number of testing positions for each date.

At least 24 hours before the scheduled exam time, applicants must register at the following website: www.atialliedhealth.com. Go to “Create an account” under the log-in area on the right. Fill out all information, for Institution; pick "Gurnick Academy of Medical Arts". Then click “Register”

The day of the test, students must bring a picture ID that includes a signature (example: drivers license), method of exam payment, the login and password that the candidate has created when registering with
ATI, and arrive at the testing center at least 30 minutes prior to the start of the scheduled exam time. Applicants are allowed to bring a calculator to use during the exam.

**PTA Admission Point System**

Applicants are deemed qualified on a point system. The highest ranked (above a minimum) will be offered seats in the program.

The following point system is used to decide which student’s will be offered a seat in the program.

<table>
<thead>
<tr>
<th>Completed documentation submission</th>
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</thead>
<tbody>
<tr>
<td>Proof of Prerequisite GPA</td>
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<tr>
<td>Average 2.5</td>
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<tr>
<td>Average 2.6-3.0</td>
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<td>Average 3.1-3.5</td>
<td>3</td>
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<tr>
<td>Average 3.6-4.0</td>
<td>4</td>
</tr>
<tr>
<td>Re-Application</td>
<td>1</td>
</tr>
<tr>
<td>Proof of current CPR license</td>
<td>1</td>
</tr>
<tr>
<td>Information Open House</td>
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</tr>
<tr>
<td>Documented 20 or more hours observation/experience at a physical therapy facility</td>
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</tr>
<tr>
<td>Discover Composite score</td>
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<tr>
<td>0-25%</td>
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<tr>
<td>26-59%</td>
<td>6</td>
</tr>
<tr>
<td>60-75%</td>
<td>9</td>
</tr>
<tr>
<td>76-100%</td>
<td>12</td>
</tr>
</tbody>
</table>

**Interview: includes essay and pre-admission questionnaire**

| Critical thinking                  | 0-3 |
| Communication skills               | 0-3 |
| Problem solving                    | 0-3 |
| Interpersonal skills               | 0-3 |
| Responsibility                     | 0-3 |
| Professionalism                    | 0-3 |
| Use of constructive feedback       | 0-3 |
| Effective use of time and resources| 0-3 |
| Stress management                  | 0-3 |
| Commitment to Learning             | 0-3 |

**Radiologic Technology Program**

All applicants must:
- Submit a completed application. It is recommended to fill out the application with an admissions advisor;
- Provide evidence of a high school diploma or a GED;
- Possess a minimum of an Associate Degree in any field of study or have completed sufficient credits to have completed the Associate Degree by the end of the program;
- Be at least 18 years of age;
- Have a minimum cumulative GPA of 2.5 in all college course work;
- Submit original transcripts from registrar at educational institutions. Copies are not accepted;
- Pay all applicable fees as per the current published fee schedule prior to the issuance of an enrollment contract or must make other arrangements acceptable to the school;
- Pass the Ability to Benefit Test (SLE—Scholastic Level Exam) with a minimum score of 30
- Comply with program’s performance requirements. Make sure to read MRI Technology Program’s performance requirements in Program Performance Requirements section below
- Pass an ESL test if applicant is a non-native English speaker;
- The following prerequisite courses must be completed with a minimum grade of “C” defined as a 2.0 grade point value and in most cases within the last 5 years*:
  a. Anatomy and Physiology
  b. Medical Terminology
  c. Mathematical Logical Reasoning (college level)
  d. Written and Oral Communication

*Applicants may request credit granting by submitting an original transcripts. Credit granting is subject for approval by Program Director.

- Show proof of completion (signed by department manager on facility’s letterhead) of 25 hours of volunteer or work experience in a medical imaging department. (The program director may accept specific equivalent verified work experience in a medical field in lieu of this requirement. Applicant must obtain a signed letter from the employer and submit with application materials.);
- Submit two original letters of reference that are current, typed, signed and dated which include:
  a. Academic letter of reference from a science or math teacher of a post-secondary institution;
  b. Letter of reference from a recent employer or supervisor.
- Submit an essay (no longer than two typed, double spaced pages) which describes the:
  a. Reasons for applicant’s desire to become a radiologic technologist;
  b. Reasons for applying to the GAMA Radiologic Technology Program;
  c. Personal attributes which contribute to the applicant’s success in the program;
  d. Pertinent employment or volunteer experience that supports the applicant’s knowledge of the medical field.
- Pass an admission interview.

Selected applicants will be notified of acceptance. Those selected must comply with all Gurnick Academy requirements for Immunizations, Health Screening and Background Check.

**RT Admission Point System**

Applicants are deemed qualified on a point system. The highest ranked (above a minimum) will be offered seats in the program

The following point system is used to evaluate each applicant showing the maximum score achievable.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Entrance Exam</td>
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<tr>
<td>Education Level</td>
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</tr>
<tr>
<td>Prerequisite GPA</td>
<td>30</td>
</tr>
<tr>
<td>Essay</td>
<td>50</td>
</tr>
<tr>
<td><strong>Interview Assessment Score</strong></td>
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</tr>
<tr>
<td>Interview Question (s) each</td>
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<tr>
<td>Appearance and Demeanor</td>
<td>12.5</td>
</tr>
<tr>
<td>Communications skills</td>
<td>12.5</td>
</tr>
<tr>
<td>Maturity</td>
<td>12.5</td>
</tr>
<tr>
<td>Overall Impression</td>
<td>150</td>
</tr>
</tbody>
</table>

**Ultrasound Technology Program**

All applicants must:
- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Meet with Financial Aid Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy
- Have a High School Diploma from an approved/accredited High School (Official transcripts must be provided), or a GED and be at least 18 years of age to be able to enroll to core program (Please ask Admission Advisor for more details and for the list of approved High Schools)
- Possess a minimum of an Associate of Science Degree in an Allied Health field that is directed at human patient care or a minimum of Bachelor of Science or Arts Degree in any field from an approved/accredited educational institution
- Comply with program’s performance requirements. Make sure to read UT Program’s performance requirements in Program Performance Requirements section below
- Provide official transcripts which reflect a minimum cumulative GPA of C in all college course work (Applicant must provide official transcripts which reflect a minimum cumulative GPA of 2.0 in all college course work directly from the registrar’s office before the application will be considered complete. Or applicant must bring the original and copy will be made by AA.)
- Applicants with a foreign diploma must bring proof of successful completion of an ESL class equal to ESL 26/ English 1A in community college system or to successfully pass TOEFL test with the following minimum scores: 560 for the PBT (paper-based test) and 87 for the iBT (internet-based test)
- Complete the Entrance Exam (currently: Scholastic Level Exam (SLE)) with a minimum score of required by the program
- Pass all of the following prerequisite courses *
  - Essential Medical Bio-Science
  - Anatomy and Physiology
  - Ultrasound Basic Physics and Instrumentation
  - Cross-Sectional Anatomy

* Applicants may request credit granting for some prerequisite courses by submitting an original transcript that proves equivalent coursework was successfully completed within the last 5 years and given a grade of at least a “C”. All credit granting is subject to the approval from the Program Director or Program Coordinator. Please allow 7 days for review.
- Submit an essay (no longer than two typed pages) which describes the following:
  - Synopsis of their observation, experience, and the impact on their decision to pursue this career path based upon one 4 hour Ultrasound Department visit to our affiliated hospitals scheduled by the Program Director during their completion of the pre-requisites
  - Reasons for applicant’s desire to become an ultrasound technologist
  - Reasons for applying to the Gurnick Academy of Medical Arts San Mateo Campus Ultrasound Technology Program
  - Personal attributes which would contribute to the applicant’s success in the program
  - Pertinent employment, volunteer, or other experience which would support applicant’s knowledge of the medical field
- Comply with all Gurnick Academy requirements for Immunizations, Health Screening, Background Check, and CPR policy
- Pass an interview with the UT Program Director of Gurnick Academy of Medical Arts

**UT Admission Point System**

Applicants are deemed qualified on a point system. The highest ranked (above a minimum) will be offered seats in the program

The following point system is used to decide which student’s will be offered a seat in the program.
Vocational Nurse and Psychiatric Technician Program

All applicants must:
- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts.
- Meet with Financial Aid Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts.
- Have a High School Diploma from an approved/accredited High School, or a GED and be at least 18 years of age to be able to enroll to core program (Please ask Admission Advisor for more details and for the list of approved High Schools).
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy.
- Comply with program’s performance requirements. Make sure to read VN Program’s performance requirements in Program Performance Requirements section below.
- Complete the Entrance Exam (currently: Scholastic Level Exam (SLE)) with a minimum score of required by the program.
- Complete the required prerequisite course with a passing score in order to begin the core program. See Prerequisite and Corequisites policy for more details.
- Some Campuses (in cases such as if the applicant pool might be larger than the number of available seats at the desired campus location) may require an additional step: an interview with the VN Program Director Coordinator or designee.
- Comply with program’s performance requirements. Make sure to read Program Performance Requirements section below.

1. Admission

<table>
<thead>
<tr>
<th>Previous Healthcare field</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>less than 2 years</td>
<td>1</td>
</tr>
<tr>
<td>2-4 years</td>
<td>2</td>
</tr>
<tr>
<td>4+ years</td>
<td>3</td>
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Prerequisite scores

<table>
<thead>
<tr>
<th>Average GPA</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>1</td>
</tr>
<tr>
<td>3.5</td>
<td>2</td>
</tr>
<tr>
<td>3.9</td>
<td>3</td>
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</table>

Original Diploma scores

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<tr>
<th>Average GPA</th>
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<tr>
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Background

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<thead>
<tr>
<th>Practical Observation/Essay</th>
<th>Score</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Repeated applicant</th>
<th>Score</th>
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<td></td>
<td>2</td>
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2. Interview:

<table>
<thead>
<tr>
<th>Appearance</th>
<th>Score</th>
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<tr>
<td></td>
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</table>

- Personality | 3
- Communications skills | 3
- Maturity | 3
- Attitude | 3
- Overall Impression | 5

Vocational Nurse and Psychiatric Technician Program

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</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

- Personality | 3
- Communications skills | 3
- Maturity | 3
- Attitude | 3
- Overall Impression | 5

Vocational Nurse and Psychiatric Technician Program

All applicants must:
- Meet with program’s Admission Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts.
- Meet with Financial Aid Advisor to go over all required disclosures and receive full information prior to enrolling to Gurnick Academy of Medical Arts.
- Have a High School Diploma from an approved/accredited High School, or a GED and be at least 18 years of age to be able to enroll to core program (Please ask Admission Advisor for more details and for the list of approved High Schools).
- Pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment agreement or make other payment arrangements acceptable to the academy.
- Comply with program’s performance requirements. Make sure to read VN Program’s performance requirements in Program Performance Requirements section below.
- Complete the Entrance Exam (currently: Scholastic Level Exam (SLE)) with a minimum score of required by the program.
- Complete the required prerequisite course with a passing score in order to begin the core program. See Prerequisite and Corequisites policy for more details.
- Some Campuses (in cases such as if the applicant pool might be larger than the number of available seats at the desired campus location) may require an additional step: an interview with the VN Program Director Coordinator or designee.
- Comply with program’s performance requirements. Make sure to read Program Performance Requirements section below.
Program Performance Requirements

In order to ensure the safety and welfare of students and patients each of our programs has sets of specific physical and non-physical requirements. Almost all of our students (check with an Admission Advisor if applicable) must be able to:

- Handle stressful situations related to technical and procedural standards and patient care situations
- Respond quickly and appropriately to emergency situations using the English language
- Communicate effectively with patients and staff in both verbal and written forms in clear English
- Read and interpret (or learn how to) patient charts and requisitions
- Tolerate strong, unpleasant odors
- Provide physical and emotional support to the patients during procedures
- Report clearly and legibly through progress notes in patient charts.
- Meet class standards for successful course completion.
- Collect, interpret, and integrate data about patients.
- Recognize and respond appropriately to individuals of all ages, genders, and races, and from all socio-economic, religious, and cultural backgrounds.
- Cope with stress of heavy workloads, demanding patients, and life-threatening clinical situations.
- Recognize and respond appropriately to potentially hazardous situations.
- Demonstrate the physical and emotional capacity to work a 40-hour week while at the clinical rotation.
- Behave in an ethically sound, competent, compassionate, and professional manner in the classroom and in the clinic.
- Lift/carry:
  - 1 - 5 lbs. frequently – image receptors, lead aprons, files
  - 20-50 lbs. occasionally – patient transfers and patient positioning
  - 50-70 lbs. rarely to occasionally – patient transfers
- Stand and walk for up to 8 hours per day
- Carry a minimum of 20 pounds while walking a distance of 100 feet
- Bend or flex the upper trunk forward up to 45 degrees and flex the lower torso into a squatting position
- Rotate the upper trunk up to 30 degrees to the right and left
- Reach a minimum of 72 inches above floor level or a full arm’s reach
- Utilize the sense of hearing to effectively communicate with the patients and health care team
- Utilize the sense of vision in all levels hospital lighting, which varies from low levels of illumination to bright light levels
- Sit in class for up to 6 hours per day
- Palpate anatomical structures and handle injured body parts without causing injury to the patient.
- Give manual resistance to a patient’s arm, leg, or trunk during exercise.
- Move with adequate agility and speed to ensure patient safety.
- Walk and balance well enough to help patients walk and transfer with or without equipment, while preventing injury to patient and self.
- Safely grasp and manipulate small objects and set dials on electrical equipment.
- Use visual, auditory, and tactile senses to observe patients and collect and interpret data.
- Respond to warning sounds, machine alarms, and calls for help.

Please read further to find additional program specific requirements. Please note some requirements may overlap with the above list.
Magnetic Resonance Imaging Technology Program

The MRI Technology students must be in good health and able to:

- Lift more than 50 pounds and push-and-pull routinely.
- Hear sufficiently to assess patient needs and communicate verbally with other healthcare providers.
- Verbalize and have written skills to communicate needs promptly and effectively in English.
- Have full use of arms, hands, and wrists.
- Possess adequate visual acuity to review radiologic exams, including color distinctions.
- Stand and walk on your feet 80% of the time.
- Work compassionately and effectively with ill patients.

The MRI Technology students must have sufficient strength, motor coordination and manual dexterity to:

- Transport, move, lift and transfer patients from a wheelchair or cart to a table or to a patient bed;
- Move, adjust and manipulate a variety of MRI equipment.

The MRI Technology students must be capable of:

- Handling stressful situations related to technical and procedural standards and patient care situations;
- Providing physical and emotional support to the patient during the radiologic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives;
- Communicating verbally in an effective manner in order to direct patients during radiologic examinations;
- Visually recognizing anatomy on CRT screen; and
- Reading and interpreting patient charts and requisitions for radiologic examinations.

The MRI Technology students must have the mental and intellectual capacity to:

- Calculate and select proper technical factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy; and
- Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology if present, accurate procedural sequencing, completion of a diagnostic examination, and other appropriate and pertinent technical qualities.

Physical Therapist Assistant Program

The PTA students must have the following motor skills:

- Sit in class for up to 6 hours per day.
- Stand for up to 4 hours per day.
- Safely bend, lift, twist, push, pull, and transfer up to 200 pounds to assist in moving a patient from one surface to another.
- Palpate anatomical structures and handle injured body parts without causing injury to the patient.
- Give manual resistance to a patient’s arm, leg, or trunk during exercise.
- Move with adequate agility and speed to ensure patient safety.
- Walk and balance well enough to help patients walk and transfer with or without equipment, while preventing injury to patient and self.
- Safely grasp and manipulate small objects and set dials on electrical equipment.
- Use equipment that emits electrical, ultrasonic, and thermal energy.

The PTA students must have the following Observational and Sensory Skills:

- Use visual, auditory, and tactile senses to observe patients and collect and interpret data.
- Read and interpret equipment dials, patient charts, professional literature, and notes from patients, physicians, and other health professionals.
- Respond to warning sounds, machine alarms, and calls for help.

The PTA students must have the following Communication Skills:

- Communicate effectively in English in verbal and written formats with faculty, peers, patients, families, and other health professionals.
- Report clearly and legibly through progress notes in patient charts.

The PTA students must have the following Intellectual and Conceptual Skills:

- Meet class standards for successful course completion.
- Collect, interpret, and integrate data about patients.
The PTA students must have the following Behavioral and Social Attitudes:
- Recognize and respond appropriately to individuals of all ages, genders, and races, and from all socio-economic, religious, and cultural backgrounds.
- Cope with stress of heavy workloads, demanding patients, and life-threatening clinical situations.
- Recognize and respond appropriately to potentially hazardous situations.
- Demonstrate the physical and emotional capacity to work a 40-hour week while at the clinical rotation.
- Behave in an ethically sound, competent, compassionate, and professional manner in the classroom and in the clinic.

Radiologic Technology Program
The RT students must have the following abilities:
- Manipulate radiographic and medical equipment utilizing fingering, reaching, pulling and extending.
- Have tactile discrimination to palpate patients and to perform other fine motor tasks.
- Provide physical and emotional support to the patients during radiographic procedures.
- Calculate and select proper technical factors according to the individual needs of the patient and the requirements of the procedure’s standards of speed and accuracy.
- Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology if present, accurate procedural sequencing, completion of a diagnostic examination, and other appropriate and pertinent technical qualities.

Ultrasound Technology Program
The UT students must be in good health and able to:
- Lift more than 50 pounds and push-and-pull routinely.
- Hear sufficiently to assess patient needs and communicate verbally with other healthcare providers.
- Have full use of arms, hands, and wrists.
- Possess adequate visual acuity to review sonograms, including color distinctions.
- Stand and walk on your feet 80% of the time.
- Reach at or above shoulder level intermittently for 90% of work time.
- Work compassionately and effectively with the sick patients.

The UT students must have sufficient strength, motor coordination and manual dexterity to:
- Transport, move, lift and transfer patients from a wheelchair or cart to a sonography table or to a patient bed; and
- Move, adjust and manipulate a variety of sonographic equipment, including the physical transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedure and standards of speed and accuracy.

The UT students must also be capable of:
- Handling stressful situations related to technical and procedural standards and patient care situations
- Providing physical and emotional support to the patient during the sonographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives
- Communicating verbally in an effective manner in order to direct patients during sonographic examinations
- Visually recognizing anatomy on CRT screen
- Reading and interpreting patient charts and requisitions for sonographic examinations.

The UT students must have the mental and intellectual capacity to:
- Calculate and select proper technical factors according to the individual needs of the patient and the requirements of the procedure’s standards of speed and accuracy; and
- Review and evaluate the recorded images on a CRT and archiving system for the purpose of identifying patient pathology if present, accurate procedural sequencing, completion of a diagnostic examination, and other appropriate and pertinent technical qualities.
RE-ENROLLMENT

Individuals may not always be eligible to re-enroll to Gurnick Academy of Medical Arts. Please read below to find out policy that covers situations which will / will not grant the ability to re-enroll to Gurnick Academy of Medical Arts.

Withdrawal:

Students may withdraw voluntarily. Students may voluntarily withdraw up to two times to be able to re-enroll. Individuals who withdrew voluntarily for more than 2 times may not re-enroll.

Students can be expelled by the Academy (involuntary) mainly for two reasons: academic and disciplinary.

Academic Expulsion:

Individuals who were expelled for academic reasons can be re-enrolled one (1) time and are not eligible for remediation. A re-enrolled student (who was previously expelled for academic reasons) is placed on academic probationary status and is not eligible for remediation. The academic probationary status is lifted once the student graduates. Re-enrolled students with academic probationary status are not eligible for financial aid until they successfully pass the course they are repeating with the grade of C or better. Once the student successfully passed the course with the letter C or better the student may be eligible to receive financial aid. Re-enrolled student may have to repeat a failed course. The student will not be eligible to receive FA for the repeated course.

Individuals who were expelled for a second time are not permitted to re-enroll.

Disciplinary Expulsion:

Individuals who were expelled for disciplinary reasons are not permitted to re-enroll. Please read Disciplinary Probation for details.

INTERNATIONAL STUDENT ADMISSIONS

International applicants are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens, as outlined above. All documents should be accompanied by an English evaluation. Students whose native language is not English may be required to take the Test of English as Foreign Language (TOEFL). The following minimum TOEFL scores must be obtained: 560 for the PBT (paper-based test) and 87 for the iBT (internet-based test) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through our Admissions office. The academy is authorized under federal law to enroll non-immigrant students. Visa services other than M1 Visa’s are not offered through Gurnick Academy of Medical Arts. Gurnick Academy of Medical Arts will document and vouch for current student status, if requested.

FOREIGN TRANSCRIPT/ DIPLOMA EVALUATIONS

All foreign transcripts and degrees must be evaluated and translated into equivalent college hours by a "Foreign education transcript evaluation organization" if you wish to receive prerequisite credit.

Following is a compilation of possible foreign education transcript evaluation organizations. Gurnick Academy of Medical Arts does not review or endorse these or other providers of foreign education transcription.

- Foreign Consultants: http://www.foreignconsultants.com/
- Fikrat Consulting, Inc.: http://www.fikratconsulting.com
- Educational Credential Evaluators: http://www.ece.org/
- Educational Perspectives: http://www.educational-perspectives.org/
- Foundation for International Services, Inc.: http://www.fis-web.com/
IMMUNIZATION REQUIREMENTS

For protection and compliance with state regulations, Gurnick Academy of Medical Arts requires all students to be properly immunized. Documentation of immunizations must be provided to the admissions office prior to the start of the program or internships as programmatically determined.

Students must comply with the minimum health requirements from each individual clinical facility where performing internships which may include additional immunity or vaccination requirements not specifically listed within this catalog. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccinations (immunization documents or evidence of a blood titer), before the clinical component can be attended:

- Varicella immunity
- MMR immunity
- Up-to-date tetanus shots *(defined as within the past 10 years)*
- Hepatitis B vaccine series *(if not complete, proof immunization must be shown for the 1st shot within one month or 1st and 2nd shot within six months)*
- Two Step Tuberculin test within the past six months

*in case of the positive TB test result, student must have proof of a negative chest x-ray within 2 years. Student may be expected to comply with additional TB screening requirements as determined by the hospital/clinical setting.*

Failure to keep these immunization requirements up-to-date could impact the student’s ability to attend the clinical facility, to complete the program’s graduation requirements, or to obtain certification after completion of the program.

Gurnick Academy reserves the right not to accept titers if they are not done within the last 3 years.

HEALTH SCREENING REQUIREMENTS

Each applicant must provide an attestation from his or her family physician certifying of the absence of physical and/or mental and/or contagious disorders. Drug screening test results are required prior to the start of internships and must be completed at Gurnick designated laboratory. Positive results of a student’s drug testing could impact the student’s ability to attend the clinical facility, to complete the program’s graduation requirements, or to obtain certification after completion of the program. The cost of examinations, screenings and drug tests will be paid by the student.

BACKGROUND CHECK

Applicants may need to complete a general background check prior to the start of the internship as requested by a hospital/clinical setting. For some of our programs background checks are a mandatory requirement. The cost of all required background checks will be paid by the student. Gurnick Academy of Medical Arts will facilitate background checking procedures. Background check results will be provided to the clinical facility by the student upon request of the clinical education site. Background check results could impact the student’s ability to attend the clinical facility, to complete the program’s graduation requirements, or to obtain certification after completion of the program. Applicants should be aware that the clinical education site has the ability to request an additional background check or to refuse a student based upon the results. Applicants should check State regulations related to criminal convictions and the ability to be licensed.

CPR

Prior to the start of any program or its internship component students must submit proof of completion and current certification in CPR for the Healthcare Provider. Failure to keep this certification current could impact the student’s ability to attend the clinical facility, to complete the program’s graduation requirements, or to obtain certification after completion of the program.
**CLINICAL FACILITIES**

Gurnick Academy of Medical Arts has entered into affiliation agreements with clinical facilities that provide the student with experiences in many areas pertaining to program requirements. Students are assigned to clinical experiences in hospitals and various outpatient centers in the community. Clinical sites availability varies and is closely managed by the Program Coordinators and Outreach Department to provide students with experiences to meet each discipline requirements. The clinical experiences help students gain experience that prepares them for entry-level positions in the medical field. In cases of incidents/accident occurring on premises of Clinical Sites please see our Safety Policy.

For a complete list of Gurnick Academy’s clinical facilities please contact program’s Admission Advisor / Program Director/ Coordinator.

**TRAVEL DISCLOSURE**

Every attempt is made to place a student as close to home as possible; however, clinical experiences are often limited by the number of students living within a specific geographic region and by the number of clinical sites available. In addition, students may be required to rotate between clinical sites during the course of their clinical education to ensure all students receive equitable high quality clinical education during their training.

All students must be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the program. Students may be required to travel more than an hour to clinical sites. Travel to an internship site varies and can be over 100 miles one way from campus. In addition, some of our programs may occasionally conduct labs at our clinical sites. Students/applicants are encouraged to check with their program officials for more details. Rotation requirements will be presented to the student by their respective Clinical Coordinator and/or Program Director.

Transportation for students to internship sites is not provided by the school. Students should plan accordingly for additional travel costs. The student must provide his/her own transportation. If for any reason the student does not have access to a vehicle for personal use or does not have a valid driver license, the student is responsible for acquiring an alternative form of transportation. It is important for each student to have independent reliable transportation. Internship assignments cannot and will not be based on transportation needs.

**ADVANCED PLACEMENT & CREDIT GRANTING**

There is no charge for review of transfer credit or experiential learning. Students will receive a written evaluation of credits either accepted or denied. All decisions on transfer credit or experiential learning are final, appeals are not accepted. Students can be granted credit up to 49% of the total hours in certificate and diploma programs and up to 75% of a total degree program’s hours. Credit Granting will be awarded according to program, state, and school policies.

Transfer credit, experiential learning, challenge examinations, and achievement tests may be given for related previous education if the credits were granted within the last five (5) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA) and the student received a course grade of a C or higher as follows:

**Magnetic Resonance Imaging Technology Program:**

Credits earned from courses or programs approved by:

1. Joint Review Committee on Education in Radiologic Technology accredited magnetic resonance imaging technology courses and programs.
2. Competency-based credit is granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations.
Physical Therapist Assistant Program:
Credits earned from courses or programs approved by:
1. Credits earned from courses or programs accredited by CAPTE
2. Credits earned at institutions with regional or national accreditation

Radiologic Technology Program:
Credits earned from courses or programs approved by:
1. California Department of Public Health, Radiologic Health Branch accredited radiologic technology courses and programs.
2. Joint Review Committee on Education in Radiologic Technology accredited radiologic technology courses and programs.
3. Other courses that the institution determines are equivalent to courses within the Radiologic Technology program curriculum.

Ultrasound Technology Program:
Credits earned from courses or programs approved by:
1. Joint Review Committee on Education in Diagnostic Medical Sonography accredited ultrasound courses and programs.
2. Competency-based credit is granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations.

Vocational Nurse & Psychiatric Technician Programs:
Credits earned from courses or programs accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA):
1. Vocational or practical nursing courses;
2. Registered nursing courses;
3. Psychiatric courses;
4. Armed services nursing courses;
5. Certified nurse assistant courses;
6. Other courses the school determines are equivalent to courses in the program;
7. Competency-based credit is granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations.

LICENSURE, CERTIFICATION AND REGISTRY DISCLAIMER

Graduates from this institution’s programs may wish to obtain additional credentials in addition to the educational credential obtained as a result of successfully completing their program of study. Certifications are available for all of the institution’s programs. With the exception of the Vocational Nurse program, Radiologic Technology program, Psychiatric Technician program, Phlebotomy Technician program and Physical Therapist Assistant program, these certificates and licenses are voluntary; but they do enhance employment opportunities and potential income. For the Vocational Nurse, Radiologic Technology, and Psychiatric Technician, Physical Therapist Assistant, Phlebotomy Technician programs licensure is required to practice in the State of California.

Licensing Examinations and their content are controlled by outside agencies. Gurnick Academy cannot guarantee that graduates will be able to pass their licensing examinations. Registration or license requirements for taking and passing the examination are not controlled by the school but by outside agencies and are subject to change by the agency without notice to the school. Therefore, the academy cannot guarantee that graduates will be eligible to take licensing certification exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Often the eligibility of program graduates is impacted by the specific programmatic accreditation of the institution’s programs. Several of the institution’s programs do possess appropriate programmatic accreditations that meet certifying agency educational requirements. Please refer to the individual program listings in this catalog and to the appropriate program application package to determine the programmatic accreditation standing of a specific program.
MRI Technology Program

Ionization radiation is used in many of the current modalities involved in the field of Radiology. For this reason, practitioners must receive specialized education and certification to perform procedures. These specialized practitioners are known as Radiologic Technologists (RT), and are certified by the State of California Department of Health Services. In addition, most RT’s earn certification from a national organization known as the American Registry of Radiologic Technologists (ARRT). These technologists are able to train in and perform many different exams which include general Radiography, Computerized Tomography (CT), Mammography, and Magnetic Resonance Imaging (MRI), to name a few.

In the field of MRI, there is no ionizing radiation involved. For this reason, there is no certification exam required or provided by the State of California. This allows technologists who are not RT’s to perform MRI examinations. However, it is customary that employers will expect a potential employee to prove that he or she has obtained training and proficiency in MRI scanning. After doing so, this type of technologist may only perform MRI examinations.

Students who have graduated from an approved MRI program or college and who have satisfied the requirement of 1000 hours of supervised clinical experience are eligible to take a certification exam provided by a non-profit private, national MRI organization. This organization is known as the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). Graduates of Gurnick Academy of Medical Arts MRI Technology program are eligible to take this exam.

It is important to be aware that some employers in the field of Medical Imaging will accept ARMRIT-certified MRI technologists, and many others will only accept MRI technologist who are also RT’s. It is an individual decision made within each organization, but it might limit the number of facilities that may accept your application for employment. In addition, most institutions that hold accreditation by the American College of Radiology (ACR), are limited by the ACR standards, and might only employ RT’s to perform MRI examinations. Gurnick Academy of Medical Arts and its employees cannot guarantee any jobs after the completion of the MRI Technology program. Many previous MRI program graduates have been able to pursue employment opportunities in medical imaging facilities.

Physical Therapist Assistant Program

All PTA students and stakeholders have the right to contact the Commission on Accreditation in Physical Therapy Education (CAPTE) regarding concerns about the education program. The CAPTE contact information is:

CAPTE
1111 North Fairfax Street
Alexandria, VA 22314
phone; 703-706-3245
accreditation@apta.org
capteonline.org

BUSINESS AND PROFESSIONS CODE OF CALIFORNIA
2655.3.
A person seeking approval as a physical therapist assistant shall make application to the board for that approval. Every person applying for approval as a physical therapist assistant shall have all of the following qualifications:

a. Have graduated from a physical therapist assistant education program approved by the board pursuant to Section 2655.9, or have training or experience or a combination of training and experience which in the opinion of the board is equivalent to that obtained in an approved physical therapist assistant education program.

b. Successfully pass the examination required under this article.

c. Not be addicted to alcohol or any controlled substance.

d. Not have committed acts or crimes constituting grounds for denial of approval under Section 480.

2655.6.
Any applicant for approval as a physical therapist assistant who fails to pass the examination given by the board may take another examination and shall pay the reexamination fee.
2655.71.

a. An applicant may be issued an approval as a physical therapist assistant without written examination if he or she meets all of the following requirements:
   1. He or she is at the time of application approved, licensed, or registered as a physical therapist assistant in a state, district, or territory of the United States having, in the opinion of the board, requirements for approval, licensing, or registration equal to or higher than those in California, approval, licensing or registration that is, in the opinion of the board, comparable to the examination used in this state.
   2. He or she is a graduate of a physical therapist assistant education program approved by the board or has graduated from a program determined by the board to be equivalent, or as meeting the evaluative criteria for accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
   3. He or she files an application as provided in Section 2655.3 and he or she has passed, to the satisfaction of the board, an examination for that
b. An applicant who has filed a physical therapist assistant application for the first time may assist in the provision of physical therapy in accordance with Section 2655.91.

Psychiatric Technician Program

In order to work as a Psychiatric Technician in California a graduate will be required to pass a licensing examination administered by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Completion of this program does not automatically enable a graduate to work as a Psychiatric Technician. Gurnick Academy of Medical Arts Psychiatric Technician program is accredited by BVNPT.

Summary of Requirements for Licensure as a Psychiatric Technician

All applicants for licensure as a Psychiatric Technician in California must meet all of the requirements under Section A, and one of the three methods of qualifying for examination in Section B.

Section A

1. Minimum Age - 18 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Psychiatric Technician Licensure" and furnish a valid U.S. Social Security number.
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see enclosed "Important Fingerprint Information.") Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate non-refundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the California Psychiatric Technician Licensure Examination.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license once this fee has been received.

Section B

1. Graduate of a California Accredited School of Psychiatric Technicians.

Successful completion of a California Accredited Psychiatric Technician Program. Contact your program director for application forms and instructions.

2. Equivalent Education and/or Experience.

Completion of 576 hours of theory (experience may not be substituted for formal course work) and 954 hours of supervised clinical experience within ten years prior to the date of application. Any or all of the supervised clinical experience may be satisfied by paid work experience. The following minimum hours shall be included:
   - Pharmacology course of at least 54 theory hours that covers the following content:
- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

- 126 hours of theory (experience may not be substituted for formal course work) and 270 hours of supervised clinical experience in nursing science. You may substitute 9 months of paid work experience in nursing sciences for the 270 hours of supervised clinical experience.

- 108 hours of theory (experience may not be substituted for formal course work) and 270 hours of supervised clinical experience in mental disorders. You may substitute 9 months of paid work experience in mental disorders for the 270 hours of supervised clinical experience. 108 hours of theory (experience may not be substituted for formal course work) and 270 hours of supervised clinical experience in developmental disabilities. You may substitute 9 months of paid work experience in developmental disabilities for the 270 hours of supervised clinical experience.

- Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:
  1. Completion of an armed forces course involving Neuropsychiatric Nursing and an armed forces or civilian course from an accredited school in the care of the developmentally disabled client.
  2. Completion of at least one year of verified full time paid work experience, including at least six months in a military clinical facility rendering bedside care to clients with mental disorders and at least six months in a military or civilian clinical facility rendering bedside care to clients with developmental disabilities.

**Radiologic Technology Program**

In the State of California, all schools of Radiologic Technology must receive approval from the State of California Department of Public Health Radiologic Health Branch before students are allowed to begin a course of instruction. The Radiologic Technology program at Gurnick Academy of Medical Arts has obtained status as an approved school and is compliant with the radiographer instructional practices as defined by California law. This school approval allows graduates of the program to take the radiographer certification examination offered by the State of California Department of Public Health. Once certified, the radiographer is legally allowed to practice within the State of California.

**Eligibility for ARRT Certification:**

In accordance with ARRT’s "Equation for Excellence," candidates for ARRT certification must meet basic requirements in the three components of the equation:

1. **Ethics**

   Every candidate for certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics."

   One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. "Conviction" as used in this provision includes:
   - a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or deferred,
   - a proceeding in which the sentence is suspended or stayed,
   - a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest), or
   - a proceeding resulting in a military court-martial.

   ARRT investigates all potential violations in order to determine eligibility.
Further information may be found on this website and in the handbooks for each discipline.

2. Education

Eligibility for certification also specifies the satisfaction of educational preparation requirements. For the primary pathway to certification, eligibility requires the successful completion of the respective discipline’s formal educational program that is accredited by a mechanism acceptable to ARRT. Candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures.

For post-primary pathway to certification, candidates must hold registration in a supporting category and document ARRT-specified clinical experience. Further details may be found in the handbooks available for each of the post-primary certification disciplines.

3. Examination

Finally, eligibility requires candidates for certification, after having met all other qualifications, to pass an examination developed and administered by the ARRT. The exams assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing within the respective disciplines. Exam content is specified on this website and in the respective handbook for each discipline.

California Department of Public Health
Radiologic Health Branch, MS 7610
P.O. Box 997414, Certification Unit
Sacramento, CA 95899-7414
Phone: (916) 327-5106
Fax: (916) 440-7999
Web: [http://www.dhs.ca.gov/rhb](http://www.dhs.ca.gov/rhb)

It is required by law that radiologic technologists be certified in order to practice as radiographers. Please note that the completion of the Radiologic Technology program at Gurnick Academy of Medical Arts may not automatically qualify the graduate to apply for the ARRT examination. Some employers might require the radiologic technologist to have an ARRT certification in addition to the State of California certification.

Ultrasound Technology Program

The law does not require Ultrasonographers to be registered by The American Registry of Diagnostic Medical Sonographers (ARDMS) to work, but such credential may increase the chances of being hired.

Gurnick Academy of Medical Arts only accepts applicants with a Bachelor of Science or Bachelor of Arts degree in any field, or who possess an Associate of Science degree in an Allied Health field directed at human patient care. Graduates from Gurnick Academy of Medical Arts are eligible to sit for the ARDMS examination immediately after completion of the program under ARDMS prerequisite 1 (for Associate of Science degree in an Allied Health field graduates) and ARDMS prerequisite 3A (for Bachelor of Science or Bachelor of Arts degree graduates).

For more information about ARDMS certification & examination you can visit ARDMS web site at [www.ardms.org](http://www.ardms.org) or contact them at:

The American Registry of Diagnostic Medical Sonographers
51 Monroe Street, Plaza East One, Rockville, MD 20850
Telephone: (301) 738-8401 / Toll Free: (800) 541-9754
Fax: (301) 738-0312 / 0313

Vocational Nurse Program

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN) Completion of this course does not automatically enable a graduate to work as a Vocational Nurse. Gurnick Academy of Medical Arts Vocational Nurse Program is accredited by BVNPT that requires disclosing the following information from their website.
Summary of Requirements for Licensure as a Vocational Nurse

Section A

Minimum Age - 17 Years.
1. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
2. Complete and sign the "Application for Vocational Nurse Licensure".
3. Complete and sign the "Record of Conviction" form.
4. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A License will not be issued until the board receives the background information from DOJ.
5. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
6. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
7. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License
8. Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Section B

1. Graduate of a California Accredited School of Vocational Nursing; Successful completion of a California Accredited Vocational Nursing Program; Contact your program director for application forms and instructions.
2. Graduate of an Out-Of-State School of Practical/Vocational Nursing. The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located. (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)
3. Equivalent Education and/or Experience. This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
   - Knowledge of commonly used drugs and their action
   - Computation of dosages
   - Preparation of medications
   - Principles of administration

The 51 months of experience shall include a minimum of each of the following:
   - 48 months medical/surgical nursing
   - 5 weeks maternity or genitourinary nursing
   - 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
   - Communicable Disease Nursing
   - Public Health Nursing
   - Industrial Nursing
   - Office Nursing (M.D.)
   - Psychiatric Nursing
   - Operating Room Nursing

28
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

a. **Basic Bedside Nursing**
   - Ambulation Techniques
   - Intake and Output
   - Bedmaking
   - Neurological Check
   - Catheter Care
   - Personal Hygiene and Comfort Measures
   - Collection of Specimens
   - Positioning & Transfer
   - Diabetic Urine Testing
   - Range of Motion
   - Enema
   - Skin Care

b. **Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)**
   - Urinary Catheterization
   - Sterile Dressing Change
   - Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States.** This method requires you to:
   - Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
   - Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
   - Submit proof that service was honorable (DD-214).

Note: A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.** Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.
FEED AND TUITION INFORMATION

All fees and tuition are subject to change without notice, with an effective date noted in the catalog addendum for enrollments that occur thereafter. The tuition covers the cost of all classroom instruction.

For programs scheduled to complete within four months from the start date all fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the admissions office or on our website. Payment arrangements are made at the time of enrollment. Affordable monthly payments are available please contact an admission advisor to discuss in further detail.

Private student loans are available for those who qualify. Please check the website (www.gurnick.edu) for detailed information on current loans available under Financial Aid.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

REFUND

Student’s Right to Cancel

You have the right to cancel your program of instruction, without any penalty or obligations:
- A full refund of all tuition and fees paid will be made: if a student cancels his/her Enrollment Agreement by notifying the school within three days of enrollment; or
- Cancels his/her Enrollment Agreement through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, after the three days after enrollment stated in “a.” above. The school will refund the student any money he/she paid, less a registration or administration fee not to exceed $75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Cancellation may occur when the student provides a written notice of cancellation and can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Withdrawal from the Program

You have the right to withdraw from the academy at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee and not to exceed $75.00, and less any non-refundable fee described in your Enrollment Agreement as well as any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for two (2) weeks.
Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance.

Number of clock hours completed in the payment period / Number of clock hours in the payment period = Percentage of Funds Earned

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

IV Therapy/ Blood Withdrawal Course Refund Policy - please read this policy on our website as it differs from the above stated Refund Policy.

REFUNDABLE STATISTICAL DATA RECOVER (RSDR) FEE

RSDRF fee is $100 and will be refunded once the student within a specified period of time has submitted the required Graduate Survey and Placement Data form (GSPD). Please note that the GSPD form must be filled out by all graduates REGARDLESS of individual’s employment status.

A completed form must be submitted to the Administration of the Academy, via fax, and/or mail or via web-interface (only if provided by the school). Student agrees that he/she will be refunded the fee as outlined below within thirty (30) days after the submission period is over at the end of the 7th month after graduation. The student will be notified if there is any problem with the form (incorrect data, blank required boxes, too late/too early submission, and such).

Time Period: After the 5th and before the end of the 7th month after graduation the student must submit the Graduate Survey and Placement Data form (GSPD). If the GSPD is not submitted within the above specified timeframe the student agrees that the deposited RSDR fee becomes non-refundable. The GSPD must be addressed to the Administrative Assistant and/or Admission Advisor.

Refund: If the student is employed before 5th month after graduation the student can submit the form earlier, at the earliest after a minimum of 60 days of full-time employment (full-time employment = 32 plus hour per week) after the graduation date. If the student is not employed by the end of the 7th month, student must submit the GSPD by the end of the 7th month. If the GSPD form is not fully completed and submitted within the above specified timeframe students agree that the RSDR fee becomes non-refundable.

In the event of withdrawal/expulsion from the program, the RSDRF amount of $100 will be refunded within 30 days of the last day of attendance.

STUDENT TUITION RECOVERY FUND

The student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident or a student enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

A student is not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The academy closed before the course on instruction was completed.
2. The academy’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the academy.
3. The academy’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the academy prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the academy closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against academy for a violation of the Act.

### FINANCIAL AID INFORMATION

It is the goal of Gurnick Academy of Medical Arts to assist every student in procuring financial aid that enables the student to attend their chosen course of study. Gurnick Academy participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Financial Aid (FSA) and is administered by the U.S. Department of Education (USDOE). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Loans, Federal Parental Loans to Undergraduate Students (PLUS), and Federal Work-Study (FWS). Academy also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in Academy.

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the Cost of Attendance (COA) for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period calculated as the Expected Family Contribution (EFC).

### FEDERAL PELL GRANT

This grant is designed to assist students with the greatest needs who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is
determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the USDOE. The amount of the grant available to the student will depend on the EFC and the COA.

- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This grant is available to students with exceptional financial need, students with the lowest EFC, and with priority given to Federal Pell Grant recipients. In determining student eligibility, the academy will base the selection on procedures designed to make FSEOG awards to those students with the lowest EFC who will also receive Federal Pell Grant in that award year. The amount of the grant and the number of students who may receive this grant depend on the availability of funds from the USDOE. The funds are awarded proportionally across campuses and program start dates. The grant amounts vary; please check for current award amounts at [www.gurnick.edu](http://www.gurnick.edu) under Financial Aid Section.

- **FEDERAL LOAN SECTION**

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; Federal direct loans are available to students regardless of income.

- **PLUS LOANS**

PLUS Loans are loans parents can obtain to help pay for the cost of education for their dependent undergraduate children. PLUS Loans are made from the William D. Ford Direct Loan Program, commonly known as Direct Loans. In the Direct Loan program the loan funds are made available by the USDOE and repaid to them.

- **FEDERAL WORK-STUDY PROGRAM (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Applications for the FWS program may be made through the Financial Aid Office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules. The amount of the funds and the number of students who may receive these funds depend on the availability of funding from the USDOE.

- **STATE AID**

Gurnick Academy is a Cal Grant eligible institution. The California Student Aid Commission offers state-funded grants to students. Students who would like to be considered for this grant must complete a FAFSA by the deadline published annually in the FAFSA and may also need to submit a GPA Verification to the California Student Aid Commission.

**General Cal Grant Eligibility Requirements**

All Cal Grant applicants must:

- Be California residents
- Be U.S. citizens or eligible non-citizens
- Meet U.S. Selective Service requirements
- Attend an eligible California qualifying postsecondary institution
- Be enrolled at least half-time
- Maintain satisfactory academic progress as defined at school of attendance
- Have family income and assets below the established ceilings
• Not be in default on any student loan
• Not owe any federal or state grant refund
• Gurnick Academy is eligible for the following types of Cal grants:

Gurnick Academy is eligible for the following types of Cal grants:

**Cal Grant B**

Cal Grant B provides a living allowance and tuition and fee assistance for low-income students. Awards for most first-year students are limited to an allowance for books and living expenses. When renewed or awarded beyond the freshman year, the award also helps pay for tuition and fees. For Cal Grant B, your coursework must be for at least one academic year.

There are two types of Cal Grant B awards: Entitlement and Competitive.

**Cal Grant B Entitlement Award**

Students who meet all the Cal Grant eligibility requirements, and have at least a 2.0 GPA and apply by the deadline the year they graduate from high school or the following year are guaranteed a Cal Grant B. Students awarded an Entitlement Cal Grant B must confirm their high school graduation at [www.webgrants4students.org](http://www.webgrants4students.org) before funds can be disbursed.

The Cal Grant B Entitlement award provides money for books and living expenses for students in their first year of college.

For the second and subsequent years, the award also provides for tuition support at participating independent colleges and universities and career colleges.

**Cal Grant C**

Cal Grant C awards assist with tuition and training costs for occupational, technical, and vocational programs. Funding is available for up to two years, depending on the length of the program. To qualify, you must enroll in an occupational, technical, or vocational program that is at least four months long at a vocational/career school. Even though a GPA is not required to apply for a Cal Grant C, you are still encouraged to submit yours because it can only help your chances of receiving an award.

**FEDERAL AID APPLICATION**

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Financial Aid Department is available to assist students in the completion of the application and to answer any questions. Please review the following steps before submitting the form:

**Step 1 – Apply for a Federal Student Aid PIN:** Go to the website [www.pin.ed.gov](http://www.pin.ed.gov) and sign up for a Personal Identification Number (PIN).

**Step 2 – Complete the FASFA on the Web Worksheet:** It can be a little confusing, but we can help. If you have questions contact your FA Advisor at the campus.

**Step 3 – Enter your Worksheet Information into the FASFA on the Web:** Log into the website [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and input the application information. Use your Federal Student PIN to electronically sign the form.

**Step 4 – Contact your Financial Aid Office:** Usually within three days of submitting your application on the web site, the campus will receive an electronic processed copy of your application information. It will have all the necessary information to start calculating what you are eligible for, so set up an appointment to come in and see what is available.

**Step 5 – Follow through:** At your individual meeting with your FAA, you may have to do some additional work based upon your funding package. Follow the instructions and it will all go smoothly.

At any time you feel the need to ask a question, give us a call. We will make it as simple and easy as possible.

The FAFSA is used to determine eligibility for many types of financial aid programs including State Aid. Once processed, the application will produce the EFC which determines eligibility for Federal Aid.
FINANCIAL AID DISBURSEMENT INFORMATION

The first financial aid disbursement usually occurs within the first 30 (thirty) days of program start date. Each disbursement after the first is contingent upon student’s maintaining Satisfactory Academic Progress (SAP) by meeting both - the hours and weeks - within the payment period. SAP measurements are completed at the scheduled end of each payment period at the point when the student’s scheduled clock hours for the period have elapsed, regardless of whether the student attended them. Pell, FSEOG and Direct Stafford Loans are disbursed once per payment period. Federal Work-Study funds be earned prior to each disbursement.

GENERAL TITLE IV AND STATE FINANCIAL AID FUNDS INFORMATION

All Title IV and state financial aid funds received by the institution will be credited to the student's account excluding Federal Work-Study.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. The award year for most financial aid programs runs from July 1st to June 30th of the following year.

Some student applications are selected for a process of Verification. In order to be eligible to receive financial aid, students are required to provide documents supporting the FASFA information. Selected students will be notified of their verification status and what supporting documents are required by the Financial Aid Office. Students must complete verification, as well as database match resolution, prior to disbursement of any financial aid.

In order to maintain eligibility for receiving any financial aid, the student must be in a good academic status with Gurnick and must be making Satisfactory Progress towards the completion of their program of study.

RETURN OF TITLE IV FUNDS

The U.S. Department of Education maintains a “Return to Title IV Funds” (R2TIV) policy for students who receive federal financial aid and withdraw from school before completing sixty percent (60%) of the payment period or period of enrollment. This policy is separate from the institutional tuition refund policy described in this catalog. The federal policy defines the proportion of Title IV funds that the student is qualified to receive that can be applied to pay institutional charges. The portion of Cal grant earned is based on a pro-rate calculation of hours earned compared to hours scheduled in the period.

A brief description of the calculation follows. For further information, or a more detailed version of the calculation, please see the Financial Aid Office.

1. Determine the Student’s withdrawal date
2. Calculate % of Title IV aid earned by the Student: Number of clock hours scheduled to be completed / Number of clock hours in the payment period = Percentage of Title IV Funds Earned*

This ratio is multiplied by the Title IV aid disbursed plus the Title IV aid that could have been disbursed to equal the Title IV aid earned. Total disbursed minus total earned equals the federal funds that must be returned to the funding program.

The federal policy for “Return of Title IV Funds” defines that a student who has attended up through the 60% point in each payment period or period of enrollment has fully earned the Title IV funds for the payment period/period of enrollment.

3. Calculate amount of Title IV aid earned by the Student: This ratio is multiplied by the total Title IV aid disbursed (including aid that could have been disbursed) to equal the amount of the Title IV aid earned.
4. Determine if post withdrawal disbursement is due or it Title IV aid must be returned
5. Calculate amount of unearned Title IV aid due from the School
6. Determine return of Title IV funds by the School: Any funds that are required to be returned by the school will be returned within 45 days of the date of determination that a student has withdrawn.
Funds will be returned in the following order:
1. Unsubsidized Stafford Loans;
2. Subsidized Stafford Loans;
3. PLUS Loans;
4. Pell Grants;
5. FSEOG.

7. Calculate initial amount of unearned Title IV due from the Student: Students will be informed of any amounts of Financial Aid that they need to return. On an individual basis, the student will receive instructions on returning the funds with a copy of the calculation. Students not making their portion of the return of unearned funds may be ineligible for Federal Student Aid funds in the future.

8. Determine return of funds by the Student
9. Allocation of Returned funds by Program

The "Payment Period" is the period of time for which a Title IV distribution has been authorized. Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. This material will include a copy of both the R2T4 calculation and the schools refund calculation.

Refunds to any of the Title IV programs will be paid within 45 days from the date of determination. Further information is available at the Gurnick Academy of Financial Aid Office or at the USDOE website www.FederalStudentAid.ed.gov.

VETERANS BENEFITS

The college is approved for Veterans training. Applications for Veterans benefits may be obtained by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

RETURN OF NON-TITLE IV FUNDS

Those students who receive Cal grants and withdraw from school are required to go through a similar calculation as the Return of Title IV calculation to determine the portion of funds that are unearned. The portion of Cal grant earned is based on a pro-rate calculation of hours earned compared to scheduled in the period.

VETERANS ADMINISTRATION APPLICANTS ADDITIONAL INFORMATION

Gurnick Academy of Medical Arts is approved for the training of veterans and eligible persons as an eligible institution. In order to achieve and maintain eligibility in the VA, there are additional requirements placed upon the institution and the applicant who intends to utilize their VA benefits. Applicant’s to Gurnick Academy, who are eligible for VA benefits must comply with the items included in this section, as well as all Gurnick Academy’s institutional policies. Students may check their eligibility at http://gibill.va.gov

VA Review of Prior Training for Transfer Credit

Prior to being accepted into Gurnick Academy of Medical Arts, any VA eligible applicant must supply to Gurnick, official documentation of all previous training. This previous training includes any military courses and training, any prior post secondary educational institutions attended, whether traditional college or vocational training, and any medical training.

Gurnick will review each submitted official transcript, or other official documentation, to determine if any prior training may be utilized as transfer credit into a program. The review will be documented by Gurnick in writing, and a copy of the determination will be given to the applicant.

The transcripts, or other official documentation, the written Gurnick review and determination will become a part of the student’s official Gurnick academic record, and subject to all policies and regulations concerning academic records.
VA Transfer Credit
If transfer credit is granted to a VA eligible applicant, the portion of the program that is replaced is not eligible for certification for VA benefits. The applicable part of the program substituted is not billable to the student or VA, or any other agency.

VA Specific Academic Requirements of Eligibility
VA eligible students must maintain Satisfactory Progress in their program to maintain benefits eligibility. Students not receiving a minimum grade of C in any course will be referred for remediation. Please read our Probationary / Remedial Policy for more information.

Additional Responsibilities for VA Eligible Applicants
Gurnick Academy does not determine any eligibility for VA benefits. The eligible applicant must complete all required VA applications and requirements with the VA and receive VA approval prior to Gurnick accepting any expected VA funds as part of a tuition payment plan.

Receipt of VA Additional Notices
The VA requires that all VA eligible applicants receive a copy of the Gurnick Catalog, including Addendum; and that Gurnick Academy of Medical Arts documents such disclosures.

GURNICK ACADEMY OF MEDICAL ARTS ADMINISTRATIVE POLICIES

CATALOG POLICIES

Policies governing student conduct, admissions, prerequisites, graduation requirements, fees, course structures, duration of the subjects and courses, time of programs offerings and other aspects of this institution's operations are subject to change. Changes in the content of this catalog will be added to Catalog Addendum as well as posted on our website. Together, the Catalog and the Addendum (also in the event if the catalog is expired), represent current and updated information.

We reserve the right to adopt, amend, or repeal all Gurnick Academy policies. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and academy policies.

PROGRAM POLICIES

Academy policies cover all programs and courses offered at Gurnick Academy of Medical Arts. There is however program specific particulars and guidelines that are explained in much more detail in programmatic Student Handbooks. Programs’ rules and regulations are subject to change without notice. Many of our programs have Student Handbooks that include programmatic rules and regulations. Students must make sure to read and understand all programmatic rules and regulations in addition to Gurnick Academy Catalog and Addendum

INDIVIDUAL RESPONSIBILITY

It is the responsibility of each Gurnick Academy of Medical Arts student, staff and faculty member, to be familiar with Gurnick Academy of Medical Arts policies and regulations published in this catalog. Gurnick Academy of Medical Arts Catalog is disclosed to each individual prior to their enrollment to Gurnick Academy. All students, staff and faculty members sign receipt of disclosures acknowledging that they understand and agree to abide with all of the policies stated in this Catalog.

ACADEMIC FREEDOM

Gurnick Academy is committed to assuring full academic freedom to its faculty. Confident in the
qualifications and expertise of its faculty members, the academy encourages its faculty members to exercise their individual judgments regarding the organization of topics and instructional methods. Content is approved by the program-specific governing body. Instructors are encouraged to develop teaching methods that encourage student success.

Gurnick Academy believes that the important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, open expression of view-points and opinions on the subject matter at hand, and free exercise of research and original thinking in the academic fields related to the academy’s course offerings. Gurnick Academy, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as they apply to understanding in the specialized knowledge inherent in discipline being studied.

NON-DISCRIMINATION

Gurnick Academy of Medical Arts is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity of this academy, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran’s status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to a Campus Director who is assigned the responsibility for assuring that this policy is followed. Employees may refer to Gurnick Academy's Employee Handbook for more details.

Harassment/Title IX Coordinator

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". (Title IX, Education Amendments of 1972, Title 20 U.S.C. Sections 1681)

Gurnick Academy of Medical Arts has designated Title IX Coordinators on each campus to oversee Gurnick Academy of Medical Arts' compliance with all State and Federal discrimination laws, particularly in regards to sex discrimination. These members of the Gurnick Academy of Medical Arts’ staff function as the Title IX Coordinator in addition to their primary titled function. Please note that the Title IX Coordinator function is associated with the title(s), as the name of the designee may change at any time.

In the case of any questions, concerns, or grievances students should contact the Campus Director of which they are enrolled. The Campus Director, or their official designee, functions as the Title IX Coordinator for each campus.

The designated Title IX Coordinators will ensure compliance in all areas and aspects of Gurnick Academy of Medical Arts while facilitating any discrimination grievance procedures. This designee will also be responsible for keeping all records affiliated with discrimination grievances. With this responsibility the designee is considered a resource not only to the students of Gurnick Academy of Medical Arts, but also a resource for the faculty and staff.

Sexual Harassment

Gurnick Academy is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No associate within our academy may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual’s body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Anti-Bullying/Anti-Harassment

Gurnick Academy of Medical Arts believes that all individuals, including students, employees, and applicants are entitled to a safe, equitable, and harassment-free academy experience. Bullying and
harassment will not be tolerated and shall be just cause for disciplinary action and/or law enforcement intervention.

“Bullying” and “harassment” are defined as a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. These behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying. Such behavior is considered bullying or harassment whether it takes place on or off academy property.

Any student, employee, or applicant who believes he or she has been or is currently the victim of bullying or harassment should immediately report the situation to the academy administrator or another trusted employee of the institution who will be responsible for reporting it to the appropriate authority. Reported incidents will be investigated promptly and thoroughly by the academy administration. Advising, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

**Sexual Assault Prevention and Response**

Gurnick Academy of Medical Arts educates the student community about sexual assaults and date rape through orientation. The Police Department offers sexual assault education and information programs to students and employees upon request. Literature on date rape education and risk reduction is available through the Campus Director / Administrator.

Gurnick Academy of Medical Arts is committed to creating and maintaining an educational environment where respect for the individual is of vital importance. Gurnick Academy does not tolerate sexual assault in any form. The definition of “sexual assault” includes but is not limited to sexual battery, threat of a sexual assault, rape including but not limited to forced oral copulation, foreign object or sodomy.

**Reporting a Sexual Assault**

In the event of a sexual assault DIAL 9-1-1, if the victim is unable to contact the authorities, please report this assault to any Instructor or Staff member who will contact the authorities on your behalf.

While waiting for medical and law enforcement to arrive, although difficult, try to make mental notes of the incident so while reporting this assault to the local police there can be as much detail as possible. Be certain to request medical treatment.

If the incident occurred on campus, the victim is to report the assault to any Faculty/Staff member or Academy Director. Although sexual assault is a criminal offense, police will not collect evidence of a personal nature from the victim’s body. After the sexual assault, it is imperative to receive medical examination by trained personnel for a full physical exam prior to showering, changing clothes or bathing as preserving the evidence is imperative.

**Counseling**

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred. Victims of sexual assault may receive FREE CONFIDENTIAL 24 HOUR counseling by calling RAINN (Rape Abuse Incest National Network) HOTLINE NUMBER 1-800-656-HOPE (4673) extension 1. Trained counselors are available at the aforementioned number 24 hours a day, 7 days a week. RAINN can also be reached through e-mail, at www.RAINNmail@aol.com. However, crisis counseling is not available through e-mail. The e-mail address is intended solely for questions or comments. You can also visit the RAINN Web site at http://www.rainn.org

**Sanctions Gurnick Academy May Impose Following a Final Institutional Disciplinary Determination of Rape, Acquaintance Rape, or Other Sexual Offense**
Sexual assaults violate the standards of conduct expected of every member of Gurnick Academy of Medical Arts. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, Gurnick Academy will abide by and cooperate with local, state and federal sanctions. Academy disciplinary action may include expulsion depending on the seriousness of the situation.

Gurnick Academy will review victim's academic standing after a sex offense or alleged sex offense if those changes are requested by the victim and are reasonably available. Gurnick Academy will undertake an investigation of the sexual assault allegations in which the accuser and the accused are entitled the same opportunities as have others during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any Gurnick Academy disciplinary proceeding alleging a sex offense.

Gurnick Academy may impose sanctions following a final determination of a disciplinary proceeding regarding rape, acquaintance rape or other forcible or non forcible sex offenses including disciplinary action for students which may include penalties up to and including expulsion from the academy. Disciplinary action imposed by Gurnick Academy will not be in lieu of penalty, fines or imprisonment imposed through the legal system.

For employees, appropriate personnel action will be taken in accordance with academy policies in the Employee Handbook.

**Sex Offender Registry**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Gurnick Academy of Medical Arts is providing a link to the National Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The California Department of Justice's Internet web site, which lists designated, registered sex offenders in California: [http://www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

The following website offers a link to all registered Sex Offenders that are searchable either by name or within a radius of a certain address: [http://www.familywatchdog.us](http://www.familywatchdog.us)

**STUDENT’S RIGHT TO PRIVACY**

Gurnick Academy complies with The Family Educational Rights and Privacy Act of 1974 (FERPA) commonly referred to as the Buckley Amendment. This act provides Gurnick Academy students and their parents with certain rights involving access and release of records that are deemed personally identifiable.

Gurnick Academy departments maintain student records. Personally identifiable information from these records may not be disclosed to a third party without either the written consent of the eligible student. Notwithstanding the above, disclosure to members of Gurnick administration and faculty who have a legitimate educational purpose in seeing the records is permitted. Release of records to regulatory bodies, accrediting bodies, oversight bodies and legally executed court subpoenas do not require student or parent consent of release.

Directory information may be released by Gurnick Academy without the student's permission unless the student states, in writing, within the first two weeks of the program, the specific information he or she desires not be included as part of his or her directory information. Directory information includes the student's name, home town, class level, registered credits (current term), major fields of study, participation in recognized activities and sports, biographic data for public relations purposes, diploma and awards received, most recent previous educational institution attended, veteran status, and job placement information. Students who wish to have information disclosed must complete a Gurnick Academy FERPA
Release Form available on our website.

Any student or employee who engages in conduct which directly or indirectly violates, or infringes upon, the privacy rights of an employee or student will be subject to disciplinary action up to and including expulsion/termination from Gurnick Academy.

### STUDENT RECORDS

Gurnick Academy maintains student records in individual student folders according to privacy regulations. Student folders are started for each future student during registration and enrollment to Gurnick Academy. Student folders contain documents such as the registration form, enrollment agreement, transcripts, and other official information. If a student withdraws/is expelled prior to completion/graduation of the program, student folder will also contain documents such as a summary statement of the student's progress, refund calculation, a copy of refund (if applicable) and so on.

Gurnick Academy student folders will contain official information for five years after student separation from the academy. After five years the student folder will be archived into electronic format and will be kept on an off-site computer server.

Gurnick Academy of Medical Arts will maintain the transcripts for all students indefinitely. Students are encouraged to make and archive copies of all important documentation during and after their studies at Gurnick Academy of Medical Arts. Students may review their student folders any time under the direct supervision of the Program Director or a Designated School Official. Should students find their folder information inaccurate or misleading students are encouraged to voice their opinions and request a review of their student folder by an Admission Advisor/Designated School Official.

### TRANSCRIPTS

Each student's folder contains student's academic progress record and evidence of diplomas issued by Academy. Official transcript requests will be granted upon payment of a fee of $15.00. Transcripts will only be released to the student upon receipt of a written and signed request. Transcripts will be issued in full when all tuition and other fees due the institution are paid current. If partial payment has been made then a partial transcript will be provided that corresponds on a pro rata basis to the amount of tuition or loan obligation the student has not paid. Please note that transcripts may not be available immediately as they are processed through the Corporate Registrar at San Mateo location.

### SAFETY & CAMPUS SECURITY

The following policies have been adopted to comply with the requirements of the Campus Security Act (34CFR 668.46).

**Access**

During business hours, Gurnick Academy campuses will be open to students, employees, contractors, guests, and invitees. During non business hours access to all academy facilities is by key, if issued, or by admittance via authorized personnel.

**Campus Residences**

Gurnick Academy of Medical Arts does not have campus residences.

**Campus Police Authority and Jurisdiction**

Security personnel hired by Gurnick Academy of Medical Arts have the authority to ask all persons on premises of Gurnick Academy for identification and to determine whether those persons have lawful business at Gurnick Academy of Medical Arts. Security personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.
Crime Prevention Programs
Gurnick Academy of Medical Arts does not have a crime prevention program. In addition, Gurnick Academy of Medical Arts does not have any off-campus student organizations that require monitoring of criminal activity off campus.

Security Awareness Programs
During initial orientation students are informed of services offered by the academy. Students are told about crime on-campus. Similar information is presented to new employees during new hire orientation. Periodically, as determined to be needed, presentations or materials may be provided on crime prevention awareness, sexual assault prevention, drug and alcohol abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention policy programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is disseminated to students and employees through the Campus Security Policy and at orientation. When time is of the essence, information is released to students and employees of Gurnick Academy.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Procedure:
When a determination has been made that a timely warning should be issued, Gurnick Academy will inform the campus community by taking one or more of the following steps to ensure timely notification:

The warning will be issued through faculty, staff and management
Class Announcements
Campus-wide email of the timely notice issued
Warning fliers around the campus distributed
Website warning posted:
  Such warning(s) may include, but are not limited to the type of crime, date, time occurred, location and any suspect information
Anyone with information warranting a timely warning should report the circumstances to the Campus Director by phone or in person.

Annual Disclosure of Crime Statistics
Gurnick Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at Crime Statistics Act. The full text of this report can be located on our web site at www.gurnick.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Gurnick Academy of Medical Arts. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.
Each year, an e-mail notification is made to all at Gurnick Academy with the web address to access this report.

Crime Reporting
Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Gurnick Academy of Medical Arts does not have campus police. All crime victims and witnesses are strongly encouraged to immediately report the crime. In the event of a crime or other emergency students are
instructed to notify any staff/faculty member of Gurnick Academy including the Security personnel if applicable. They will place the 911 calls. If the nature of the emergency is such that this is not possible, the students should call 911 themselves. Contact appropriate Campus Director for non-emergencies. This information is posted in several conspicuous places on Gurnick Academy premises.

Confidential Reporting:
Gurnick Academy of Medical Arts does not allow confidential reporting. All reports will be investigated. The academy does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Campus Director for review. When a potentially dangerous threat to Gurnick Academy of Medical Arts community arises, timely reports or warnings will be issued. Please see Timely Warnings Policy above for more information.

Procedures:
All individuals at Gurnick Academy premises are encouraged to report crimes and public safety related incidents to the Campus Director / Designated School Official in a timely manner. The Campus Director will investigate a report when it is deemed appropriate. If assistance is required from the local Police Department or Fire Department he/she will contact the appropriate unit. If a sexual assault or rape should occur, the Gurnick Academy Designated School Official on the scene will offer the victim assistance after calling 911.

This publication contains information about on-campus and off campus resources that are available in the event of a crime. The information about "resources" is not provided to infer that such resources are "reporting entities" for Gurnick Academy of Medical Arts.

Incident/Accident Reporting

All accidents/incidents, including those that occurred both on the premises of Campus/Clinical Site that result in either personal injury or illness shall be promptly reported and investigated. If the injury or illness requires emergency medical treatment, call 911 for proper notification of emergency services. Management is to complete an Incident/Accident Report form in all cases requiring first-aid treatment, emergency services, or any incident which can potentially develop into an injury or illness. If students/faculty are involved Program Coordinators should be notified; if staff is involved their appropriate supervisors must be notified. In all cases Campus Directors and management must be notified any time an Incident/Accident Report form is completed. These reports are then filed in the respective individual's physical folder.

An Incident Report must be completed in full, describing:

- incident circumstances, including the date and time of incident/accident, details of the procedure being performed, including where and how the incident/accident occurred; if there was an exposure related to a sharp device, the type of device and how and when in the course of handling the device the incident/accident occurred;
- details of the incident/accident including if there was an exposure to blood or bodily fluids and details about the exposure source (i.e., whether the source material contained HIV or other bloodborne pathogen(s)), and if the source is an HIV-infected person, the stage of disease, history of antiretroviral therapy, and viral load, if known; Attempt to persuade the source person to make themselves available for bloodborne pathogen testing, pre-test counseling, and form completion.
- details about follow-up.
- list all parties involved, ensure form is signed by all relevant parties, and returned to Program Coordinators/Directors immediately
- keep affected parties privacy rights in mind if/when sharing information regarding the incident and report (E.g., Do not scan the report and keep it on an open network folder).

It is expected that the student utilize common sense in patient care procedures and those OSHA policies related to bloodborne pathogens that minimize risks to the student and/or unborn fetus. If a student has an incident that involves contact with bloodborne pathogens, it is expected that the student follow the affiliate's exposure control policies. It is then the student's responsibility to see his or her own physician immediately
to establish baseline testing and to seek any required follow-up. If all above mentioned procedures are not adhered to, supervisors must be promptly notified. Additionally, if the incident occurred on the premises of any of the Clinical Facility/Sites, the Clinical Facility/Site Evaluation Form should be completed by the student and instructor and should note any concerns where processes are incongruent to this procedure. Similarly, our clinical affiliations can file an Incident Report if students do not adhere to proper procedures. Please read the below Stick Needle policy for more details for Incident/Accident regarding stick needles and exposure to blood/bodily fluids.

**Needle Stick**

Healthcare professionals may be exposed to blood and/or bodily fluids. Bloodborne pathogens such as Hepatitis B, Hepatitis C, and HIV, can be serious, even life-threatening. Gurnick Academy students, faculty and staff members should follow this policy in the event of exposure to blood or bodily fluids.

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. The application of caustic agents (e.g., bleach) or the injection of antiseptics or disinfectants into the wound is not recommended.

- Irrigate area with clean water, saline, or sterile irrigates.
- Report the incident to the clinical site supervisor, department supervisor, clinical instructor, etc.
- Follow-up is indicated if it involves direct contact with a bodily fluid listed above and there is evidence of compromised skin integrity (e.g., dermatitis, abrasion, or open wound).
- The exposed individual should be evaluated for susceptibility to bloodborne pathogen infections. Baseline testing (i.e., testing to establish serostatus at the time of exposure) for Hepatitis B, Hepatitis C and HIV antibodies should be performed.
- Individuals exposed to Hepatitis B, Hepatitis C or HIV should receive follow-up counseling, post exposure testing, and medical evaluation. HIV-antibody testing should be performed for at least 6 months post exposure.
- An Incident Report must be completed in full. Please see Incident Accident Reporting policy above.

Use safer needle devices and needleless devices to decrease needle sticks or sharps exposures. Properly handle and dispose of needles and other sharps according to the Bloodborne Pathogens Standard. It is important to utilize your training, the personal protective clothing and equipment available, and stay vigilant to signs, labels, and other provisions.

**Communicable Disease**

Students with known communicable diseases will need to follow the clinical site’s protocol for personnel with communicable disease. Gurnick Academy has no jurisdiction over a clinical facility’s communicable disease protocol. However, the student must report illness, communicable diseases, and any condition that might affect the health of the student, patients, or clinical staff. This should be reported to a program official or clinical instructor. Some programs may have such information included in their clinical syllabi.

To protect clinical personnel and as a safeguard to patients, all students are required to meet safe health standards. Any student with an elevated temperature (100 degrees F. or more orally), symptoms of urinary infection (dysuria, urgency, or frequency), symptoms of respiratory infection, symptoms of gastrointestinal infection, or symptoms of pink eye must report the condition to a program official or clinical instructor, even though the student may be under the care of a private physician. The program official or clinical instructor is responsible for reporting the condition to the Infection Control Department at the clinical site. Before the student returns to the program, the student’s physician must verify a clean bill of health status. The student is responsible for making up lost clinical time and missed class work during his/her absence. Radiography students take part in invasive procedures. Students with known latex sensitivity or allergies should be aware that the GAMA cannot guarantee non-exposure to latex in the clinical arena.

During student experiences in the clinical setting, the student may possibly come in contact with diseases, equipment, and treatments that may be hazardous to the individual and/or to an unborn fetus. TB exposure should be followed immediately with another Mantoux and a three (3) month follow-up. **A copy of the incident should be sent to the Gurnick Academy of Medical Arts administration.** If the student comes
into contact with diseases outside of the program or contracts diseases that may be hazardous to other
students, patients, or hospital personnel, it must be reported to the appropriate program’s director
immediately. A decision will then be made on an individual basis regarding the future of the student's
participation in the program.

A student who may be exposed to a communicable disease may be asked to leave the clinical area until
the incubation period has expired. In the event of student absence, any missed clinical hours must be
made up at a later date. Some diseases may be fatal to patients with a compromised immune system.

**Federal Law Concerning Chemical Hazards**

Federal law requires that all individuals must be notified about hazardous chemicals present in the work
place. This law applies to all occupations with the basic purpose of raising the level of consciousness on
chemical safety.

Chemical suppliers are required to prepare Material Safety Data Sheets (MSDS) for all chemicals used in
radiology. Photographic chemicals are used in radiology for processing x-ray film. Some of these chemicals
must be used with more than routine precaution. Photographic chemicals can cause allergic reactions or
can irritate the skin with repeated or prolonged contact. The use of gloves can minimize skin contact
hazards. MSDS should be available at all clinical facilitys upon request.

### DRUG FREE

**Drug and Alcohol Prevention Program Purpose and Goal**

Gurnick Academy of Medical Arts is committed to protecting the safety, health and well-being of all
employees and students. We recognize that drug use and alcohol abuse pose significant threats to our
goals. We have established a drug free workplace program that balances our respect for individuals with
the need to maintain a drug and alcohol free environment.

The Academy encourages employees and students to voluntarily seek help with drug and alcohol
problems. The Owner of the Academy is required to certify to the U.S. Department of Education that a Drug
and Alcohol Prevention Program and Drug Free Policy are in place and maintained.

This policy includes and is not limited to all students, employees and anyone conducting business on
behalf of Gurnick Academy of Medical Arts.

**Applicability**

This policy is intended to apply whenever anyone is representing or conducting business with or for our
academy. Therefore, this policy applies during all work and school hours, whenever conducting business
with or representing the academy, while on call or paid standby, or while on academy property or at
academy-sponsored events/sites.

**Prohibited Behavior**

It is a violation of this policy to use, possess, sell, trade, offer for sale alcohol, illegal drugs or intoxicants
while on campus or at an academy sponsored site/activity. It is a violation to be intoxicated while on
campus or while conducting academy business.

**Notification of Convictions**

Any employee or student who is convicted of a criminal drug or alcohol violation must notify the academy
in writing within five (5) calendar days of the conviction. The academy will take appropriate action within
thirty (30) days of notification.

**Consequences**

One of the goals of our drug and alcohol free workplace program is to encourage employees to voluntarily
seek help with alcohol and/or drug problems. If an employee or student violates the policy, sanctions may
include any of the following:
1. Mandated treatment for the problem.
2. Mandated treatment at a local treatment center.
3. Mandated completion of a drug rehabilitation program.
4. Mandated probation period not to exceed one month.
5. Termination from the school or discharge from employment.

The academy will terminate a student or employee after receiving notification that the individual is convicted of a drug crime and require that the employee or student participate in a drug abuse assistance or rehabilitation program approved by a Federal, State or local health enforcement agency or other appropriate agency.

Eligibility for Title IV programs may be suspended or terminated as part of a conviction.

**Assistance**

Gurnick Academy of Medical Arts recognizes that drug and alcohol abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

1. Encourages employees and students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
2. Ensures the availability of a current list of qualified community professionals.

The ultimate financial responsibility for recommended treatment belongs to the employee and student.

**Resources**

The Center for Substance Abuse Treatment and Referral Hotline: 1.800.843.4971
The National Clearinghouse for Alcohol and Drug Information: 1.800.729.6686
Substance Abuse Treatment Facility Locator by City: http://dasis3.samhsa.gov/PrxInput.aspx?STATE=California

<table>
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<tr>
<th>Location</th>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>San Mateo, CA</td>
<td>Project Ninety Inc. O’Toole Center</td>
<td>15 9th Avenue, San Mateo, CA 94401</td>
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<tr>
<td></td>
<td></td>
<td>(650) 579-7157</td>
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<tr>
<td>San Mateo, CA</td>
<td>Mills Peninsula Health Services Behavioral Health Department</td>
<td>1601 Trousdale Drive Burlingame, CA 94010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(650) 696-5363</td>
</tr>
<tr>
<td>Concord, CA</td>
<td>John Muir Behavioral Health Center for Recovery</td>
<td>2740 Grant Street, Concord, CA 94520</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(925) 674-4176</td>
</tr>
<tr>
<td>Concord, CA</td>
<td>Recovery Management Services Crossroads Treatment Center I</td>
<td>2449 Pacheco Street Concord, CA 94520</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(925) 682-5704</td>
</tr>
<tr>
<td>Modesto, CA</td>
<td>Nirvana Drug and Alcohol Institute Outpatient</td>
<td>948 11th Street, Suite 23 Modesto, CA 95354</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(209) 579-1151</td>
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<tr>
<td>Modesto, CA</td>
<td>Living Center</td>
<td>416 Corson Avenue Modesto, CA 95350</td>
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<tr>
<td></td>
<td></td>
<td>(877)399-0049</td>
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<tr>
<td>Fresno, CA</td>
<td>Mental Health Systems Inc. Fresno Center for Change</td>
<td>190 North Van Ness Avenue Fresno, CA 93701</td>
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<tr>
<td></td>
<td></td>
<td>(559) 237-8337</td>
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<tr>
<td>Fresno, CA</td>
<td>WestCare California Inc.</td>
<td>611 East Belmont Avenue Fresno, CA 93701</td>
</tr>
<tr>
<td></td>
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<td>(559) 237-3420</td>
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</tbody>
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**Confidentiality**

All information received by Gurnick Academy through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.
Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students and employees including management have important roles to play. All employees and students are required not to report to work or academy while their ability to perform duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees and students are to report dangerous behavior to their appropriate designated official and inform their supervisor or program coordinator of any over-the-counter or prescription medications that may affect their performance/behavior. It is the supervisor's and instructor's responsibility to:

1. Observe employee and student performance.
2. Investigate reports of dangerous practices.
4. Counsel employees and students as to expected performance improvement.
5. Clearly state consequences of policy violations.

Reasonable Suspicion Testing

Testing may be required where there is reasonable suspicion based on objective symptoms, such as factors related to appearance, behavior, or speech, if the employee or student is found to be in possession of physical evidence (i.e., drug and/or alcohol paraphernalia), or at the discretion of management or the academy following an injury or other incident causing suspicion of drug or alcohol use.

Communication

Communicating our Drug Free Policy to employees and students is critical to our success. To ensure that all employees and students are aware of their role in supporting our program:

All employees and students will receive a written copy of the policy and program.
The policy and program will be reviewed in orientation sessions with new employees and students.
All employees and students will receive an update of the policy and program annually.

Review

Gurnick Academy of Medical Arts will review the Drug Free Policy/Drug and Alcohol Prevention Program at a minimum of once every two years.

Alcoholic Beverage Programs

The possession, sale or the furnishing of alcohol on the school campus is governed by the School Director/Administrator and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the School Director/Administrator.

The campus has been designated “Drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21.

The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the School Director/Administrator. Students, employees, or groups violating alcohol/substance policies or laws may be subject to sanctions by the school.

Illegal Drugs

The campus has been designated “Drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Director. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.
Prevention Programs

Gurnick Academy has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of referrals and disciplinary actions. The Campus Director will provide referral services upon request.

Local, State and Federal Legal Sanctions

Laws Governing Alcohol, Controlled Substances & Health Risks

A violation of any law regarding alcohol and controlled substances is also a violation of the Student Code of Conduct and will be treated as a separate disciplinary matter.

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. The unlawful use, possession, distribution, manufacturing, or dispensing of illegal drugs is prohibited.

Substance abuse may result in serious health problems, or even sudden death, which in the case of some drugs (e.g., cocaine) can occur after first-time use. The following is a partial list of other potential health risks:

- Acute problems;
- Heart attack;
- Stroke;
- Long-lasting effects;
- Disruption of normal heart rhythm;
- High blood pressure;
- Destruction of brain cells;
- Permanent memory loss;
- Infertility and impotency;
- Immune system impairment;
- Kidney failure;
- Cirrhosis of the liver;
- Pulmonary damage, etc

Specific ordinances regarding violations of alcohol laws, including driving while intoxicated as well as for the unlawful possession or distribution of illegal drugs and alcohol include the following:

- No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code 256560).

- It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (California Business and Professions Code 25662).

- It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business Professions Code 25602).

- It is unlawful for any person to drink while driving, or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 or higher, a driver is presumed under the influence of alcohol. Between .05% and .08% a person may be found guilty of driving under the influence (Vehicle Code 23153).

- Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance or any combination of any of the above and is in such a condition that he/she is unable to exercise care for his/her own safety or the safety of others is guilty of a misdemeanor (Penal Code 647(f)).

- It is unlawful to possess controlled substances: Imprisonment in State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).

- It is unlawful to sell controlled substances: Imprisonment in State prison for two to four years for possession or sale of specified controlled substances including opium derivatives and cocaine (Health and Safety Code Section 11351).

- It is unlawful to possess marijuana: Possession of less than 25.8 grams of marijuana is subject to a misdemeanor and shall be a fined of not more than $100 (Health and Safety Code Section 11357 (b)); Possession of more than 25.8 grams shall be punished by imprisonment in county jail and/or fine of not more than $500, or imprisonment in State prison for possession of concentrated cannabis (Health and Safety Code Section 11357 (a)).
- It is unlawful to possess with intent to sell marijuana: shall be punished by imprisonment in the State prison (Health and Safety Code Section 11359).

- It is unlawful to distribute prescription drugs: it is unlawful for any person who is not a pharmacist to manufacture, compound, furnish, sell, or dispense any dangerous drug or dangerous device, or to dispense or compound any prescription (Business and Professions Code Section 4051 (a)).

- It is unlawful to be under the influence of controlled substance: No person shall use or be under the influence of any controlled substance. Any person convicted of violating this is guilty of a misdemeanor and shall be sentenced to serve a term of not less than 90 days or more than one year in a county jail. (Health and Safety Code Section 11550 (a)).

For reference:
Health and Safety Codes: http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=hsc
Penal Codes: http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=pen
Vehicle Codes: http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=veh

Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

### PROGRAM PREGNANCY

It is the philosophy of Gurnick Academy of Medical Arts to provide all students a safe environment for clinical experience and training. Furthermore, in compliance with regulations regarding the declared pregnant student, female students have the option of whether or not to inform program officials of pregnancy. With notification to the Program Director, the student may change from one option to another at any time during the pregnancy as long as all program objectives, courses, and competencies are completed. However, if a student chooses to declare her pregnancy to program officials, she must provide written notification. **RT Program Students:** Upon declaration of pregnancy the school will insure compliance with the lower radiation exposure limit and dose monitoring requirements.

At any time, a student may withdraw her declaration without question. A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for completing the training at Gurnick Academy of Medical Arts.

**Options:**

1. **Continuing the training without modification or interruption.** This option means that the student agrees to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the instructors and Gurnick Academy of Medical Arts. The student must present a letter from a physician releasing the student to continue in the training with Gurnick reserving the right to contact the physician to verify student physical activity level and ability to complete all requirements of the clinical experience.

2. **The student may take up to 6 months leave of absence from the didactic and clinical components of the program and be allowed readmission to the program.** The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. This option timing is contingent upon an available student position in an appropriate clinical facility.

For Students in Radiologic Technology, Ultrasound Technology and Magnetic Resonance Imaging Programs there is an additional option:

3. **Students may also continue the training with a modification of clinical assignments.** This option means the student would have the choice to delay clinical assignments and/or competencies in areas high in potential hazardous exposure. However, in order to accomplish this successfully, the training may need to be extended. The student is required to make up all clinical and didactic hours missed and to complete all the necessary competencies. The student will present a letter from a physician releasing the student to continue in the training.
STUDENT BEREAVEMENT

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that a bereaved student is able to attend to family matters. The student will provide documentation of the death or funeral service to the Program Coordinator. Designated School Official will inform the student’s instructors of the student’s leave.

Immediate Family

Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, domestic partner, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative Living in the Student’s Home

Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student’s home.

Relative

Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew, or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Program Coordinator.

Travel and Absences

Depending on the number of miles needed to travel, additional days may be granted. Within 150 miles radius of the student campus, no additional excused absence days are allowed. Between 150-300 mile radius of the student campus, one additional excused absence day may be allowed. Beyond a 300 mile radius of the student campus, two additional excused absence days may be taken. Outside the 48 contiguous United States, four additional excused absence days may be approved.

Making Up Clock Hours

Depending on where the student is in the program and due to the nature of Gurnick’s educational structure, hours cannot be guaranteed and this could affect the students’ graduation date and completion status of the program. The student is required to make up all hours missed and to complete all of the necessary competencies. Given proper documentation, didactic instructors will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. Making up Clinical Hours is also contingent upon an available student position in appropriate clinical facilities.

STUDENT CONDUCT

Students shall conduct themselves in a professional and ethical manner at all times. No profanity in the patient care areas or in the campus or classroom environments is tolerated. Insubordination to faculty and clinical instructors, or dishonesty, could be a reason for immediate expulsion from the program.

In addition to being expected to follow the rules and regulations established by the program and clinical facilities, students are expected to follow the Standard of Ethics and act in accordance with the American Hospital Association’s Patient’s Bill of Rights.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the academy and of the student body. Gurnick Academy of Medical Arts reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Gurnick Academy’s community, or
failure to comply with the policies and procedures of the Gurnick Academy of Medical Arts. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the academy.

**CHANGE OF NAME**

Any changes to a student’s current or former legal name require the following:

- one of the following:
  - a certified copy of their birth certificate
  - valid (current) passport
  - a marriage license issued by a county or city clerk
  - a divorce decree from a court of law
  - or a court ordered name change
  - a second piece of identification (with the new name) in the form of a government-issued photo ID

Changes of Name Forms are available on the school website or by asking a campus designee. Students must complete the Change of Name Form and bring the above mentioned official documents in person to the Student Services Coordinator or Designated School Official located on their campus, or mail notarized copies of documents with a cover letter explaining the change. If the student chooses to mail the certified documents, he/she must sign the cover letter and include his/her Gurnick student ID number or social security number, and date of birth. Mail should be sent to the student’s campus.

Student Services Coordinator, or Designated School Official, will photocopy the official documents evidencing the name change, and must file these documents in the appropriate student folder in conjunction with the completed Change of Name Form.

**STUDENT DRESS CODE**

All students* are required to wear school-designated scrubs and white tennis shoes or runners during didactic, laboratory, and clinical hours. Scrubs provided by Gurnick Academy of Medical Arts must be worn on campus during scheduled class times. In addition, students are required to maintain a professional appearance in regard to neatness and personal hygiene. While in attendance at a clinical site, student must adhere to both: Gurnick Academy of Medical Arts Policies and Designated Clinical Facility Policies.

*with the exception of Physical Therapist Assistant students; PTA students are required to wear polo shirts and khaki-style pants for didactic and dress down for Lab.

Students with long hair must keep their hair up and away from the face at all times during clinical experiences. Students must wear their Gurnick Academy of Medical Arts Identification Badge at all times. Clinical facilities may additionally require an identification badge issued by their designated department to be worn during the students’ clinical experiences at their facility. Please note the following requirements are not all-encompassing. Circumstances may arise which are not covered by this policy:

- Name badges, provided by clinical site or Gurnick Academy of Medical Arts, will be worn at all times in an easily seen location above the waist.
- No jeans are allowed
- Shoes must have closed toes, be made of non-porous material, have no holes, be non-fluorescent; and not have high heels or built up soles such that it could endanger interns or patients. Students may not wear boots (UGGs included) in place of closed toed shoes to clinical and/or didactic.
- Sweatshirts are not suitable in direct patient care areas.
- Tops need to be long enough and high enough to provide adequate coverage of abdomen, back and chest.
- Fragrances should be avoided.
- Jewelry must be discrete and provide no risk to the wearer or patient.
- No long artificial nails are permitted.
CELL PHONE

Cell phones must be turned off in class* and clinical settings at all times. Students may use their cell phones on campus before or after class and during breaks in the posted designated areas or outside of the school. Students who are not in compliance with this policy are subject to disciplinary probation or expulsion at the discretion of the school administration.

*please note some instructors may allow restricted use of cell phones in class for certain activities.

ADMINISTRATION OF EXAMINATION

All electronic devices must be turned completely off during the administration of all forms of evaluation and displayed within the instructors' view. All non-electronic personal belongings will be stored out of all class members' view by storing belongings under the chair and/or desk. There will be no talking or questions during the administration of evaluations. Forms of evaluation include but are not limited to: quizzes, tests, and examinations. Students who are not in compliance with this policy are subject to disciplinary probation, suspension, or termination at the discretion of the school administration.

ELECTRONIC RECORDING

Gurnick Academy of Medical Arts prohibits video recording of any kind on academy grounds or at a clinical site by students and/or any other individuals who didn't receive a written permission by Academy's administration to do so. This policy is in order to protect the privacy of all students, faculty, staff, as well as clinical site employees and patients in addition to protecting the confidentiality and intellectual property of all instructional material and curricula. Voice recording is solely permitted during a lecture class with the instructor's permission and when being used for the educational purpose of an individual's studying resource. Any student found in violation of this policy will be immediately withdrawn from Gurnick Academy of Medical Arts and will not be permitted to re-enroll per the School's Re-enrollment Policy's guidelines on withdrawal due to disciplinary action.

VIDEO & AUDIO SURVEILLANCE NOTIFICATION

When on Gurnick Academy of Medical Arts premises, individuals enter an area where video & audio recording may occur. By entering the premises, individuals consent to video and audio recording and release Gurnick Academy of Medical Arts, its officers and employees, and each and all persons involved from any liability connected with the video and audio recordings.

In order to promote the safety of employees and students, as well as the security of its facilities, Gurnick Academy of Medical Arts may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms and that video cameras will be positioned in appropriate places within and around Gurnick Academy of Medical Arts.

By entering the premises, individuals waive any right to inspect or approve any video or audio recordings taken by Gurnick Academy of Medical Arts or the person or entity designated to view recordings.

TRANSFER

Students may be considered for transfer if
- Students are returning from LOA by expected return date;
- Students are currently Active (students have started the program) and wish to:
  - transfer from AM/PM or PM/AM
  - transfer to another campus
  - transfer to another program

Students may not be eligible for transfer if there is a large discrepancy in cost, length, start date, as well as availability of programs and/or seats in the preferred group.

Students who are not eligible for transfer may withdraw from the current program and enroll to the available desired program. Please see Re-Enrollment Policy for further details.
Transfer students are not subject to pay $75 Registration Fee.

### TRANSFERABILITY OF CREDITS & CREDENTIALS

The ability to transfer earned Gurnick Academy credits is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in your program is also at the complete discretion of an institution to which you may seek to transfer to. The degree or diploma earned at Gurnick may or may not be accepted at the receiving institution. If the credits, degree, or diploma that you earn at Gurnick Academy 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 to make an informed decision and to determine if your credits, degree, or diploma will transfer. This should be done prior to making a decision to attend Gurnick Academy of Medical Arts.

### UNIT OF CREDIT

Academic credit is measured in quarter credit or clock hours. Typically, one hour of instructional time is defined as a fifty-minute period. Credits earned at Gurnick Academy of Medical Arts are for determining progress towards program completion only. The credits are not typically transferable to another school, college or university.

- **Quarter credit hours are determined as follows:**
  - 10 hours of lectures = 1 quarter credit hour
  - 20 hours of laboratory = 1 quarter credit hour
  - 30 hours of clinical = 1 quarter credit hour

- **Semester credit hours are determined as follows:**
  - 15 hours of lectures = 1 quarter credit hour
  - 30 hours of laboratory = 1 quarter credit hour
  - 45 hours of clinical = 1 quarter credit hour

### ESTIMATED TIME FOR OUTSIDE OF SCHOOL PREPARATION HOURS (OSPH)

The OSPH policy estimates the number of hours it takes students to perform outside of school preparation activities. Such activities include but are not limited to: homework assignments; test and quizzes preparations; reports competitions; other assignments that will require students to study outside of regular scheduled hours in school.

The number of hours it takes students to perform OSPH is estimated using the following methodology:

"The average adult reading rate is 250 words per minute with 70% comprehension. [Smith, Brenda D. “Breaking Through: College Reading” 7th Ed. Longman, 2004]. Reading for learning (100-200 wpm); reading for comprehension (200-400 wpm); and skimming (400-700 wpm). With an average of 400 words per page, at 200 words per minute a student should read around 30 pages per hour (200 words per minute x 60 = 12,000 words per hour divided by 400 = 30 pages per hour). Therefore, we are using 25-30 pages per hour. Audiobooks are recommended to be 150-160 words per minute or 22 pages per hour. Reading on Monitor: 180-200 wpm or 27 pages per hour. Slide presentations are closer to 100 wpm or 15 pages per hour."

OSPH related activates may be graded. Student must spend at a minimum 5 hours of OSPH per quarter (didactic or lab) to receive credit.

### STUDENT GRIEVANCE PROCEDURES

This academy is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or Administrative Manager/Designated School Official, who will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:
1. an effort to define the problem;
2. an effort to identify acceptable options for resolution; and
3. an attempt to resolve the conflict through the application of one or more of acceptable options for resolution.

The student may thereafter choose to file a written complaint directly with the Gurnick Academy of Medical Arts Campus Director who will do his/her best to resolve the matter at hand for the benefit of the student and the academy. The Campus Director will investigate all written complaints, attempt to resolve all such complaints, and record an entry into the campus’s official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Campus Director may notify the student of the decision reached.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov.

COPYRIGHT

It is the policy of Gurnick Academy of Medical Arts to respect the copyright protections given by federal law to owners of texts, publications, documents, works of art, digital materials, and software, and to abide by all license and contractual agreements in the provision of resources and services to Gurnick Academy of Medical Arts.

Members of the institution community are advised to become as knowledgeable as possible regarding copyright law and this policy. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The institution regards a violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action up to and including termination, in the case of institution employees, and termination, in the case of students.

Use of copyright material(s) is permissible with written permission from the owner(s). A sample request letter can be obtained from the Campus Director. When permission is obtained please provide a copy of the signed letter to the Campus Director. The Campus Director will review the content of the letter and either provide or deny the request to utilize the texts, publications, documents, works of art, digital materials, or software requested.

It is against Gurnick Academy's pertaining to equipment belonging to Gurnick Academy to be used to access, use, copy or otherwise reproduce, or make available to others, which includes unauthorized peer-to-peer sharing, any copyright-protected materials or software except as permitted under copyright law or specific license. Specifically, users are prohibited from:

• Copying or reproducing any texts, publications, documents, works of art, digital materials, and software on Gurnick Academy of Medical Arts photocopiers, fax machines, or computing equipment, except as expressly permitted in writing by the owner. Also, users may not use unauthorized copies of texts, publications, documents, works of art, digital materials, and software on-site at Gurnick Academy of Medical Arts facilities, or on owned computers, or on personal computers housed in the institution’s facilities.
• Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically without the owner's written permission.
• Posting copyrighted material on a Gurnick Academy of Medical Arts owned web site (official or personal).

Additionally, faculty, staff, administrators and students must:

• Fully read, understand, and abide by all terms of software license agreements.
• Where applicable, remove any copyrighted material from the school facilities, or downloaded from the web after the evaluation period has expired.
• Not accept unlicensed software from any third party.
• Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any institution-owned or operated computer system.
Although Gurnick Academy of Medical Arts does not routinely monitor the network for activity that is illegal or in violation of institution policy, Gurnick Academy of Medical Arts does reserve the right to monitor network use for operational needs and to ensure compliance with applicable laws and institution policies. The institution has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The institution reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the institution. Gurnick Academy of Medical Arts may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

FILE SHARING

School computers are strictly for supporting the mission of Gurnick Academy of Medical Arts and are to only be used by our students, faculty, and staff. No user should perform any action which may be deemed inappropriate or dangerous. All use of School computers should be within the ethical standards Gurnick Academy of Medical Arts. This includes but is not limited to plagiarism, illegal file sharing, or the distribution of copyrighted material. Gurnick Academy of Medical Arts' student, faculty, and staff in violation of this policy are subject to disciplinary probation, suspension, or termination at the discretion of the school administration. In addition, any user found in violation of State or Federal laws is responsible for the consequences of their actions which may include civil action or criminal prosecution.

PLAGIARISM

Plagiarism is defined as "literary theft," i.e., the presentation and passing off as one's own ideas, words or writings of another. One common violation is the use of another student's work without acknowledgment. The most common violation involves a student using published materials and failing to acknowledge the sources.

Copying a direct quotation without using quotation marks or crediting the source is considered plagiarism. Another form of plagiarism consists of paraphrasing an idea or use of an original idea without properly introducing or documenting the paraphrase or borrowed idea.

The ideas and words of an author are his/her property - they are protected by law and must be credited to him/her when they are borrowed. In order to avoid plagiarism, one should:

- Use quotation marks for all quoted materials.
- Paraphrase material in his/her own style and language rather than just rearrange sentences.
- Use footnotes or other accepted methods to credit the author.
- Provide a bibliography for the sources noted in the footnotes.
STUDENT SERVICES

Student identification Card

Prior to the start of any program internship component, students must receive a student identification card through the Student Services office. If a replacement identification card is required for any reason the student is responsible for all applicable fees. It is required for all students to wear their Student Identification Card while in a clinical setting at all times. Failure to do so could impact the student’s ability to attend the clinical facilities, to complete the program’s graduation requirements, or to obtain certification after completion of the program.

Academic Advisement

All applicants and students may discuss program and course selection with applicable Program Director or Admission Advisor. An appointment is required.

Accessibility for Disabled Students

All campuses of Gurnick Academy of Medical Arts have handicapped parking spaces available. Students with disabilities who require assistance are encouraged to disclose this information to their Admission Advisor in order to determine a plan of action for support services. Gurnick Academy’s campuses are handicap accessible.

Orientation of New Students

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Gurnick Academy of Medical Arts. During this orientation, members of the administration familiarize students with the School facilities and explain academic policies and School regulations.

Tutor Locator Service

Students who experience difficulty or who have learning challenges will be provided assistance in locating qualified tutors, since our school does not provide a tutoring program. Interested students should contact the program director. Individual tutoring can be arranged by the program director to help straggling students to catch up with the program and to improve academic progress.

Library Resources

Library resources include but are not limited to on-campus computers with internet access, video tapes, CDs and DVDs as well as current magazine publications and medical books. In addition to on-campus library Gurnick Academy provides its student’s an academic resource electronic library. Gurnick Academy is affiliated with eGlobal Library to provide “professionally curated digital library”. Gurnick Academy eGlobal Library offers librarian support and consultation to its users. There is a charge associated with the use of the Library and is included in student educational costs. Our Gurnick electronic library offers students vast number of additional electronic resources, including e-books, videos, electronic medical journals, tutorials, daily allied health and medical headlines and stories. eLibrary is available 24/7. On-campus library resources are available for the student use at each campus. Students may access the on-campus library Monday thru Friday 9:00AM to 6:00PM. There is a check-in check-out system for removing resources from the library.

Computer and Internet Resources

Computer and Internet Resources are available for students use at each campus. Students have access to equipment and programs that are essential for their educational and work-related experiences. Most of our computer labs are also equipped with a printer to help students in education and research projects.
Online Portal

Internet portal is available to students for the idea sharing, communication between faculty and students, quizzes and research exchange, email communications and grades and attendance verification and review.

Employment Assistance

Gurnick Academy of Medical Arts provides job search assistance to graduates in good standing for as long as the graduate continues to cooperate with the academy. The academy cannot and does not guarantee employment upon graduation. Embarking on a course of education typically enhances one’s thinking and potential productivity. The concentrated programs offered at Gurnick Academy of Medical Arts require a significant commitment of time and effort. There is also the risk that, due to market fluctuations, personal issues or other factors, some graduates may be unable to find employment in their field of training within a timeframe that is acceptable to them. Therefore, they may elect to pursue other career options; some use their training indirectly and some do not.

Job search assistance will be provided in the form of some or all of the following:
- Interviewing skills seminars
- Resume preparation seminars
- Job search techniques seminars
- Referrals to potential employers

In some allied health occupations, many jobs begin as part-time, averaging 20 to 25 hours per week, with an opportunity to progress to or change to full time employment in the future.

Finding employment is a joint effort between the student and the academy. Gurnick Academy holds workshops and meetings with students and graduates. The student must agree to cooperate with our Placement Coordinators in conducting a job search including providing a resume, participating in scheduled workshops, attending interviews and completing all required assignments. Further, it should be understood that the effort it takes to find a job upon completion of the program is equal to that of the program itself. In order to maximize chances for success, students must commit to a reasonable timeframe to complete the job search process, which typically takes several months beyond graduation. During this time, the student should maintain regular weekly contact with the school. It should also be understood that a potential employer may consider a job applicant’s attitude, grades, attendance, and personal performance on an interview, work background, educational background and other intangible factors in determining whether or not to hire the applicant.

Gurnick Academy of Medical Arts programs are comprehensive in nature and are designed to prepare students for entry-level positions. After obtaining an entry-level position, additional training is usually required to develop further skills and protocols specific to that position. Normally an applicant for an entry-level position, in order to secure such employment, must adopt a “get your foot in the door” approach by maintaining flexibility with regard to salary, hours, location and potential relocation.

Housing

Gurnick Academy of Medical Arts does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com rental properties in the following cities start at approximately the following rates per month: San Mateo, CA $1,400, Concord, CA $1,100.00, Modesto, CA $966.00, and Fresno, CA $843.00.

Student Referrals

Students can obtain a list of local support services from an Admissions Advisor. The list of services include, but are not limited to: safety class providers, counseling services, tutoring services, medical care services, financial assistance services, and public transportation.
Learning Disabilities

At Gurnick Academy we understand and agree with the notion that student learning disability or learning disorder/difficulty is a situation where a student has difficulty learning using a typical approach. The causes vary however usually the causing factor is usually a disorder that affects the brain's ability to receive and process information. In other words learning disabilities are neurologically-based conditions that get in the way of proper attainment, management and use of skills and knowledge. Every effort is put forth to ensure that students, faculty and staff with disabilities at Gurnick Academy of Medical Arts receive the services and accommodations to which they are entitled.

We also think that the learning disorder can make it problematic for a person to learn as quickly or in the same way as someone who is not affected by a learning disability. People with a learning disability have trouble performing specific types of skills or completing tasks if left to figure things out by themselves or if taught in conventional ways.

The diagnosis of a learning disability in an adult requires documentation of at least average intellectual functioning along with deficits in such areas as:

- Auditory processing
- Visual processing
- Information processing speed
- Abstract reasoning
- Memory (long-term, short-term, visual, auditory)
- Spoken and written language skills
- Reading skills
- Mathematical skills
- Visual spatial skills
- Motor skills
- Executive functioning (planning)

Gurnick Academy believes that a learning disability is not a temporary disorder. This type of disability affects how students with normal or above-average intelligence process incoming information, outgoing information, or both.

Learning disabilities are often inconsistent. They may be manifested in only one specific academic area, such as math or foreign language. There might be problems in grade school, none in high school, and then back again in a higher educational institution.

Learning disabilities are not the same as mental retardation or emotional disorders. Common accommodations for students with learning disabilities are alternative print formats, taped lectures, note takers, adaptive technology, course substitutions, early syllabus, exam modifications, priority registration, and study skills and strategies training.

Students may be required to submit documentation verifying the nature and extent of the disability prior to receiving any accommodations. In this case the documentation must be provided to the Academy on professional letterhead and contain dates of assessment, signatures, titles, and license/certification numbers of the diagnosing professionals. Diagnoses and disabilities that do not contain the required information may not be used for determining eligibility for academic accommodations.

Consumer Protection

A student receiving a loan is responsible for repaying the loan amount including interest, less the amount of any refund. If the student receives federal financial aid funds, the student is entitled to a refund of the moneys not paid from federal aid programs.

Gurnick Academy of Medical Arts has not entered into a transfer or articulation agreement with any other college or university. Gurnick Academy of Medical Arts has never filed for bankruptcy petition, operated as
a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

**ACADEMIC INTEGRITY**

All students of Gurnick Academy of Medical Arts are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records and other details relative to the assessment of student performance. Integrity and honesty is a quality essential of all medical workers, the faculty does not want students who are dishonest since that attitude and perspective will put patient’s health and lives at risk. Any dishonesty with regard to these matters is subject to censure or penalty (including but not limited to expulsion) in proportion to the seriousness of the action.

**Dishonesty includes:**
- Copying answers of another person or persons during an examination,
- Secreting (hiding) of unauthorized materials to assist in an examination,
- Plagiarism, taking as one’s own statements those of another without giving due credit to the author, even though such material may have been restated in one’s own words,
- Fraudulently obtaining test information, falsifying records, transcripts, recommendations or other documents indicative of student qualifications.

Gurnick Academy of Medical Arts also considers the following to be serious breaches of integrity:
- Falsification of patient records.
- Breach of patient confidentiality.
- Taking property or drugs from clinical sites or patients.
- Felony convictions.
- Endangering patients due to psychological impairment or by being under the influence of alcohol, or drugs.
- Falsification of assignments that are to be conducted on patients or members of the community.
- Having someone else complete your written assignments and submitting them as your work.

In proportion to the seriousness of the action, censure, and penalty may extend from a failing grade in the work in question to dismissal from the program. Ordinarily the responsibility for resolving the issues lies with the faculty member and the student.

- “Statement on Cheating and Plagiarism: Cheating includes all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material so used as one’s own work. Plagiarism includes using materials from such sources as books, articles, class notes, web sources, & audio video resources. Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the school.”

- “Statement on Disruptive Classroom Behavior: In the classroom or laboratory environment you must respect the rights of others seeking to learn, respect the professionalism of the instructor, and honor the differences of viewpoints. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.”
- “Syllabus is Subject to Change: This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.”

Professional Behavior Objectives

1. Demonstrates Professional Behavior.
   - Appears at the clinical agency, whether for patient assignment or care, appropriately dressed (name pin and School badge), consistent with agency dress code.
   - Presents a professional appearance in regard to neatness and personal hygiene.
   - Arrives at the clinical setting on time and notifies staff and/or instructor when leaving or returning to patient care or the agency.
   - Notifies clinical agency and/or instructor in a timely manner when unable to report to the clinical assignment.
   - Notifies instructor if there are any physical or psychological conditions that would limit the ability to perform safe, effective care.
   - Does not report for clinical under the influence of alcohol and/or mind altering drugs.
   - Does not discriminate against the clients on the basis of race, creed, national origin, physical disability, sexual preference, or disease entity.
   - Is courteous to staff, interdisciplinary team members and faculty.
   - Avoids the use of profane language with clients and staff.

2. Provides Safe Care Based on Scientific Principles
   - Prepares for client care by acquiring theory and knowledge essential to the care of assigned clients (e.g., prepare drug cards, calculate drug dosages, describe treatment, look up procedures, etc.).
   - Implements safe care based on scientific principles (e.g., asepsis, protection from physical and psychological injury, correct medicine and administration).

3. Demonstrates Ethical Behavior
   - Maintains confidentiality of all client, family, and agency information.
   - Informs instructor and/or staff of any unsafe practices observed in the clinical setting.

Penalty for failure to comply with these objectives will result in either a failing grade in the work in question or dismissal from the program.

PROGRAM DELIVERY

Instructional delivery at Gurnick Academy of Medical Arts is conducted through direct classroom instruction. The lectures and labs are being held on campus and clinical at an assigned clinical site(s). Limited online and hybrid courses are available for prerequisite courses.

ENGLISH INSTRUCTION

Gurnick Academy of Medical Arts does not offer English as a Second Language instruction. All instruction occurs in English.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In order for a student to be considered in a good academic standing they must be making Satisfactory Progress in the pursuit of their program of study. Students are required to achieve a level of competence in all coursework, which includes didactic, laboratory, and in the clinical environment, that is consistent with the level of expertise required to pass the licensing exams.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the Student has attended the scheduled clock hours of each payment period as well as at the time of
completion of each program-required module. At that time both the Grade Point Average and the Rate of Progress/Passed Measurement calculated.

**Qualitative Measurements**

The Qualitative Measurement portion consists of a student's grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based upon the course final grade. The GPA is the calculated average of the course grades for the entire program of study to date. A student must maintain a minimum GPA of 2.00 or a C to be considered making Satisfactory Progress.

The grading system is defined as follows for the Vocational Nurse, Physical Therapist Assistant, Ultrasound Technology, and MRI Technology Programs:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Description Legend</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>75 – 79%</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>65 – 74%</td>
<td>Unsatisfactory</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 64%</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass (Clinical)</td>
<td>N/A</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Fail (Clinical)</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Repeat</td>
<td>N/A</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td></td>
<td>Tested Out</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Radiologic Technology Program differs in the following:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Description Legend</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100%</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>85 – 94%</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>75 – 84%</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>65 – 74%</td>
<td>Failure</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 64%</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The Psychiatric Technician Program differs in the following:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Description Legend</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69%</td>
<td>Failure</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 64%</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a C. As defined in the above chart, the C grade is worth 2.00 quality points. For a 24 hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of A, B, C, D, and F enter into the GPA calculation. All courses with a grade of A, B, C, D are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of P is given for courses designated as pass/fail. A grade of P does not enter into the GPA calculation. A grade of P is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of F is given for courses designated as pass/fail does not enter into the GPA calculation. A clinical course with a grade of F is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of W is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grades of W do not enter into the GPA calculation. A grade of W is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of I is listed on the transcript for any courses that have not been successfully completed. A grade of I indicates that the student was in attendance for the entire term, but has not successfully completed all necessary coursework or homework in order to receive a punitive grade. Should missing coursework not be made up within the required period of time frame, the grade of I will be replaced with an F. Should a student receive a grade of I and successfully undergo the remediation process, the course grade will be changed to a grade of C. Should a student receive a grade of I and not be placed on remediation the course grade will be changed to a punitive grade. A grade of I does not enter into the GPA calculation. A grade of I is included in the Rate of Progress/Passed Measurement calculation as credits attempted, but not earned.

A grade of R is given solely in the event that a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an R. A grade of R is not entered into the GPA calculation. A grade of R is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

A grade of T is listed on the transcript for any course that a student has taken at another institution that has been accepted by Gurnick. Courses with a grade of T are listed on the transcript to identify which courses have been accepted into the program of study to satisfy graduation requirements. A grade of T does not enter into the GPA calculation. A grade of T is not included in the Rate of Progress/Passed Measurement calculation as hours attempted nor as hours earned.

A grade of TO is listed on the transcript for any course that a student has successfully tested out of at Gurnick Academy. A grade of TO does not enter into the GPA calculation. A grade of TO is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.
Quantitative Measurements

The Quantitative Measurement portion consists of a student’s satisfactorily completed program hours, as by a Rate of Progress/Passed Measurement calculation. The Rate of Progress/Passed Measurement is the percentage of successfully completed hours of the total hours attempted.

The Rate of Progress/Passed Measurement has two components, the attempted hours and the actual hours earned. To determine the Rate of Progress/Passed Measurement of a student, the total of actual hours earned is divided by the total attempted hours.

The maximum time frame for successful completion of programs of study at Gurnick Academy is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however for the calculation of maximum time frame and the Rate of Progress/Passed Measurement, clock hours will be used.

Periods of non-enrollment are not considered in the calculation of the maximum timeframe. Any student who has not reached program completion by the maximum timeframe will be withdrawn from the school.

<table>
<thead>
<tr>
<th>Program</th>
<th>Clock Hours in Program</th>
<th>Midpoint of the Maximum Time Frame</th>
<th>Maximum Time Frame (credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultrasound Technology</td>
<td>2092</td>
<td>1569</td>
<td>3138</td>
</tr>
<tr>
<td>MRI Technology</td>
<td>1640</td>
<td>1230</td>
<td>2460</td>
</tr>
<tr>
<td>Vocational Nurse</td>
<td>1570</td>
<td>1177.5</td>
<td>2355</td>
</tr>
<tr>
<td>Psychiatric Technician</td>
<td>1530</td>
<td>1147.5</td>
<td>2295</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>2904</td>
<td>2178</td>
<td>4356</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>1353</td>
<td>1014</td>
<td>2028</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>80</td>
<td>60</td>
<td>120</td>
</tr>
</tbody>
</table>

ACADEMIC PROBATION/REMEDIATION

Please read this policy and its programmatic sections as there are slight variations of the policy per program.

The Academy is committed to the success of each student. We recognize there are times and circumstances where students may find they have poor academic, laboratory or clinical performance. The academy monitors the student’s performance and, in order to keep them on track, implements a progressive academic performance policy.

The clinical practicum internship courses cannot be remediated. Students receiving two unsatisfactory clinical practicum internship evaluations will be expelled from the program for academic reasons.

All students who receive a non-passing grade in any didactic or laboratory course will be placed on remediation. Please read the Qualitative Measurements section for more information on grading. To lift the remedial status students must complete the remedial plan. If the student decides not to complete the remedial plan for any reason and/or if the student does not successfully complete remediation plan, the student receives a failing grade for the course and will be expelled from the program for academic reasons.

The remedial plan of action will be developed by a Designated School Official with student collaboration (student collaboration is required for successful end result of the remedial plan) and finalized within maximum of five (5) business days from the course completion date. The remedial plan of action starts from the course completion date and includes the time spent on creating and finalizing the remedial plan.
The maximum time frame allotted for completion of a remedial plan of action is 21 days. The purpose of the remedial plan of action is to improve the Student's chance for successful completion of the program and strengthen areas of concern/weakness. Students may be required to attend remediation sessions with the instructor and/or complete remediation assignments as per remediation plan. The remediation coursework is designed per individual student's situation.

The remediation grade is not calculated into the overall course grade, nor is it considered “extra credit”. For this purpose, students who pass the remediation are considered to receive a passing grade of a grade of C in the course for which remediation was given. It is the responsibility of the student to adhere to and complete the plan of action in order to remain in the program. Failure to attend and/or to complete remediation within the 21 days will result in expulsion from the program for academic reasons (Please see the Re-Enrollment Policy for more details).

Students on remediation are not eligible for Federal Student Aid. Once the student successfully completes the remediation plan and receives a passing grade of C for the course for which the student was placed on remediation, the Student will regain eligibility for Federal Student Aid.

Students on remediation are not eligible to be placed on Leave of Absence (LOA).

**VA eligible students** must maintain Satisfactory Progress in their program to maintain benefits eligibility. Students not receiving a minimum grade of C in any course work, test, project or final grade will be immediately referred for remediation.

Students may be placed on remediation only for a maximum of 2 courses per module as necessary, and are not to exceed the total of three (3) times throughout the entire duration of the program.

If the Student has completed a total of 3 remediations and still obtains a non-passing grade in any of the rest of the courses Student will be withdrawn for academic reasons from the program.

If the number of remediations exceeds 2 per module and/or exceeds a total of 3 times Student will be withdrawn for academic reasons from the program.

**Additional information for ULTRASOUND TECHNOLOGY PROGRAM, MRI TECHNOLOGY PROGRAM, PHYSICAL THERAPIST ASSISTANT & RADIOLOGIC TECHNOLOGY PROGRAM:**

Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation he/she must meet with the instructor and Program Director or designee within five (5) business days to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. Student receives a final passing grade for the course after being placed on probation; this final grade will be that which is reflected on the Student’s transcript.

**DISCIPLINARY PROBATION**

During the course of student study students must adhere to Gurnick Academy's acceptable conduct and behavior at all times. Disciplinary probation status is given as a consequence when a student disregards the boundaries of acceptable behavior outlined in this Catalog and other applicable disclosures. Students who violate any of the various Academy and Program policies/guidelines are placed on probation.
A written disciplinary probation is an official notice for a specified period of time during which a student must demonstrate conduct that conforms to Gurnick Academy of Medical Arts’ standards of conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of expulsion. Expulsion is the termination of “Student” status for an indefinite period. Please see our Re-enrollment Policy for more details.

Disciplinary probation status doesn’t prohibit a student to be placed on academic probation and/or remediation.

**ATTENDANCE - TARDINESS - DROP**

Students are expected to attend all classes as scheduled. All efforts should be made not to miss any class. In the event a student is absent due to illness or any other reason, he or she must notify the school in advance whenever possible. All absences must be approved by the Student’s instructor.

Program lengths are calculated excluding any holiday and vacation times. In order to ensure program completion is on-time and the required program hours are fulfilled, class times can and may be rescheduled on an alternate day of the week (Sunday through Saturday).

Students who who arrive to class more than 15 minutes late are considered to be absent. Students who leave class more than 15 minutes early are also considered to be absent.

Students who arrive to class 1-15 minutes late are considered to be tardy. Students who also leave class 1-15 minutes before the end of class are also considered to be tardy. A student being tardy 3 times is the equivalent of one absence.

Students who miss a significant portion of any course within a program will be expelled from the program. Both unexcused and excused absences without approved make-up work completed cannot exceed more than 10% at the time Rate of Progress/Passed Measurement is calculated.

Instructor Absence: Should an instructor be absent, an email will be sent informing the students of class cancellation and any assignment which need to be completed prior to the next class. Every attempt will be made to provide a substitute rather than cancel class.

Student Absence: The following absences are the only excused absences. Students must provide proof of excused absences:
- Medical Emergency
- Jury Duty
- Family Emergency*
- Bereavement

* If you are the sole responsible person for a child or dependent adult, and there is a medical emergency you must provide written documentation from physician.

Medical clearance must be provided to and approved by the program coordinator prior to the student being allowed to return to the clinical setting.

**Physical Therapist Assistant Program**

In order to meet the criteria for attendance and the specific course objectives, students must arrange make-up time of missed hours with the instructor for all instructor-approved absences. Make-up theory hours can include case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports. Make-up clinical hours with additional time in the clinical area with clients/patients.

All make-up clinical hours are subject to additional tuition fees that are based on the prorated
hourly charges of the program. The prorated hourly charge is equal to the total number of hours needed to make-up multiplied by the hourly tuition charge. Students will be held responsible for this additional tuition payment when they need to make up their clinical hours due to absence.

ALL absences must be made up within thirty (30) days. It is the student’s responsibility to ensure that a make-up plan of action for each absence is completed within seven (7) days and documented on didactic make-up form. All make-up forms must be filled out completely and accurately with all required signatures for all missed hours prior to credit of make-up hours is granted.

**Vocational Nurse and Psychiatric Technician Program:**

All Vocational Nurse and Psychiatric Technician students must complete all required theory and clinical hours to graduate. Whenever possible the instructor must approve all absences in advance. Approval for all absences is at the instructor’s discretion.

In order to meet the criteria for attendance and the specific course objectives, students must arrange make-up time of missed hours with the instructor for all instructor-approved absences.

Make-up theory hours can include case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports. Make-up clinical hours can include performance evaluation(s) in the skills laboratory or additional time in the clinical area with clients/patients.

### REPETITION OF THE CLASSES OR MODULES

If students are assigned to repeat any classes or modules for any reasons, students will be responsible for additional tuition payment based on the prorated hourly charges. (Ex. Total number of hours needed to repeat multiplied by hourly charge.)

### LEAVES OF ABSENCE (LOA)

Should a student’s circumstances be such that a leave of absence is needed, student must submit a request for Leave of Absence. Leave of Absence is an approved absence from a program for the period of maximum 180 days in a 12-month calendar period. Students who were approved for LOA for less than 180 days may request an additional LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period.

Eligibility for LOA depends on individual student circumstances. Remediation/Probation/Re-enrollment policies and Financial Section provide more information on LOA eligibility.

Eligible students must meet with Program Coordinator in order to request the leave of absence*. Students must consider the effects of a leave of absence on their current enrollment, academic standing and financial aid and discuss the expected return day, along with the make-up plan. It is the responsibility of the student to obtain signatures of the Program Coordinator and the Campus Director in order to finalize the approval process. Student must keep a copy of the approved LOA Form.

*In case if the student is not able to meet with the Program Coordinator an LOA Request Form is available to download on Gurnick Academy website.

During the approval process Program Coordinator/Campus Director or School Official Designee will take into consideration the individual circumstance of the student as well as the frequency of LOA requests (for example: student repeatedly resorts to the use of a leave of absence, and such applications show a pattern of delays). Should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, appropriate actions will take place at the sole discretion of the Program Coordinator/Campus Director or designated official.

If the student returns before or on expected return date, student must contact Admissions Advisor to discuss administrative and academic details. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.
If the student doesn’t return by expected return date, he/she withdraws from the program.

The School awards the grade of “W” for courses from which the student has withdrawn due to an approved leave of absence.

**APPEALS**

Students questioning the application of the Satisfactory Progress policies and calculations should contact their Program Director. If it is determined that an error in either the GPA or Rate of Progress calculations have occurred, the student’s transcripts will be corrected and re-evaluated at that time. The student’s Satisfactory Progress status will be corrected.

Students are encouraged to discuss any concerns or questions regarding policies and/or decisions rendered directly with the party with which the student has a concern. If a student feels that he/she did not receive fair treatment in regard to any unfavorable evaluations, disciplinary actions, suspensions or dismissals, the student may appeal in writing, within five school days, to Program Director. The Program Director will respond within five (5) school days.

Should the student wish to appeal the decision of the Program Director, within five (5) days of the decision, the student may appeal in writing to the Campus Director. The Campus Director will respond within five school days. The decision rendered by the Campus Director will be the final and binding decision of the school.

**GRADUATION REQUIREMENTS**

To be eligible for graduation from any of the programs, the student must meet all of the following criteria:

1. All financial obligations must be met to include tuition and textbooks
2. The Student must complete and pass all didactic and clinical courses including all required examinations

**ADDITIONAL GRADUATION REQUIREMENTS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM:**

1. The student must have completed and provide verified documentation of a minimum of 2,000 clinical and laboratory hours. 1850 hours must be in the clinical setting. The student must have successfully completed and must provide verification of the minimum clinical competencies as defined by the American Registry of Radiologic Technologists.

2. Beginning in 2015 all students are required to have acquired an associate’s degree prior to sitting for the American Registry of Radiologic Technology exam.
GURNICK ACADEMY OF MEDICAL ARTS PROGRAM INFORMATION

Program schedule varies per campus. The below times and dates are for general information. Please make sure to discuss the schedules with your Admission Advisor.

MRI TECHNOLOGY

52 WEEKS
1640 CLOCK HOURS
87 QUARTER CREDIT HOURS
DIPLOMA PROGRAM

MRI Technology Program Description

The Magnetic Resonance Imaging (MRI) Technologist is a medical professional that uses specialized MRI equipment to create images of structures inside the human body. MRI Technologists must be able to interact compassionately and effectively with people who range from healthy to critically ill. The MRI Technologist will be supervised by board certified radiologists, but will be provided responsibility and independence in the performance of their duties.

This program is designed to prepare the student to perform clinical MRI examinations of the human body with special consideration to image production, quality control, signal to noise ratio, and basic pulse sequences.

MRI Technology Program Goals and Objectives

- To train students who demonstrate the knowledge and skills required for employment as entry-level MRI technologists.
- To develop interpersonal skills in communicating with patients, medical and administrative individuals.
- To help students acquire the necessary skills to practice proper patient care.
- To provide students with the knowledge, clinical skills, problem solving abilities, and interpersonal skills to practice in the field of magnetic resonance imaging.
- To produce graduates who will be competent in entry level positions as an MRI Technologist and who display appropriate behaviors as set forth by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), American Society of Radiologic Technologists (ASRT), and the Section for Magnetic Resonance Technologists (SMRT).
- To prepare students to take and pass the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) examination.

MRI Technology Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR 001</td>
<td>Introduction to MRI</td>
<td>120</td>
<td>12</td>
</tr>
<tr>
<td>MR 101</td>
<td>Sectional Anatomy I</td>
<td>24</td>
<td>2</td>
</tr>
<tr>
<td>MR 102</td>
<td>Medical Terminology I</td>
<td>18</td>
<td>1.5</td>
</tr>
<tr>
<td>MR 103L</td>
<td>Physical Principles of MRI</td>
<td>54</td>
<td>4.5</td>
</tr>
</tbody>
</table>
### MRI Technology Program Information, Length and Schedule

The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

Gurnick Academy of Medical Arts MRI Technology Program provides a library and classrooms are equipped with modern audio-visual teaching aids, textbooks and journals, and anatomical charts and models. Instructor to Student ratio is 1:15 in lecture and laboratory and 1:1 during internship.

The program is offered once per calendar year. The curriculum encompasses all principles of magnetic resonance imaging technology which includes six hundred and thirty-two (632) hours of didactic instruction and labs and one thousand and eight (1008) hours of supervised internship experience. The program is based on the parameters suggested by the Joint Review Commission on Education in Radiologic Technology (JRCERT), the Association of Educators in Radiological Sciences (AERS), and the American Society of Radiologic Technologists (ASRT), the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

The first four weeks of the program consists of on campus didactic sessions only which include five days per week of six (6) hours per day didactic instruction. After first 4 weeks students are generally expected to be present twice per week for minimum of four (4) hours and up to a maximum of six (6) hours per day for didactic instructions and For clinical rotations students will attend the internship at an assigned MRI facility 3 days per week (minimum of twenty-one (21) hours per week).

Normal completion time for this program is fifty-two (52) weeks excluding any holidays and vacation times. The curriculum provides our students with the technical, clinical, and interpersonal skills necessary to succeed in this challenging field. Upon completion of the program, a diploma is awarded. In order to ensure program completion is on-time and the required program hours are fulfilled, class times can and may be rescheduled on an alternate day of the week (Sunday through Saturday).
PHLEBOTOMY TECHNICIAN

10 WEEKS
80 CLOCK HOURS
5 QUARTER CREDIT HOURS
DIPLOMA PROGRAM

PHL Program Description
The program combines forty (40) hours classroom instruction with forty (40) hours off-site internship to provide a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications, and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture with procedures verified through a skills check-off system. The forty (40) hour internship includes at minimum of fifty (50)

In order to perform duties of the Phlebotomy Technician Level 1 (CPT1) in California, you will be required to pass a licensing examination administered by the Department of Health Services in California. Completion of this course does not automatically enable a graduate to perform duties of a Phlebotomy Technician (CPT1).

Completion of this program will enable participants to sit for the national exam and after passing it to apply for the California license. Gurnick Academy of Medical Arts Phlebotomy Technician Level 1 (CPT1) course is approved by California Department of Health Services, Fields Services

PHL Program Goals and Objectives
• To produce competent Phlebotomy Technicians for the medical community.
• To stimulate a life-long pursuit of education in the medical field.
• To develop interpersonal skills in communicating with the patient, medical and administrative individuals.
• To provide educational opportunities in phlebotomy to members of the community.

PHL Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 100</td>
<td>Phlebotomy</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>PHL 110L</td>
<td>Internship</td>
<td>40</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>80</td>
<td>5</td>
</tr>
</tbody>
</table>

PHL Program Information, Length and Schedule
The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

Gurnick Academy of Medical Arts Phlebotomy Technician Program provides a library and classrooms that are equipped with modern audio-visual teaching aids, textbooks and journals, and anatomical charts and models.

The Phlebotomy Technician Program Instructor to student ratio is 1:25 in lecture, 1:15 laboratory and internship.

The course is eight (8) hours per week attending didactic training, and eight (8) hours per week receiving clinical instruction in patient care areas. Classes are held two (2) times a week from 6:00 PM - 10:00 PM. The course is forty (40) hours of didactic instruction and forty (40) hours of internship education allowing application of lecture topics in practical use. Normal completion time for this program is ten (10) weeks excluding any holidays and vacation times.
PHYSICAL THERAPIST ASSISTANT

44 WEEKS
1353 CLOCK HOURS
66.5 QUARTER CREDIT HOURS
ASSOCIATE OF SCIENCE DEGREE PROGRAM

PTA Program Description

The Physical Therapist Assistant program at Gurnick Academy of Medical Arts requires one full academic year or 44 weeks or four quarters (terms). Students will take required general education and the related science courses prior to enrolling at Gurnick Academy.

The technical courses for the Physical Therapist Assistant Program are not designed to be transferable to a four-year institution. You are encouraged to take General Education classes that are transferable to a four-year institution. Students who plan to continue studies in a Physical Therapist program should consult the appropriate Physical Therapy school regarding class requirements.

The PTA Program is full time during the day. Clinical Affiliations are full time during the day at various facilities in the San Francisco Bay Area.

Following graduation from the Physical Therapist Assistant Program at Gurnick Academy, the graduate will be eligible to sit for the National Physical Therapy Exam (NPTE) for Physical Therapist Assistants and the California Law Exam (CLE). Upon successful completion of these exams, the student will be licensed to practice in the state of California.

PTA Program Goals and Objectives

- To offer a curriculum that is sequential, integrated, and that reflects contemporary Physical Therapist Assistant practice.
- To employ faculty who demonstrate current knowledge in the areas they teach, who are committed to the current professional standards of excellence.
- To provide a variety of clinical education settings to facilitate the development of student competence with clinical skills.
- To provide students the necessary entry level skills to transition from education to employment.

PTA Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 100</td>
<td>Intro to PTA</td>
<td>22</td>
<td>2</td>
</tr>
<tr>
<td>PTA 110</td>
<td>Fundamental PTA Procedures with lab</td>
<td>77</td>
<td>4.5</td>
</tr>
<tr>
<td>PTA 120</td>
<td>Clinical Kinesiology</td>
<td>77</td>
<td>4.5</td>
</tr>
<tr>
<td>PTA 130</td>
<td>Pathology</td>
<td>44</td>
<td>4</td>
</tr>
<tr>
<td>PTA 215</td>
<td>Clinical Education I-observations</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>PTA 210</td>
<td>Procedures II with lab</td>
<td>66</td>
<td>4</td>
</tr>
<tr>
<td>PTA 220</td>
<td>Orthopedic and Cardio Cond/ther ex</td>
<td>66</td>
<td>4</td>
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</table>
PTA Program Information, Length and Schedule

The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

Gurnick Academy of Medical Arts’ Physical Therapist Assistant Program at the San Mateo campus has a 1200 sq ft classroom/laboratory equipped with up to date equipment found at typical Physical Therapy facilities. This includes cardio, modalities, balance, weights, and treatment tables. Classroom lecture instructor to student ratio is 1:30 and laboratory sessions are 1:15.

Clinical Education is a crucial part of the PTA Program. Students have the opportunity for three rotations at various types of Physical Therapy facilities.

**PSYCHIATRIC TECHNICIAN**

<table>
<thead>
<tr>
<th>48 WEEKS</th>
<th>1530 CLOCK HOURS</th>
<th>89.5 QUARTER CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>DIPLOMA PROGRAM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PT Program Description**

Psychiatric Technicians (PTs) provide care for mentally disordered or developmentally disabled clients under the supervision of the director of the services. The director may be a physician, psychologist, rehabilitation therapist, social worker, registered nurse, or other professional personnel. The Psychiatric Technician utilizes scientific and technical expertise, and manual skills to provide care and training for clients with mental disorders and developmental disabilities. The program includes didactic and laboratory training, as well as clinical experiences that correlate with the theoretical education.

As a result of the preparation, students will be able to work as a Psychiatric Technician in hospitals or group homes and state mental hospitals.
PT Program Goals and Objectives

- Incorporate principles from psychiatric, nursing, behavioral, and physical sciences in the provision of competent care to clients of different ages with different bio-psychosocial needs.
- Apply knowledge of specific disease conditions in the prevention, treatment, medical, and rehabilitation of all clients.
- Provide care training for intellectually disabled persons
- Adhere to professional standards incorporating legal and ethical responsibilities of the psychiatric technician.
- Utilize critical thinking in assessment, planning, intervention, and evaluation of client care.
- Organize, prioritize and delegate care for a group of clients with effective communication with unit team members.

PT Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT 100</td>
<td>Fundamental of Nursing</td>
<td>96</td>
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<tr>
<td>PT 110</td>
<td>Anatomy and Physiology</td>
<td>56</td>
<td>5.5</td>
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<tr>
<td>PT 120</td>
<td>Clinical Nutrition</td>
<td>32</td>
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<tr>
<td>PT 130</td>
<td>Clinical Lab I</td>
<td>120</td>
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<tr>
<td>PT 200</td>
<td>Medical Surgical Nursing for Psychiatric Technicians</td>
<td>88</td>
<td>8.5</td>
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<tr>
<td>PT 210</td>
<td>Pharmacology I</td>
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<td>4</td>
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<tr>
<td>PT 220</td>
<td>Internship II</td>
<td>278</td>
<td>9</td>
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<tr>
<td>PT 300</td>
<td>Introduction to Modern Psychiatry/Mental Disorders/Developmental Disabilities</td>
<td>96</td>
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<td>PT 310</td>
<td>Pharmacology II</td>
<td>48</td>
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<td>PT 320</td>
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<tr>
<td>PT 400</td>
<td>Advanced Mental Disorders</td>
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<td>PT 410</td>
<td>Advanced Developmental Disabilities</td>
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</table>

PT Program Information, Length and Schedule

The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

The Psychiatric Technician program is a diploma program. Instructor to student ratio is 1:15 in lecture, laboratory and clinical.

Psychiatric Technicians (PTs) duties typically include, but are not limited to, basic hygiene and nursing care; measurement of vital signs; performance of prescribed medical treatments; administration of prescribed medications; implementation of behavioral management techniques; crisis intervention; sensory and perceptual development assessment; social and vocational training; and the facilitation of individual and group therapeutic activities.
Classes begin once a year. Students spend twenty to forty (20-40) hours per week attending didactic training and laboratory activities in patient care areas:

- Morning group: Monday through Friday 9:00 AM – 2:00 PM;
- Evening group: Monday through Friday 5:00 PM – 10:00 PM;

Regular clinical rotations hours are: 6:30AM-3:30PM and 2:30PM to 11:30PM.

The student receives Five hundred and seventy-six (576) hours of didactic and laboratory instruction and Nine hundred and fifty-four (954) hours of clinical education allowing them to apply the lecture topics to practical use. The sessions schedule for clinical varies, please check with an admission advisor.

The curriculum will provide students with the technical, clinical and interpersonal skills necessary to succeed as a Psychiatric Technician. Normal completion time for this program is forty-eight (48) weeks excluding holidays and vacation times.

### RADIOLOGIC TECHNOLOGY

**96 WEEKS**  
**2904 CLOCK HOURS**  
**143 QUARTER CREDIT HOURS**  
**DIPLOMA PROGRAM**

**RT Program Description**

A Radiologic Technologist is a person trained in the “art and science” of creating images of the human body using ionizing radiation. The radiologic technologist works closely with the radiology doctor (radiologist) and other physicians, and plays a vital role as a professional member of the total medical team. Technologists work in hospitals’ general radiography, surgery, trauma, pediatrics, clinics, doctors’ offices, CT, mammography, and imaging centers. This exciting and dynamic field is perpetually changing.

The role of radiologic science in medicine is continually growing. New applications and imaging equipment are in a constant state of development. Imaging’s continued growth and development is dependent on highly qualified and well-trained radiologic technologists.

**RT Program Goals and Objectives**

- To graduate students who will demonstrate the knowledge and skills required of competent entry-level radiologic technologists
- To produce students that will demonstrate effective interpersonal skills enabling them to interact efficiently with the entire healthcare team and the public
- To enable students to employ appropriate critical thinking and problem-solving skills in the clinical setting
- To promote lifelong learning, ethics and professionalism through continuing education and membership in professional organizations
- To maintain program effectiveness through the utilization of benchmarks in assessing graduate satisfaction, employer satisfaction, and employment rates
- To maintain program effectiveness through the utilization of benchmarks in assessing areas of graduate pass rates on certification exams and program completion rates
### RT Student Learning Outcomes

- Students will exhibit positioning accuracy to produce diagnostic radiographs.
- Students will employ proper exposure techniques to produce diagnostic radiographs.
- Students will communicate effectively in both verbal and written forms.
- Students will demonstrate effective age-appropriate communication skills with diverse populations.
- Students will evaluate images for proper exposure, positioning and pathology.
- Students will utilize proper safety and ALARA practices for routine & non-routine exams.
- Students will practice with high ethics and an exemplary level of professionalism.
- Upon graduation, students will establish a plan for professional development and career enhancement.

### RT Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
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<tr>
<td>RT 110</td>
<td>Orientation</td>
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<tr>
<td>RT 110C</td>
<td>Clinical Practice I</td>
<td>192</td>
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<tr>
<td>RT 111</td>
<td>Fundamentals of Radiologic Science and Health Care</td>
<td>36</td>
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<tr>
<td>RT 112</td>
<td>Patient Care in Radiologic Sciences</td>
<td>96</td>
<td>7</td>
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<tr>
<td>RT 113</td>
<td>Radiologic Procedures I</td>
<td>96</td>
<td>7</td>
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<td>RT 120C</td>
<td>Clinical Practice II</td>
<td>256</td>
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<tr>
<td>RT 121</td>
<td>General Physics and Radiation Production (Physics - Part One)</td>
<td>80</td>
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<tr>
<td>RT 122</td>
<td>Film-Screen Imaging and Processing</td>
<td>80</td>
<td>6</td>
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<td>RT 123</td>
<td>Radiologic Procedures II</td>
<td>96</td>
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<td>RT 130C</td>
<td>Clinical Practice III</td>
<td>256</td>
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<tr>
<td>RT 131</td>
<td>Imaging Equipment and Quality Control (Physics - Part Two)</td>
<td>80</td>
<td>6</td>
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<td>RT 132</td>
<td>Digital Image Acquisition and Display</td>
<td>40</td>
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<tr>
<td>RT 133</td>
<td>Radiographic Procedures III</td>
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<td>3.5</td>
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<tr>
<td>RT 240C</td>
<td>Clinical Practice IV</td>
<td>384</td>
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<tr>
<td>RT 241</td>
<td>Radiation Protection and Radiobiology</td>
<td>64</td>
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</tr>
<tr>
<td>RT 242</td>
<td>Radiographic Pathology</td>
<td>48</td>
<td>4.5</td>
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<tr>
<td>RT 243</td>
<td>Pharmacology, Drug Administration and Venipuncture</td>
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<tr>
<td>RT 250C</td>
<td>Clinical Practice V</td>
<td>384</td>
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<td>RT 251</td>
<td>Special Radiologic Procedures</td>
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<tr>
<td>RT 252</td>
<td>Basic Principles of Computed Tomography</td>
<td>32</td>
<td>2.5</td>
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<td>RT 253</td>
<td>Ethics, Law, and Diversity in the Radiologic Sciences</td>
<td>16</td>
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<td>RT 260C</td>
<td>Clinical Practice VI</td>
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<td>RT 261</td>
<td>Fluoroscopy</td>
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<td>RT 262</td>
<td>Certification and Career Path Development</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>143</strong></td>
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</table>
RT Technology Program Information, Length and Schedule

The program information, length and schedule may change. Please read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

Gurnick Academy of Medical Arts Radiologic Technology program provides a library and classrooms which are equipped with modern media teaching aids, textbooks, journals, periodicals, anatomical charts, phantoms, and energized lab equipment.

The Radiologic Technology program is a diploma program. The student will receive didactic, laboratory and clinical experience in affiliated medical facilities. Instructor to student ratio is as follows: laboratory and lectures 1:20 and clinical 1:1. Classes may be scheduled Monday through Saturday. Students will attend an average of forty (40) hours per week of instruction including didactic, labs and clinical. Clinical activities are usually held during regular business hours: Monday – Fridays from 8:00 AM to 6:00 PM. Some affiliations have evening hours.

The program’s affiliated clinical sites hold current state-issued certificates as approved clinical sites. The clinical sites are utilized to provide supervised clinical instruction in the patient care setting. All clinical sites employ radiologic technologists and supervisor/operators (doctors) who hold certification issued by the State of California Radiologic Health Branch.

ULTRASOUND TECHNOLOGY

| 78 WEEKS  |
| 2092 CLOCK HOURS  |
| 110 QUARTER CREDIT HOURS |
| DIPLOMA PROGRAM |

UT Program Description

Our Ultrasound Technology program prepares our students for entry-level employment after their graduation as an Ultrasonographer with specialization in general sonography (Abdominal and Small Parts, Obstetrics and Gynecology and Introduction to Vascular). Graduates will be qualified to work in hospitals, imaging centers, physicians’ offices, or clinics.

UT Program Goals and Objectives

- To train students to be professional and competent sonographers in the medical community.
- To develop interpersonal skills in communicating with patients, medical and administrative individuals.
- To teach students about using sound waves in projecting an image of the human body so they can contribute to the diagnosis of disease.
- To help students acquire the necessary skills to practice proper patient care.
- To ensure that students have the ability to produce quality diagnostic images with a maximum of information contributing to the diagnostic process.
- To provide students with knowledge, clinical skills, problem solving abilities, and interpersonal skills to practice in the profession of sonography.
- To prepare students to pass ARDMS certification exam.
UT Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>DMS 001</td>
<td>Ultrasound Physics and Instrumentation</td>
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<td>DMS 001L</td>
<td>Ultrasound Physics and Instrumentation Laboratory</td>
<td>60</td>
<td>3</td>
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<tr>
<td>DMS 002</td>
<td>Abdominal and Small Parts Ultrasound</td>
<td>184</td>
<td>18</td>
</tr>
<tr>
<td>DMS 002L</td>
<td>Abdominal and Small Parts Ultrasound Laboratory</td>
<td>260</td>
<td>13</td>
</tr>
<tr>
<td>DMS 003</td>
<td>Obstetrics and Gynecology Ultrasound</td>
<td>160</td>
<td>16</td>
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<tr>
<td>DMS 003L</td>
<td>Obstetrics and Gynecology Ultrasound Laboratory</td>
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<td>DMS 004</td>
<td>Vascular Ultrasound</td>
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<tr>
<td>DMS 004L</td>
<td>Vascular Ultrasound Laboratory</td>
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<tr>
<td>DMS PC</td>
<td>Patient Care for the Ultrasound Professional</td>
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<tr>
<td>DMS MSL</td>
<td>Master Scanning Laboratory</td>
<td>52</td>
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<tr>
<td>DMS CE</td>
<td>Clinical</td>
<td>960</td>
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</table>

UT Program Information, Length and Schedule

The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

Gurnick Academy of Medical Arts Ultrasound Technology Program has a library and classrooms equipped with modern audio-visual teaching aids, textbooks, journals, anatomical charts, and models. The scan laboratory is equipped with 12 ultrasound machines and a MedSim Ultrasound Training Simulator.

The Ultrasound Technology Program is a diploma program. The student will receive didactic and internship education in abdominal sonography, small parts, obstetrics and gynecology, ultrasound physics, instrumentation, and a brief introduction to vascular sonography. Instructor to student ratio is 1:30 in lecture and 1:15 in laboratory and 1:1 during internship.

The first six months of the program consists of on campus didactic/lab sessions only which include three days per week of up to eight hours per day didactic instruction. After first 6 months students are generally expected to start attending internships usually two days per week for few hours. Last six months of the programs students attend internships only for three to four days per week.

The student receives one thousand one hundred and thirty-two (1132) hours of didactic and laboratory instruction and nine hundred and sixty (960) hours of clinical education allowing them to apply the lecture topics to practical use. The curriculum provides students with the technical, clinical, and interpersonal skills necessary to succeed in this field. In addition, the program prepares students to take their ARDMS examinations. Upon completion of the program, a diploma is awarded. Normal completion time for this program is 78 weeks excluding any holiday and vacation times. In order to ensure program completion is on-time and the required program hours are fulfilled, class times can and may be rescheduled on an alternate day of the week (Sunday through Saturday).
VOCATIONAL NURSE

52 WEEKS
1570 CLOCK HOURS
92.5 QUARTER CREDIT HOURS
DIPLOMA PROGRAM

VN Program Description

The Vocational Nurse program (VN) utilizes the plan that nursing courses progress along the continuum of simple to complex. The organizing principle is homeostasis as it relates to the study of representative client problems by addressing the various anatomical systems and specialty areas in nursing. The program includes didactic and laboratory training as well as a clinical component that correlates with the theoretical knowledge. As a result of preparation students will be able to work as a Vocational Nurse in hospitals or medical clinics.

VN Program Goals and Objectives

- Incorporate principles from nursing, behavioral and physical sciences to provide competent care to clients of different ages with different bio-psychosocial needs.
- Apply knowledge of specific disease conditions in the prevention, treatment, nursing care, and rehabilitation of clients.
- Differentiate the role of the Vocational Nurse within the medical team.
- Adhere to professional standards incorporating legal and ethical responsibilities of a Vocational Nurse.
- Utilize critical thinking in assessment, planning, intervention, and evaluation of client care within the scope of Vocational Nurse practice.
- Organize, prioritize and delegate care communicating effectively with members of the medical team.

VN Program Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 100</td>
<td>Fundamental of Nursing</td>
<td>96</td>
<td>9.5</td>
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<td>VN 110</td>
<td>Anatomy and Physiology</td>
<td>56</td>
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<tr>
<td>VN 120</td>
<td>Clinical Nutrition</td>
<td>32</td>
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<tr>
<td>VN 130</td>
<td>Clinical Lab I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>VN 200</td>
<td>Medical/Surgical Nursing I</td>
<td>88</td>
<td>8.5</td>
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<tr>
<td>VN 210</td>
<td>Pharmacology I</td>
<td>40</td>
<td>4</td>
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<tr>
<td>VN 220</td>
<td>Clinical II</td>
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<td>-------</td>
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<tr>
<td>VN 300</td>
<td>Medical/Surgical Nursing II</td>
<td>96</td>
<td>9.5</td>
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<td>VN 310</td>
<td>Pharmacology II</td>
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<td>VN 320</td>
<td>Clinical III</td>
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<tr>
<td>VN 400</td>
<td>Obstetric Nursing</td>
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<td>VN 410</td>
<td>Pediatric Nursing</td>
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<td>VN 420</td>
<td>Psychiatric Nursing</td>
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<td>VN 430</td>
<td>Clinical IV</td>
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<td>VN 440</td>
<td>Preparation for NCLEX</td>
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<td><strong>1570</strong></td>
<td><strong>92.5</strong></td>
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</table>

**VN Program Information, Length and Schedule**

The program information, length and schedule may change. Make sure to read the accompanying Addendum for change and updates as well as check in with the Admission Advisor for details.

The Vocational Nurse Program is a diploma program. Gurnick Academy of Medical Arts Vocational Nurse program provides a library and classrooms equipped with modern audio-visual teaching aids, textbooks and journals, and anatomical charts and models. Instructor to student ratio is 1:15 in laboratory and clinical and 1:45 in lecture.

Classes begin twice a year. Students spend thirty (30) to forty (40) hours per week attending classes. The program consists of 4 modules.

**Module One**
Monday through Friday

Morning Group students must be available 9AM-2PM for the lectures/labs – 4 days a week and 6AM-3PM for the clinical lab – 1 day a week.

Evening Group students must be available 5PM-10PM for the lectures/labs – 4 days a week and 2PM-11PM for the clinical lab – 1 day a week.

**Module Two, Three, and Four**
Monday through Friday

Morning Group students must be available 9AM-2PM for the lectures/labs – 2 to 3 days a week. Evening Group students must be available 5PM-10PM for the lectures/labs – 2-3 days a week.

Morning and Evening Groups students must be available 2-5 days per week for the clinical rotations. Regular clinical rotations hours are: 6:30AM-3:30PM and 2:30PM to 11:30PM. Special clinical rotations (Ex. Ob, Peds, etc) might require alternative schedule (Ex. 8AM-6PM, Saturdays, etc), students must be able to complete those special rotations at the schedule provided.

**For the last 4 weeks of the program students attend Preparation for NCLEX course**
Monday through Friday

Morning Group students must be available 9AM-2PM.
Evening Group students must be available 5PM-10PM.

Students receive six hundred and seventy-six (616) hours of didactic and laboratory instruction and nine hundred and fifty-four (954) hours of clinical education allowing them to apply the lecture topics to practical use.

The curriculum provides students with the technical, clinical and interpersonal skills necessary to succeed in this challenging field. Normal completion time for this program is fifty-two (52) weeks excluding holidays and vacation times. Preparation for NCLEX (HESI) is provided at the conclusion of the didactic, laboratory, and clinical hours. Students are permitted three (3) attempts to pass the HESI exit exam to graduate. 1st attempt is given at the completion of the program. 2nd attempt is given 2 weeks after the completion of the program. 3rd attempt is given at 4 weeks after completion of the program.

In order to ensure program completion is on-time and the required program hours are fulfilled, class times can and may be rescheduled on an alternate day of the week (Sunday through Saturday).
CONTINUING EDUCATION & ONLINE PREREQUISITE COURSES

ONLINE EDUCATION PREREQUISITE COURSES

Gurnick Academy of Medical Arts offers Prerequisite Courses that are not accredited by ABHES. Prerequisite courses are offered in online and residential formats. Our online education offers currently prerequisite and supplemental courses and is intended for students who are entering our core programs.

CONTINUING EDUCATION COURSES

Gurnick Academy of Medical Arts offers Continuing Education Courses that are not accredited and are intended for professionals that brings participants up to date in knowledge and skills.

IV Therapy/Blood Withdrawal Course

1 WEEK
36 CLOCK HOURS
COURSE COMPLETION CERTIFICATE/
CONTINUING EDUCATION CERTIFICATE

Registration

Prior registration applicants must meet the following admission criteria:

1. Applicant must provide a valid high school diploma or GED
2. Applicant must provide a proof of one of the following:
   - A current and valid California LVN license
   - Senior standing in a California Vocational Nurse Program
   - A graduate of a California Vocational Nurse program
   - Interim Permit status for California LVN licensure
   - Licensed RN (CA state)
   - Licensed physician (CA state)

Applicants must register online through our website. In order to complete registration applicant must first select IV Therapy/Blood Withdrawal Course on CE Courses page. Choose an appropriate campus and desired start date and click on Registration button. Follow the required steps to complete registration. Students must contact Admission Advisors to follow up with the registration completion.

Course Information, Length and Schedule

IV Therapy / Blood Withdrawal Certification Course at Gurnick Academy of Medical Arts can be used for the continuing education requirement to enhance the knowledge of vocational nurse at a level above that required for licensure; as well as can be provided for current VNIs to obtain Certificate of Completion.

Gurnick Academy of Medical Arts IV Therapy/Blood Withdrawal course provides a library and classrooms that are equipped with modern audio-visual teaching aids, textbooks and journals, and anatomical charts and models.

The IV Therapy/Blood Withdrawal course Instructor to Participant ratio is 1:15 in lecture and clinical practicum.

The course is three (3) days of nine (9) hours of didactic training on the theory behind the practice and principles of intravenous therapy and blood withdrawal within the scope of practice for LVNs, RNs, and licensed physicians, in the state of California, and one (1) nine (9) hour day of clinical practicum in the
clinical skills lab setting in which each student must complete a minimum of three (3) individually supervised successful venipunctures and three (3) individually supervised skin punctures (capillary blood withdrawal) on live human subjects.

Normal completion time for this course is one (1) week excluding any holidays and vacation times.

**Course Goals and Objectives**

1. Recognize the role of the Registered Nurse and the Licensed Vocational Nurse in IV Therapy and Blood Withdrawal.
2. List factors that affect flow rates of IV solutions.
3. Describe proper use of specific IV therapy, arterial puncture and blood withdrawal equipment.
4. Initiate IV therapy, blood withdrawal, arterial puncture utilizing nursing precautions or patient safety by:

   Preparing the patient psychologically
   - Explaining the rationale for blood withdrawal, arterial punctures, and venipunctures
   - Differentiating between the types of skin puncture, venipunctures and arterial devices and their appropriate uses
   - Differentiating between skin puncture, arterial puncture, and venipunctures
   - Distinguishing between types of intravenous solutions and their appropriateness
   - Preparing equipment properly and aseptically
   - Selecting and correctly preparing the most appropriate vein for venipunctures, blood withdrawal or arterial puncture
   - Preparing the site in a manner which reduces the chance of infection
   - Performing venipunctures utilizing direct or indirect method
   - Performing blood withdrawal utilizing skin puncture (vacutainer, butterfly, syringe), arterial puncture or venipunctures
   - Dressing site according to policy
   - Securing and immobilizing device appropriately and safely
   - Regulating flow rate and fluid accurately
   - Documenting on medical record
5. Recognize complications related to blood withdrawal, arterial punctures, and venipunctures
6. Recognize local and systemic reactions related to intravenous therapy
7. List the nursing measures taken to reduce local and systemic reactions
8. List five reasons to discontinue and restart IV device
9. List the cause and differentiate clinical symptoms of hypovolemia and hypervolemia
10. List the cause and differentiate clinical symptoms of electrolyte imbalances
11. Identify the role of IV therapy and pH balance
12. List the causes of pH imbalances
13. Differentiate actions, dosages, side effects, and nursing implications of specified intravenous solutions
14. Correlate the IV fluid container label with the name of the solution as commonly ordered
15. List the usual components of Total Parenteral Nutrition (TPN)
16. Identify nursing precautions relating to TPN
17. Recognize safety techniques utilized in blood transfusions
18. Recognize types of transfusion reactions
19. List nursing actions taken when a blood transfusion occurs
20. Examine the differences between techniques used in adult and pediatric IV therapy
21. Discuss situations related to IV therapy and legal implications
22. Describe appropriate ways of minimizing legal risks in IV therapy and blood withdrawal practice
23. Identify the safety precautions in regards to administering IV fluids, withdrawing blood and testing for adequate circulation pertaining to arterial puncture site

**Course Outcomes**

Upon completion of the course, the student will be able to:

- Discuss the structure and function of veins
- Identify the names and the locations of the veins most suitable for phlebotomy and cannulation/venipuncture.
- Assemble equipment and supplies needed to collect blood and for cannulation/venipuncture and discuss the correct use of each.
- Demonstrate the steps in performing blood collection and cannulation/venipuncture procedure.
- Assess techniques and equipment used to minimize biohazard exposure in blood collection and cannulation/venipuncture.
- Evaluate procedural errors in blood collection and cannulation/venipuncture and discuss remedies for each.
- Differentiate complications associated with blood collection and cannulation/venipuncture and their effect on the quality of laboratory results.

Certification Information
In order to complete the clinical portion of the course, all participants are required to bring a volunteer to participate in the venipuncture skills check on the final day of the course.

There are two types of certificates that Gurnick Academy provides to its IV Therapy / Blood Withdrawal Program graduates: COURSE COMPLETION CERTIFICATE and CONTINUING EDUCATION CERTIFICATE. Please see below for more details regarding certificate applicability.

COURSE COMPLETION CERTIFICATE
LVNs:
At the completion of the course, the LVN who satisfactorily completes the course will receive a certificate of completion. The certificate will include the course title, date of completion, licensee’s name, address, telephone number, and license number and provider code issued by the board. The licensee is advised to retain the certificate in a secure location. After completion of the course, a copy of the certificate will be submitted to the board and the licensee will be listed as certified in intravenous therapy and blood withdrawal.

Non-Licensed:
Seniors in good academic standing may also complete the course; however they must abide by the following requirement as set forth by BVNPT (please see Certification for LVNs Provider Guidelines California Code of Regulations, Section G. Reminders point 9):

Should licensure be obtained after course completion, it is the responsibility of the student to contact the provider upon receipt of licensure and request submission of the required certificate to the Board.

CONTINUING EDUCATION CERTIFICATE
RNs, Licensed Physicians:
These students complete the IV/BW course provided by Gurnick as Continuing Education course and should receive Continuing Education Certificates only which includes the Gurnick’s continuing education course approval number.

Course Outline

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<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
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<tr>
<td>VN 500</td>
<td>Intravenous Therapy/Blood Withdrawal Certification For Licensed Vocational Nurses</td>
<td>36</td>
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<tr>
<td>TOTAL</td>
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<td>36</td>
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COURSES DESCRIPTIONS

Courses within the programs are not necessarily offered in the sequence as they appear in this catalog. Gurnick Academy of Medical Arts reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Introduction to MRI - MR 001 - 12 Quarter Credit Hours
This course is designed for use as the initial introduction for the MRI training program. The one hundred and twenty (120) hours of didactic instruction will prepare students for clinical which begins in the fourth week, insuring safety in the practice of MRI technology. This course will provide the student with an overview of Magnetic Resonance Imaging and Safety. Program policies and student responsibilities will be outlined. The fundamental principles of MRI, equipment and terminology will be introduced. The role of the technologist in maintaining patient safety and comfort will be discussed as well as personal safety and safety of coworkers. A brief introduction about imaging parameters and the clinical application of MRI is included. The student will be introduced to the basic setup for most routine MRI procedures.

Sectional Anatomy I – MR 101 – 2 Quarter Credit Hours
This is a study of human anatomy as seen in axial, sagittal and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to MRI is practiced in this course. Bony, muscular, vascular, organs, and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis.

Medical Terminology I - MR 102 – 1.5 Quarter Credit Hours
The purpose of this course is to introduce the student to medical and pathological terms related to specific body systems. Through lecture, discussion, demonstration, visual aids, and self-study the student will develop knowledge and understanding of the professional language so that they may function and communicate effectively with other members of the medical team.

Physical Principles of MRI - MR 103L – 4.5 Quarter Credit Hours
This unit provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation.

Patient Care - MR 104L – 4 Quarter Credit Hours
Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the MRI technologist in patient education will be identified including ethics, communication, and age appropriate care.

MRI Clinical - MR 111, MR 211, MR 311, MR 411 – 8 Quarter Credit Hours
This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. The clinical is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational materials to competently achieve the course objectives.
Sectional Anatomy II - MR 201 – 2 Quarter Credit Hours
This is a study of human anatomy as seen in axial, sagittal and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to MRI is practiced in this course. Bony, muscular, vascular, organs, and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis.

Medical Terminology II - MR 202 – 1.5 Quarter Credit Hours
The purpose of this course is to introduce the student to medical and pathological terms related to specific body systems. Through lecture, discussion, demonstration, visual aids, and self-study the student will develop knowledge and understanding of the professional language so that they may function and communicate effectively with other members of the medical team.

MRI Protocols and Procedures I – MR 203L – 3 Quarter Credit Hours
This course will provide the student with imaging techniques related to the CNS, neck, thorax, musculoskeletal system, and abdominopelvic regions. Students will learn specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (i.e.; slice thickness, phase direction, flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures. Pharmacology as it pertains to MRI will be discussed. Students will demonstrate the practices they have learned by applying their didactic knowledge during their laboratories.

MRI Safety – MR 204 – 3.5 Quarter Credit Hours
This content introduces the basic principles of MR safety and covers the basic concepts of patient management. Educating patients and ancillary staff on magnet safety also is presented. Patient and magnet-related emergencies represent a unique situation to an MR technologist; recommended procedures and responsibilities of the technologist will be discussed for these situations. This content also covers MR contrast agents.
This introduction provides basic knowledge of MR safety, patient preparation and monitoring of patients in the MR suite. This information enables the student to better communicate with the health care team to ensure patients’ safety. Health effects and safety issues are important aspects of this diagnostic modality.

Sectional Anatomy III - MR 301 – 2 Quarter Credit Hours
This is a study of human anatomy as seen in axial, sagittal and coronal planes. Other imaging planes are studied when relevant for demonstration of anatomy in specific regions. Correlation to MRI is practiced in this course. Bony, muscular, vascular, organs, and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen, and pelvis.

Physics I - MR 302L – 2.5 Quarter Credit Hours
This course is designed to provide the student with a comprehensive overview of MR imaging. Topics include instrumentation, magnetism, NMR signal production, tissue characteristics, spatial localization, pulse sequencing, imaging parameters/options, special applications, safety, and quality assurance. Advanced level training is included which provides activities related to physical principles in addition to quality assurance procedures.

MRI Protocols and Procedures II – MR 303L – 3 Quarter Credit Hours
This course will provide the student with imaging techniques related to the CNS, neck, thorax, musculoskeletal system, and abdominopelvic regions. Students will learn specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (i.e.; slice thickness, phase direction, flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures. Pharmacology as it pertains to MRI will be discussed. Students will demonstrate the practices they have learned by applying their didactic knowledge during their laboratories.
Pathology in Diagnostic Imaging – MR 304 – 3.5 Quarter Credit Hours
This course will familiarize the student with the common pathologies found in magnetic resonance imaging and their appearances with various imaging protocols. The course content will be inclusive of all commonly imaged body systems and areas. Case studies and images of the pathologies will be used to reinforce the lectures by the student from cases that they have performed or observed during clinical. The student will research pathologies and present the research in class.

Medicolegal Considerations in Healthcare - MR 401 – 2 Quarter Credit Hours
Content is designed to provide a fundamental background in ethics and human diversity. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Course activities will include research and analysis on case studies germane to the field of medical imaging. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and the ASRT professional standards.

MRI Registry Review - MR 402 - 3.5 Quarter Credit Hours
This course will prepare the student for and to pass the required registry board exams so that they are able to work as MRI Technologists. This course includes a review of the MRI program and the students will take a mock registry board exams. Students will learn effective ways to study and answer question from the registry.

Physics II - MR 403L – 2.5 Quarter Credit Hours
This course is designed to provide the student with a comprehensive overview of MR imaging. Topics include instrumentation, magnetism, NMR signal production, tissue characteristics, spatial localization, pulse sequencing, imaging parameters/options, special applications, safety, and quality assurance. Advanced level training is included which provides activities related to physical principles in addition to quality assurance procedures.

Computers in Imaging - MR 404 – 2 Quarter Credit Hours
This course is designed to give the student an understanding of the components, principles and operation of digital imaging systems found in radiology. The student will learn the principles of digital imaging systems, factors that impact image acquisition, display, archiving, and retrieval of MR images.

Ultrasound Basic Physics and Instrumentation – DMS P01 – 3 Quarter Credit Hours
This course is a required prerequisite for admission into the Ultrasound Technology Program; Corequisite: Ultrasound Cross-Sectional Anatomy – DMS P02
This course provides the student with the fundamental principles of ultrasound instrumentation. Students will learn the knobology of different types of ultrasound equipment utilized in the medical field and will have hands-on experience with each of those devices.

Ultrasound Cross-Sectional Anatomy – DMS P02 – 4.5 Quarter Credit Hours
This course is a required prerequisite for admission into the Ultrasound Technology Program. Prerequisite: LVN 110 – Anatomy and Physiology; Corequisite: Ultrasound Basic Physics and Instrumentation – DMS P01
Cross-sectional and sagittal human anatomy as seen on sonograms as well as other imaging modalities will be reviewed. Students will be able to find and recognize different organs, muscle, vessels, and other body parts in their relationship to each other. An interactive computer program will be used as a teaching tool.

Ultrasound Physics and Instrumentation – DMS 001 – 4 Quarter Credit Hours
This course is a required prerequisite for DMS 002, DMS 003, and DMS 004.; Corequisite: Ultrasound Physics and Instrumentation Laboratory – DMS 001L
Designed to provide students with an understanding of the principles and fundamentals of diagnostic ultrasound physics and how these principles apply to clinical practice. Topics include elementary principles,
sound waves characteristics, transducer characteristics, sound-tissue interaction, and pulse-echo imaging. Additional focuses will be on the fundamentals of Doppler ultrasound physics and instrumentation, image processing and display, image analysis with explanations of causes and corrections of artifacts, quality assurance measurements and observations, and the current data on the biological effects of ultrasound.

Ultrasound Physics and Instrumentation Laboratory – DMS 001L – 3 Quarter Credit Hours
This course is a required prerequisite for DMS 002L, DMS 003L, and DMS 004L; Corequisite: Ultrasound Physics and Instrumentation – DMS 001
This course enables student to apply knowledge of ultrasound physics in every day clinical setting. Students will be introduced to every button of the ultrasound equipment and be able to understand the physics and principles involved while operating them. Work-related injuries and scanning ergonomics will be discussed.

Abdominal and Small Parts Ultrasound – DMS 002 – 18 Quarter Credit Hours
Prerequisite: Ultrasound Physics and Instrumentation – DMS 001; Corequisite: Abdominal & Small Parts Ultrasound Laboratory – DMS 002L
With the students’ pre-requisite knowledge of anatomy and physiology this course provides the student with knowledge of the structure, function, pathology, and relational anatomy of the abdominal organs. Emphasis is placed on the normal and abnormal sonographic appearance of the abdominal organs and vasculature along with normal clinical and laboratory findings specific to the system. This includes the liver, pancreas, biliary system, spleen, urinary tract, retroperitoneum, adrenal glands, and gastrointestinal tract. Lecture time is complimented with “hands-on” scan labs. Pathological patterns, pathophysiology and sonographic appearance of the superficial structures of the human body will be discussed. This includes the thyroid, breast, testes, and prostate.

Abdominal and Small Parts Ultrasound Laboratory – DMS 002L – 13 Quarter Credit Hours
Prerequisite: Ultrasound Physics and Instrumentation Laboratory – DMS 001L; Corequisite: Abdominal & Small Parts Ultrasound – DMS 002
The student will initially observe and then perform scans under the direct supervision of a staff instructor. The lab sessions include experience and competency testing in abdominal and superficial structures sonography. Case studies and imaging critique will be performed.

Obstetrics and Gynecology Ultrasound – DMS 003 -16 Quarter Credit Hours
Prerequisite: Ultrasound Physics and Instrumentation – DMS 001; Corequisite: Obstetrics & Gynecology Ultrasound Laboratory – DMS 003L
This course details the sonographic anatomy and physiology of the female reproductive system demonstrated by transabdominal and endovaginal examinations. Included are pertinent clinical diseases, pathologic conditions, clinical sonographic presentations, and signs and symptoms of the female pelvis. Obstetrical imaging for all three trimesters will be introduced which includes fetal measurements and development. The role of ultrasound in the evaluation of the fetus, including anatomy, physiology, pathology, and pathophysiology will be discussed. The student will learn transabdominal and endovaginal techniques for assessing early intrauterine and ectopic pregnancies. Focus is on the normal and abnormal fetal conditions in pregnancy, including assessment of gestational age through fetal biometry techniques, sonographic landmarks and appearance of the fetal head, neck, spine, chest, abdomen, pelvis, extremities, and heart. Focus is on advanced fetal OB case studies, multiple gestations, antenatal syndromes, fetal disorders, intrauterine growth restriction (IUGR), fetal assessment, ultrasound fetal screening tests, placental, umbilical cord, and membrane evaluation. The student will become familiar with maternal disorders during pregnancy and the effects on the fetus. Gynecologic infertility studies will also be introduced.

Obstetrics and Gynecology Ultrasound Laboratory – DMS 003L – 10.5 Quarter Credit Hours
Prerequisite: Ultrasound Physics and Instrumentation Laboratory – DMS 001L; Corequisite: Obstetrics & Gynecology Ultrasound – DMS 003
In order to gain practical experience in a controlled, supervised environment, the student will participate in Laboratory sessions, practicing sonographic procedures in preparation for clinical competency testing. The
student will initially observe, and then perform scans under the direct supervision of a staff instructor. The scanning lab will include training upon a simulator, phantoms, as well as volunteers and other students. The lab sessions will include experience and competency testing in scanning of female pelvis and fetus phantom, as well as transabdominal OB and endovaginal scanning with ultrasound simulator. Case studies and imaging critique will be performed throughout the year.

**Vascular Ultrasound – DMS 004 – 6 Quarter Credit Hours**

*Prerequisite: Ultrasound Physics and Instrumentation – DMS 001; Corequisite: Vascular Ultrasound Laboratory – DMS 004L*

General coverage of carotid doppler and peripheral vascular studies. With the students' pre-requisite knowledge of anatomy and physiology, this course provides the student with knowledge of the structure, function, pathology, and relational anatomy of the vascular system. Emphasis is placed on the normal and abnormal sonographic appearance of the vessels along with normal clinical and laboratory findings specific to the system. This includes the abdominal aorta and inferior vena cava, lower and upper limbs vessels, and carotid system.

**Vascular Ultrasound Laboratory – DMS 004L – 4 Quarter Credit Hours**

*Prerequisite: Ultrasound Physics and Instrumentation Laboratory – DMS 001L Corequisite: Vascular Ultrasound – DMS 004*

The student will actively participate in the laboratory scanning. The student will initially observe, then perform scans under the direct supervision of a staff instructor. As the student progresses in abilities, clinical competencies will be evaluated in various exams. The lab sessions will include experience and competency testing in vascular sonography. In this course emphasis will be upon DVT, Aorta and Carotid arteries studies. Case studies and imaging critique will be performed throughout the year.

**Patient Care for the Ultrasound Professional – DMS PC – 1 Quarter Credit Hour**

*This course is a required prerequisite for the Clinical course DMS CE.*

This course includes basic principles of patient's privacy rights (HIPAA), professional ethics, legal considerations, communication process with accent on patient education, cultural differences, dealing with special communication situations, and coverage of ultrasound regulations. Safety, ergonomics, infection control, aseptic techniques, patient assessment and assistance, which include interaction with patients who has tubes, catheters, vascular access lines, and dressings are major part of this course. In addition, students will be exposed to patient care in critical or emergency changes in patient status, dealing with patients undergoing altered level of consciousness, shocks, and diabetic emergencies. This is a practical course of integrated patient care into clinical and hospital settings for ultrasound professionals.

**Clinical – DMS CE – 32 Quarter Credit Hours**

*Prerequisites: Patient Care for the Ultrasound Professionals – DMS PC, Ultrasound Physics and Instrumentation – DMS 001, and Ultrasound Physics and Instrumentation Laboratory – DMS 001L*

After seven (7) months of the didactic and laboratory training the student will actively participate in their assigned clinical activities. The student will initially observe, then progressively assist and perform under the direct supervision of a clinical instructor. The training is divided into three stages (rotations one, two, and three) that could be done either at the same institution or at different clinical facilities. As the student masters patient care and progresses in abilities, scanning competencies will be evaluated in various exams. The clinical internship will include experience and competency testing in general sonography. During this course, students will concurrently take didactic and/or laboratory classes.

**Master Scanning Laboratory – DMS MSL – 2.5 Quarter Credit Hours**

*Prerequisites: Ultrasound Physics and Instrumentation – DMS 001, Ultrasound Physics and Instrumentation Laboratory – DMS 001L, Abdominal & Small Parts Ultrasound – DMS 002, Abdominal & Small Parts Ultrasound Laboratory – DMS 002L, Obstetrics & Gynecology Ultrasound – DMS 003, Obstetrics & Gynecology Ultrasound Laboratory – DMS 003L, Vascular Ultrasound – DMS 004, and Vascular Ultrasound Laboratory – DMS 004L.*

After thirteen (13) months of the didactic and laboratory training the student will attend this course while concurrently attending their final six (6) months of clinical internship training. The course will consist of laboratory workshops and assignments that ensure ultrasound protocols for advanced procedures are
performed throughout the clinical experience. In addition, students will review advanced case studies to focus upon advanced imaging techniques to further develop the students’ critical thinking ability.

**Orientation – RT 110 – 2.5 Quarter Credit Hours**

Content is designed to provide an overview of the program, including orientation to the duties and responsibilities of the radiologic technologist. The course also covers introductory information about radiation safety, ethics, communication, hospital and clinic operations and policies, patient care, medical and surgical asepsis, body mechanics, and medical terminology. Students are prepared with the knowledge required to enter the clinical facilities as observers.

**Clinical Practice I – RT 110L – 6 Quarter Credit Hours**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, the concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during, and following the radiologic procedure.

**Fundamentals of Radiologic Science and Health Care – RT 111 – 3.5 Quarter Credit Hours**

Content is designed to provide an overview of the foundations in radiography and the practitioner’s role in the medical delivery system. Principles, practices, policies, and organizational structure of the medical organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Professional organizations are examined as are practitioner codes and ethics. Eligibility requirements for certification with both the State of California and the American Registry of Radiologic Technologists are outlined. Introductory knowledge in computing and information processing will be covered. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. All aspects of film, processing and radiographic exposure are presented on an introductory level. Emphasis is placed on radiation protection measures. An overview of all aspects within the field of medical imaging is provided to introduce the student to other modalities such as C.T., M.R.I., ultrasonography, mammography, nuclear medicine, and interventional radiography through the use of guest speakers and a tour of clinical facilities.

**Patient Care in Radiologic Sciences – RT 112 – 7 Quarter Credit Hours**

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

**Radiographic Procedures I – RT 113 – 7 Quarter Credit Hours**

Content is designed to provide the knowledge base necessary to perform standard imaging, including basic computed tomography (CT) and special studies. Emphasis is on basic imaging of the abdomen, respiratory system, upper and lower extremities, and bony pelvis. Parameters for special studies, such as arthograms and venograms will also be presented. Consideration will be given to the production of images of optimal diagnostic quality. Course methods will incorporate lectures, demonstrations, image analyses, positioning lab practicum, and self-paced study utilizing multimedia programs. Students will be required to demonstrate competency in positioning skills, equipment manipulation and radiation protection before they are allowed to perform these skills under direct supervision in the patient care setting.

**Clinical Practice II – RT 120L – 8.5 Quarter Credit Hours**

Clinical experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments the concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total
quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

**General Physics and Radiation Production (Physics – Part One) – RT 121 – 6 Quarter Credit Hours**

Content is designed to establish a basic knowledge of general physics, atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Content provides basic information about electricity, magnetism, electromagnetism, and the application of these principles to the x-ray circuit. Lab activities and experiments are conducted to enhance student learning and fulfill California Department of Public Health – Radiologic Health Branch requirements.

**Film-Screen Imaging and Processing – RT 122 – 6 Quarter Credit Hours – 6 Quarter Credit Hours**

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film imaging with related accessories are emphasized. Class demonstrations/labs are used to demonstrate application of theory. A basis for analyzing radiographic images is provided. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Lab activities and experiments are conducted to enhance student learning and fulfill California Department of Public Health–Radiologic Health Branch requirements.

**Radiographic Procedures II – RT 123 – 7 Quarter Credit Hours**

Content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. Emphasis is on imaging of the biliary system, genitourinary system, gastrointestinal tract, vertebral column, sternum, ribs, basic instruction in mammography, and procedures that are done using fluoroscopy and endoscopy (to include hysterosalpingogram, myelogram, sialogram, bronchoscopy, bronchogram, venogram, arthrogram, and lymphangiogram). Consideration will be given to the production of images of optimal diagnostic quality. Course methods will incorporate lectures, demonstrations, image analysis, positioning lab practicum, and self-paced study utilizing multimedia programs. Students will be required to demonstrate competency in positioning skills, equipment manipulation and radiation protection before they are allowed to perform these skills under direct supervision in the patient care setting.

**Clinical Practice III – RT 130L – 8.5 Quarter Credit Hours**

Clinical experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments the concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

**Imaging Equipment and Quality Control (Physics – Part Two) – RT 131 – 6 Quarter Credit Hours**

Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements, function and design. The content will also provide a basic knowledge of quality control and quality assurance protocols. Laboratory experiments will support learning in the function and structure of imaging equipment as well as principles of basic quality assurance procedures. Lab activities and experiments are conducted to enhance student learning and fulfill California Department of Public Health – Radiologic Health Branch requirements.

**Digital Image Acquisition and Display – RT 132 - 3 Quarter Credit Hours**

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. Lab activities and experiments are conducted to enhance student learning.
Radiographic Procedures III – RT 133 – 3.5 Quarter Credit Hours
Content is designed to provide a knowledge base necessary to perform standard radiographic procedures of the facial bones and cranium to include special techniques for trauma cases and neurological issues. Emphasis is placed on both standard radiographic and computed tomography (C.T.) imaging. Consideration will be given to the production of images of optimal diagnostic quality. Course methods will incorporate lectures, demonstrations, image analysis, positioning lab practicum, and self-paced study utilizing multimedia programs. Students will be required to demonstrate competency in positioning skills, equipment manipulation and radiation protection before they are allowed to perform these skills under direct supervision in the patient care setting.

Clinical Practice IV – RT 240L – 12.5 Quarter Credit Hours
Clinical experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments the concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Radiation Protection and Radiobiology – RT 241 – 4.5 Quarter Credit Hours
Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and medical organizations are incorporated. Provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented including acute and chronic effects of radiation. Lab activities and experiments are conducted to enhance student learning and fulfill California Department of Public Health – Radiologic Health Branch requirements.

Radiographic Pathology – RT 242 – 4.5 Quarter Credit Hours
Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented. Students will be required to write a research paper on a topic germane to medical imaging and will be encouraged to submit it for consideration in the annual student competition held by the American Society of Radiologic Technologists.

Pharmacology, Drug Administration and Venipuncture – RT 243 – 3 Quarter Credit Hours
Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. Students will perform venipuncture on I.V. training arms and on fellow students. In addition, representatives from vendors who sell imaging and other pharmaceuticals germane to medical imaging will be utilized as guest lecturers to provide the most current information.

Clinical Practice V – RT 250L – 12.5 Quarter Credit Hours
Clinical experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments the concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.
Special Radiographic Procedures – RT 251 – 4.5 Quarter Credit Hours

Course content is designed to provide entry-level radiography students with principles related to special procedures in radiology. Topics discussed include the principles of angiography, mammography, mobile radiography, surgical radiography, pediatric imaging, geriatric imaging, magnetic resonance imaging, and ultrasonography. Computed tomography is briefly mentioned since it is provided in a concurrent course dedicated to the topic.

Basic Principles of Computed Tomography – RT 252 – 2.5 Quarter Credit Hours

Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging and sectional anatomy. A self-study portion provides an overview of transverse, coronal and sagittal sectional anatomy of the human body. Special emphasis is placed on a study of the head and brain, thorax, abdomen, and pelvis. The shoulder, elbow, hip, and knee are also examined. Correlations between cadaver cross-sections, CTs, MRI’s, and radiographs are explored.

Ethics, Law and Diversity in Radiologic Sciences – RT 253 – 1.5 Quarter Credit Hours

Content is designed to provide a fundamental background in ethics and human diversity. The historical and philosophical basis of ethics, as well as the elements of ethical behavior will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Course activities will include research and analysis on case studies germane to the field of medical imaging. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. Additional topics covered are safety in the medical imaging department, documentation, recordkeeping, risk management, and reporting requirements. Course content is designed to promote better understanding of patients, the patients’ families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks, and life stages. Content will include the study of factors that influence relationships with patients and professional peers.

Clinical Practice VI – RT 260L – 12.5 Quarter Credit Hours

Clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments the concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Fluoroscopy – RT 261 – 4.5 Quarter Credit Hours

This course includes all topics needed to prepare students for the State of California (Department of Public Health, Radiologic Health Branch) licensing examination for certification in fluoroscopy. It meets the State standards for didactic and laboratory requirements. Content includes the principles of radiation protection and fluoroscopic equipment, application of special equipment, illumination and photometry, anatomy and physiology of the eye, and relationship of internal organs. Lecture and laboratory experiments will be used as methods of instruction. Upon successful completion of this course and once basic radiographer certification has been obtained the student will meet the eligibility requirements to apply for the State certification exam in fluoroscopy.

Certification and Career Path Development – RT 262 - 1.5 Quarter Credit Hours

Content is designed to prepare the graduate for the post-education transition into the workforce. The course will guide students in the development of a portfolio, skills in writing a resume, developing effective interviewing techniques, and job search strategies. Students will be informed as to the processes necessary to obtain certification as radiographers from both the American Registry of Radiologic Technologists and from the State of California Department of Public Health, Radiologic Health Branch.
Registry Review – RT 263 – 4.5 Quarter Credit Hours
Content is designed to review the radiologic technology curriculum and prepare for the State of California Department of Public Health, Radiologic Health Branch certification for radiographers and for the ARRT radiographer primary certification examinations.

Fundamental of Nursing – VN 100/PT 100 – 9.5 Quarter Credit Hours
This course begins with a historical perspective on the art and science of nursing and the legal and ethical aspects of the nursing profession. The nursing tools of critical thinking, communication skills, teaching ability and cultural sensitivity are presented and analyzed, with emphasis on the nursing process, nursing diagnoses, documentation, and exploration of the therapeutic nurse/client relationship. The core of the course emphasizes the Licensed Vocational Nurse’s and Psychiatric Technician’s role in meeting the basic physiologic needs of the client. Normal physiologic processes are presented as a means of comprehending abnormal processes.

Anatomy and Physiology – VN 110/PT 110 – 5.5 Quarter Credit Hours
Prerequisite: VN 001 – Essential Medical Bioscience
This course covers the structure and function of the human body from the single cell through all body systems and the inter-relatedness of the structure and functions in the body are examined. Basic concepts of fluid, electrolyte and acid/base balance are included.

Clinical Nutrition – VN 120/PT 120 – 3 Quarter Credit Hours
Clinical Nutrition for Healthcare Professionals is a required course and a vital part of the Vocational Nurse and Psychiatric Technician program, where the basics of Human Nutrition in Health and Disease will be considered. As opposed to General Nutrition courses, this Clinical Nutrition course focuses on Medical Nutrition Therapy pertaining specifically to Nursing Care in inpatient and/or outpatient setting. In this course, the main goal is to teach and prepare VN and PT students to complete basic screening, assessment of patient’s nutritional status, and participate in Medical Nutritional Interventions and Therapy, such as Therapeutic Diets, Mechanically-Altered Diets, Enteral and Parenteral Nutrition Support, Pre- and Post-operative Nutrition therapy, and many others.

Clinical Lab I – VN 130/PT 130 – 6 Quarter Credit Hours
This practical skill lab course is an introduction to clinical practicum. Nursing skills are structured and covered in the following order: basic nursing skills which include basic principles of nursing such as role and responsibility of the nursing and psychiatric technician team, the nursing process and nursing and psychiatric care plan, delegation, patient and resident rights and medical asepsis followed by bathing, bed making, body mechanics and exercise, measurements, normal elimination, personal hygiene and grooming, concepts of safety and restraints, and preventing and treating pressure ulcers. Intermediate nursing skills include enteral nutrition, ostomy care, oxygenation, preoperative and postoperative nursing care, specimen collection, urinary catheter management, wound care, and suctioning. Advance nursing skills cover managing nonparenteral medications, and safe medication administration. Upon completion of this course students will be ready to apply their nursing skills in the real-life clinical settings.

Medical/Surgical Nursing I – VN 200 – 8.5 Quarter Credit Hours
The first part of series of the series of medical/surgical nursing, through a study of theory relative to the adult client, that covers basic pathology, signs, symptoms, incidence, methods of diagnosis and treatment, and medical and surgical conditions. Emphasis is placed on the effect and nursing implications of commonly used drugs and diet modifications are explored. The role of the practical nurse in caring for aging patients, both in the home and medical settings are explored. Clinical experience and client-centered conferences are used to reinforce classroom theory. In this course students are introduced to the foundation of medical-surgical nursing such as caring for clients with altered fluid, electrolyte, and/or acid-base balance, caring for clients in pain, experiencing shock, trauma, and critical illness. The caring for clients with inflammation, infection, altered immunity, loss, grief, and end-of-life care is also covered. Disrupted respiratory, cardiovascular, hematologic, and lymphatic functions are discussed with emphasis on nursing and continuing care. Specific consideration is given to caring for clients with cancer and oncological care.
Pharmacology I – VN 210/PT 210 – 4 Quarter Credit Hours
Pharmacology I is the first in the series of two required courses in Pharmacology as part of the Vocational Nurse and Psychiatric Technician programs at Gurnick Academy of Medical Arts. In this class, discussions include drug regulations, drug classification and categorization, as well as methods of drug administration and drug metabolism. The basic concepts of pharmacokinetics and pharmacotherapy will be discussed. By the end of this course, students will also be introduced and become knowledgeable in medications affecting cardiovascular system and drugs affecting fluid, acid-base, and electrolyte balance. Drugs affecting other organ systems will be briefly introduced, but discussed in further detail in the Advanced Pharmacology course later on.

Clinical II – VN 220 – 9 Quarter Credit Hours
VN 220 is twelve weeks of internship which are integrated with Medical-Surgical Nursing I. Internship schedules will vary as to the term for each student which provides the student with an opportunity to relate theory to practice in a supervised situation. The student's ability to provide safe and effective nursing care to selected clients is evidenced by meeting specific behavioral objectives in each clinical area. The student's progress is documented on the student's Clinical Progress Sheet. Lack of satisfactory performance is documented on the Counseling/Probation form. A detailed quarterly clinical evaluation is performed on each student with full faculty participation. Clinical areas for this quarter will be primarily Medical-Surgical Nursing with some students assigned to specialty areas.

Medical/Surgical Nursing II – VN 300 – 9.5 Quarter Credit Hours
This course covers more advanced pathology, signs, symptoms, incidence, methods of diagnosis, treatment, and medical and surgical conditions. In this course students are covering disrupted endocrine, urinary, reproductive, neurologic, musculoskeletal and integumentary functions.

Pharmacology II – VN 310/PT 310 – 4.5 Quarter Credit Hours
Pharmacology II is the second in the series of two required courses in Pharmacology as part of the Vocational Nurse and Psychiatric Technician programs at Gurnick Academy of Medical Arts. In this class, we will continue to discuss medications affecting pulmonary system, Digestive System, Hormonal balance, musculoskeletal system. Antibiotics, Pain-management drugs, and drugs affecting central nervous system will be covered in detail.

Clinical III – VN 320 – 9 Quarter Credit Hours
VN 320 provides the student with an opportunity to continue to relate theory to practice in a supervised situation and sharpen their clinical skills. The student's ability to provide safe and effective nursing care is evidenced by meeting specific behavioral objectives in each clinical area. Student's progress is documented on the Counseling/Probation form. Clinical areas for this quarter will be medical and surgical and other specialty areas.

Obstetrical Nursing – VN 400 – 4 Quarter Credit Hours
This course emphasizes the total care of the obstetrical client including the therapeutic uses and effects of drugs during pregnancy, labor and delivery, the immediate postpartum period, and nutrition as it relates to pregnancy and lactation. Care of the newborn is included. The role of the family and the importance of bonding are stressed. Clinical experience and client centered conferences reinforce classroom theory.

Pediatric Nursing – VN 410 – 4 Quarter Credit Hours
This nursing course provides an introduction to pediatric nursing through theory. The focus is on meeting the basic human needs of the pediatric client and their family, utilizing critical thinking, therapeutic communication, technical skills, leadership/management skills, effective time management, and the nursing process. Professionalism and caring are emphasized. The role of the practical nurse in relation to the concepts of growth and development, health promotion, and illness prevention are discussed and demonstrated. Didactic focus is on the most common illnesses and conditions that the nurse is likely to encounter while working with children and their families in the acute care setting.
Psychiatric Nursing – VN 420 – 3 Quarter Credit Hours
This course offers an overview of the practical nurse’s role in the prevention and treatment of mental illness, nursing management of the neurotic and psychotic client, the client with organic brain syndrome, and the suicide client. Clinical experience consists of primarily observational experience.

Clinical IV – VN 430 – 9 Quarter Credit Hours
This portion of the curriculum provides the student with an opportunity to relate theory to clinical practice in a supervised situation in maternity, pediatric, and psychiatric rotations. The student’s ability to provide safe and effective nursing care to selected clients with a minimum of supervision by the clinical instructor is evidenced by meeting specific behavioral objectives in each clinical area.

Preparation for NCLEX – VN440 – 4 Quarter Credit Hours
This course covers application of critical thinking and test-taking strategies in preparing nursing students for licensure success. The course is based on the most current NCLEX Test Plan, addressing patient safety, provision of effective care health care environment, health care promotion and maintenance, physiologic, and psychosocial integrity. Content includes, but not limited to: the nursing process, fundamentals of care in nursing, communication with psychiatric clients, and nursing care of the children, women of childbearing age, the elderly, and medical surgical clients.

Medical Surgical Nursing for Psychiatric Technicians – PT 200 – 8.5 Quarter Credit Hours
This course covers basic pathology, signs, symptoms, incidence, methods of diagnosis and treatment, and medical and surgical conditions. Emphasis is placed on the effect and nursing implications of commonly used drugs and diet modifications are explored. The role of the practical nurse and psychiatric technician in caring for aging patients both in the home and medical settings are explored. Clinical experience and client centered conferences are used to reinforce classroom theory. In this course students are introduced to the foundation of medical-surgical nursing such as caring for clients with altered fluid, electrolyte, and acid-base balance, caring for clients in pain, experiencing shock, trauma, and critical illness.

Internship II – PT 220 – 9 Quarter Credit Hours
The first clinical experience consists of clinical which is integrated with Medical-Surgical Nursing for Psychiatric Technicians. Clinical schedules will vary for each student and will provide the opportunity to relate theory to practice in a supervised situation. The student's ability to provide safe and effective care to selected clients with supervision by the clinical instructor is evidenced by meeting specific behavioral objectives in each clinical area.

Introduction to Modern Psychiatry/Mental Disorders/Developmental Disabilities – PT 300 – 9.5 Quarter Credit Hours
This is the first course of the three course series, Introduction to Modern Psychiatry, Mental Disorders, and Developmental Disabilities. This course covers psychological and mental health concepts as they relate to the psychiatric technician. Also, this course will cover the etiology, pathophysiology and treatment of mental, emotional and behavioral disorders.

Internship III – PT 320 – 9 Quarter Credit Hours
This portion of the curriculum provides the student with an opportunity to continue to relate theory to practice in a supervised situation and sharpen their clinical skills. The student's ability to provide safe and effective special care is evidenced by meeting specific behavioral objectives in each clinical area.

Advanced Mental Disorders– PT 400 – 4 Quarter Credit Hours
The second part of the Mental Disorders, Modern Psychiatry and Developmental Disabilities series continues to cover more advanced pathology, signs, symptoms, prevalence, methods of diagnosis and treatment, and mental and developmental conditions. In this course students are covering assessment Organic Mental Syndromes, and Case Management. This course will cover the role of the Psychiatric Technician, Psychopharmacology, and Mental Health Nursing I and II. The course reviews management of assault behaviors, client’s rights, psychophysiological, neurotic and psychotic disorders, group therapy, crisis intervention, substance abuse, domestic violence.
Advanced Developmental Disabilities – PT 410 - 8 Quarter Credit Hours

This course continues to cover more advanced pathology, signs, symptoms, incidence, methods of diagnosis and treatment, and mental and developmental conditions. In this course students continue to cover assessment and intervention of the client with developmental disabilities, etiologies, diseases associated with developmental disabilities, teaching and training using a developmental model, clients rights with developmental disabilities, tests and measurements, normalization, behavior modification, organic mental syndromes, and case management.

Internship IV – PT 420 – 9 Quarter Credit Hours

This portion of the curriculum provides the student with an opportunity to relate theory to clinical practice in a supervised situation in psychiatric rotation. The student's ability to provide safe and effective care to selected clients with a minimum of supervision by the clinical instructor is evidenced by meeting specific behavioral objectives in each clinical area.

Essential Medical Bioscience – VN 001 – 8 Quarter Credit Hours

This course is a required prerequisite for admission into the Vocational Nurse, Ultrasound Technology, MRI Technology, and Psychiatric Technician Programs. Essential Medical Bioscience is a course, where the basics of general and human biology will be considered. We will examine topics in molecular and cell biology, human anatomy, microbiology, nutrition, and biochemistry, while incorporating some basic medical terminology into the course material and reviewing basic math skills in preparation for drug calculations. This is a prerequisite course for entering professional education programs at Gurnick Academy of Medical Arts.

Introduction to Physical Therapist Assistant - PTA 100 – 2 Quarter Credit Hours

This course provides an introduction to the role and scope of practice of the Physical Therapist Assistant. Emphasis will be on educational preparation, historical overview of physical therapy in the healthcare system, professional affiliations, structure and function of physical therapy services, ethical and legal issues in healthcare, documentation. This course also provides an introduction to a self-study program in medical terminology and HIPAA regulations training.

Fundamental PTA procedures with lab - PTA 110 – 4.5 Quarter Credit Hours

This course begins with patient handling skills and continuation of documentation. Students practice and develop skills in gathering data for documentation necessary for the assessment of patient response to physical therapy while under the direction and supervision of a physical therapist. Students will acquire skills in test and measurements, patient handling, assistive devices, guarding, transfers and components of volumetric circumferential will be covered.

Clinical Kinesiology - PTA 120 – 4.5 Quarter Credit Hours

This course provides knowledge of the principles of mechanics, musculoskeletal anatomy and how they relate to human motion and the field of physical therapy. The concepts of locomotion, forces, and levers are introduced. Topics include muscle origins and insertions, and actions. Laboratory experiences correlate to the lectures and include manual muscle testing and goniometry. Students will be expected to achieve competency on a given list of skills.

Pathology - PTA 130 - 4 Quarter Credit Hours

This course provides knowledge of disease processes and systemic disorders as well as guidelines, precautions, and contraindications for physical therapy interventions.

Clinical Education I - PTA 215 - 2 Quarter Credit Hours

Once a week 3, 4, 5, 6, 7, 8, 9, 10=8 weeks; This is the first integrated clinical experience designed to give the student the opportunity to observe the PT/PTA relationship and clinic environment. Students will at the clinic one day per week (Friday) for 8 weeks. The students will have completed PTA 100-an introduction to PTA and simultaneously attending PTA 110, PTA 120, PTA 130. The experience will be observational in nature and at a variety of facilities.
Procedures II - PTA 210 - 4 Quarter Credit Hours
Lab PT Modalities-Physical Agents-Massage-Soft Tissue Interventions;
This course provides an introduction into the use and application of physical agents, soft tissue interventions and massage in the practice of physical therapy. Practice of treatment techniques is emphasized through laboratory time. Students will be expected to achieve competency on a given list of skills.

Orthopedic and Cardio Conditions & Related Therapeutic Exercise - PTA 220 - 4 Quarter Credit Hours
This course provides an introduction into orthopedic and cardiopulmonary related conditions commonly seen in Physical Therapy. Basic exercise principles and their application are covered with laboratory discussion, demonstration and practice. Students will be expected to achieve competency on a given list of skills.

Professional Behaviors & Psych/Social Aspects - PTA 230 - 3 Quarter Credit Hours
This course provides an introduction into the concept of multicultural society and how it plays an increased role in the physical therapy clinic. Topics include cross cultural communication skills, the psychology of disability, health disparities between populations, age differences, ethics and values, and professional development within the healthcare system.

Open Skills Lab - PTA 222 and PTA 233 -1 Quarter Credit Hour for each lab
These are two Open Skills Labs required of students. Procedures from concurrent lab classes are available for practice. Students are expected to use this time to improve their level of expertise in areas of difficulty. Group participation and student to student assistance fostering communication and independence is encouraged to prepare for the coming clinical affiliation.

Clinical Education II— PTA 225 - 6 Quarter Credit Hours
4 weeks full time; this is the second integrated clinical experience designed to give the student the opportunity to further their exposure to physical therapy practice in the clinic environment, and apply those skills that he/she has tested proficient in prior to affiliation and that the Clinical Instructor deems appropriate. Students will be at the clinical facility full time for 4 weeks. Following the clinical affiliation, the students return to campus for one week seminar which will include case study presentations and review of the first full time clinical experience.

Neurological Conditions and Related Therapeutic Exercise - PTA 240 - 4 Quarter Credit Hours
This course provides an introduction to neurologically based disabilities commonly seen in physical therapy practice. Common therapeutic interventions for rehabilitation are practiced. The chronic nature of neurologic conditions and the effect on the life of the individual will be addressed as it affects the provision of physical therapy. Students will be expected to achieve competency on a given list of skills.

Physical Therapy Aspects Of Growth, Development And Aging - PTA 250 - 3 Quarter Credit Hours
This course provides an introduction intorelevant topics and interventions that deal with the delivery of physical therapy services to the pediatric population and the aging population. Specific considerations for handling and psychosocial needs will be addressed. Pediatrics and geriatrics as specialty areas of practice as they occur within the typical in/out patient experience is covered. Students will be expected to achieve competency on a given list of skills.

Selected Topics - PTA 260 - 3 Quarter Credit Hours
This course is comprised of selected topics in physical therapy to complement prior course work and to respond to student and faculty (academic and clinical) identified requests for additional information. Clinical topics may include: advanced wound topics, chronic pain, orthotics, prosthetics, ergonomics and other contemporary issues encountered in physical therapy delivery systems.

Clinical Education III - PTA 235 - 6 Quarter Credit Hours
5 weeks full time; this is the third integrated clinical experience designed to give the student the opportunity to further their exposure to physical therapy practice in the clinic environment, and apply those skills that
he/she has tested proficient in prior to affiliation and that the Clinical Instructor deems appropriate. Students will be at the clinical facility full time for 5 weeks. This will be the last five weeks of the quarter.

**Senior Seminar - PTA 280 - 3 Quarter Credit Hours**

3 weeks; this course is designed to bring full circle the educational and clinical experience for the APTA student. Each student will present a case study from their clinical experience. Each case study will be used to demonstrate the PT/PTA relationship, the process of development of the Plan of Care and the PTA’s responsibility to that Plan of Care. Students will explore what worked and what did not in delivery of Physical Therapy service. Psychomotor, cognitive, affective, treatment approaches, communication, and documentation will be discussed as it pertains to each case study.

**Clinical Education IV - PTA 245 - 9 Quarter Credit Hours**

7 weeks full time; This is the third integrated clinical experience designed to give the student the opportunity to further their exposure to physical therapy practice in the clinic environment, and apply those skills that he/she has tested proficient in prior to affiliation and that the Clinical Instructor deems appropriate. Students will be at the clinical facility full time for 7 weeks.

**Licensure Exam Preparation - PTA 290 - 2 Quarter Credit Hours**

1 week; This course is designed to provide a review of information and testing that will aid the student in preparation to take the NPTE for licensure as a PTA in California. Topics related to employment opportunities will be presented as well as resume preparation and interview skills. 14 hours to be provided by outside educational company specializing in PTA exam preparation. There is an additional cost to the student that was noted in admission documents.

**Phlebotomy Didactic – PHL 100 – 4 Quarter Credit Hours**

The didactic portion of Phlebotomy Program will introduce the history of Phlebotomy and brief overview of Anatomy (Anatomic position, body planes, body functions, body organization, and body systems). Participants will be introduced with principals of infection control, basic patient care and medical terminology. Participants will spend time to identify the correct technique and equipment to facilitate the venipuncture process as well as procedural errors that lead to failure when drawing blood. Participants will learn complications and procedural errors associated with blood collection. Participants will be involved in the discussion of risk factors & appropriate responses to complications that may arise from phlebotomy. This course will include the material regarding the transportation of specimens to the laboratory and discussion of problems with requisitions, specimen transport and processing. Materials about national standards, regulatory agencies, and quality assurance in phlebotomy will conclude the course.

**Phlebotomy Practicum – PHL 110L – 1 Quarter Credit Hours**

After successful passing the didactic portion of the course all participants will start the practical course forty (40) hours in a clinical setting including fifty (50) venipunctures and ten (10) skin punctures. Each practical session is four (4) hours in length in a laboratory / clinical setting. During practical training all participants will have the opportunity to assess real patients (blood collection from patients of various ages, health and weight), work with professional equipment, participate in specimen processing after collection, centrifugation, be trained in the post puncture care, and be instructed of disposal of waste and sharp. After practical training all participants must pass a practical exam.

**Intravenous Therapy/Blood Withdrawal Certification for Licensed Vocational Nurses – VN 500 – 36 Clock Hours**

This is a 36-hour course consisting of 27 hours of lecture and nine (9) hours of clinical experience. The course is designed to enable the Licensed Vocational Nurse to safely initiate and maintain intravenous therapy in the clinical setting. LVNs successfully completing the course will be certified by the California Board of Vocational Nursing and Psychiatric Technician Examiners to initiate and superimpose intravenous fluids and blood withdrawal.
# TABLE OF CONTENTS

FACULTY AND STAFF ................................................................................................................................. 4  
Corporate Office Staff – San Mateo, Ca ........................................................................................................ 4  
San Mateo Campus ..................................................................................................................................... 4  
  San Mateo, CA – Staff ................................................................................................................................. 4  
  San Mateo, CA – Physical Therapist Assistant (PTA) Program ............................................................... 4  
  San Mateo, CA – Personal Fitness Trainer (PFT) Program .................................................................. 4  
  San Mateo, CA – Medical Assistant (MA) Program .............................................................................. 5  
  San Mateo, CA - Ultrasound Technology (UT) Program ..................................................................... 5  
  San Mateo, CA - Magnetic Resonance Imaging (MRI) Program ............................................................ 5  
  San Mateo, CA - Vocational Nurse (VN) Program ................................................................................. 6  
  San Mateo, CA – Continuing Education ............................................................................................... 7  
Concord Campus .......................................................................................................................................... 8  
  Concord, CA – Staff ................................................................................................................................. 8  
  Concord, CA - Radiologic Technology (RT) Program ......................................................................... 8  
  Concord, CA - Vocational Nurse (VN) and Psychiatric Technician (PT) Programs .......................... 9  
Modesto Campus ......................................................................................................................................... 13  
  Modesto, CA – Staff ............................................................................................................................... 13  
  Modesto, CA - Vocational Nurse (VN) Program ............................................................................... 13  
Fresno Campus ............................................................................................................................................ 16  
  Fresno, CA - Staff ................................................................................................................................. 16  
  Fresno, CA - Vocational Nurse (VN) ................................................................................................... 16  
CHANGES & UPDATES TO PUBLISHED INFORMATION ................................................................. 18  
  Physical Therapist Assistant Program ............................................................................................... 18  
  Radiologic Technology Program ......................................................................................................... 19  
  Physical Therapist Assistant ............................................................................................................... 19  
  Ultrasound Technology Program ....................................................................................................... 19  
ADDITIONS TO PUBLISHED INFORMATION ..................................................................................... 20  
  Gurnick Academy Of Medical Arts Admission Policies .................................................................... 20  
  Prerequisites and Corequisites ......................................................................................................... 20  
  Registration Fee .................................................................................................................................. 20  
  Personal Fitness Trainer (PFT) Program ............................................................................................. 20  
  Program Performance Requirements ................................................................................................. 20
FACULTY AND STAFF

-Dr. Krishna Misra
Medical Director (PT) – Ultrasound Technology, Radiologic Technology, and Magnetic Resonance Imaging (MRI) Programs
M.D. - S. C. B. Medical College - Cuttack, India
M.D., Certified by E.C.F.M.G
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Dr. Misra has over 25 years of experience.

-Larisa Revzina Ph.D., FNP, RN
Chief Academic Officer and Program Director (FT) - Vocational Nursing (VN) Program, Psychiatric Technician, Phlebotomy Program
Ph.D. in Education, USF - San Francisco, CA
M.S.N. – SFSU - San Francisco, CA
Assistant Professor in SFSU, Advanced Nursing Program
Dr. Revzina has over 15 years of experience.

CORPORATE OFFICE STAFF – SAN MATEO, CA

- Rosemarie Yule – Outreach Imaging Development Manager (FT)
- Suzee Sturn – Outreach Nursing Development Manager (FT)
- Sandee Sims - Outreach Development Manager – Central Valley (FT)
- Kamilia Dews – Financial Aid Director (FT)
- Thi Dao – Registrar (FT)
- Stephanie Nguyen– Corporate Office Manager (FT)
- Elena Kudrya – Accounting Department Manager (FT)
- Jen Ceralde- Accounting Assistant (PT)

SAN MATEO CAMPUS

San Mateo, CA – Staff

Burke Malin Campus Director (FT)
Shawn Einck Administrative and Student Service Manager (FT)
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Antonia Neri Admissions Advisor (FT)
Cynthia Pukatch Imaging Admissions Advisor (FT)
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Ms. Tong has 36 years of experience.

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San Mateo, CA – Personal Fitness Trainer (PFT) Program

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Medical Assistant Program Supervisor
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San Mateo, CA - Ultrasound Technology (UT) Program

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Ms. Von Zamory has 28 years of experience.

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San Mateo, CA - Magnetic Resonance Imaging (MRI) Program

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San Mateo, CA - Vocational Nurse (VN) Program

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- Mahbubeh Mahmoudieh RN  
Instructor (PT)  
M.S.N. – University of Oklahoma – Norman, OK  
A.S.N. – Malcolm X College, Chicago, IL  
Certificate – Midwifery – Mariendorff Habame Schule – Berlin, West Germany  
Ms. Mahbubeh Mahmoudieh has 30 years of experience.

- Felix Levy RN  
Instructor (PT)  
B.S.N. – University of San Francisco - San Francisco, CA  
Mr. Levy has over 13 years experience.

San Mateo, CA – Continuing Education

- Sylvia Lee RN  
Instructor (PT)  
M.S.N.- San Francisco State University- San Francisco, CA  
M.A.- San Francisco State University- San Francisco, CA  
B.A.- San Francisco State University- San Francisco, CA  
A.S.- City College of San Francisco- San Francisco, CA  
Ms. Lee has over 5 years of experience.

- Christy Bill RN  
IV Therapy and Blood Withdrawal CE Course Provider  
B.S.N. – Western Governors University – Ogden, UT  
A.S. – VN, Lassen Community College – Susanville, CA  
A.S.N. – College of Marin – Kentfield, CA  
Ms. Bill has over 14 years experience...
- Elizabeth Saiz RN
IV Therapy and Blood Withdrawal Instructor (PT)
B.S.N. – San Francisco State University – San Francisco, CA
Ms. Saiz has over 30 years of experience.

- Roselyn Jequinto RN
IV Therapy and Blood Withdrawal Instructor (PT)
B.S.N. – Filamer Christian Institute – Roxas City, Capiz, Philippines
Ms. Jequinto has over 31 years of experience.

- Elisa S. Ramirez RN
IV Therapy and Blood Withdrawal Instructor (PT)
B.S.N. – Philippine Women’s University – Manila, Philippines
M.S.N. – San Francisco State University – San Francisco, CA
Ms. Ramirez has over 30 years of experience.

CONCORD CAMPUS

**Concord, CA – Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gari Hakobov</td>
<td>Campus Director (FT)</td>
</tr>
<tr>
<td>Anna Pimentel</td>
<td>Admission Manager (FT)</td>
</tr>
<tr>
<td>Gena Miller</td>
<td>Students Services Coordinator (FT)</td>
</tr>
<tr>
<td>Stella Babayan</td>
<td>Financial Aid Advisor (FT)</td>
</tr>
<tr>
<td>Milagros Medrano</td>
<td>Front Desk Representative (FT)</td>
</tr>
<tr>
<td>Claudia Zelaya</td>
<td>Front Desk Representative (PT)</td>
</tr>
<tr>
<td>Leo Corella</td>
<td>Placement Coordinator (FT)</td>
</tr>
<tr>
<td>Rosa Castellon</td>
<td>Admissions Assistant (FT)</td>
</tr>
</tbody>
</table>

**Concord, CA - Radiologic Technology (RT) Program**

RT Staff Members:

- Dr. Jacqueline Custard, Ed.D., MS, BS, RT(R)(M), ARRT, CRT
  Clinical Coordinator (PT)
  Ed.D. – St. Mary’s College of California, Moraga, CA
  M.S. – Central Michigan University, Mt. Pleasant, MI
  B.S. – Radiographer Education, Tuskegee University, Tuskegee, AL
  Ms. Custard has 25 years of experience.

- Scott Wilson, BA, AS, RT(R), ARRT, CRT
  Clinical Coordinator (PT)
  B.A. – St. Mary’s College, Moraga, CA
  R.T. Certificate in Radiologic Technology, Fresno City College, Fresno, CA
  Mr. Wilson has 25 years of experience.

- Joanne Robertson BS, RT (R)(M), ARRT, CRT
  Executive Program Director & Clinical Coordinator (FT)
  B.S. – University of San Francisco – San Francisco, CA
  A.S. – Radiologic Technology, Foothill College - Los Altos CA
  R.T. Certificate in Radiologic Technology - Mills-Peninsula Hospital School of Diagnostic Imaging, Burlingame, CA
  Ms. Robertson has 42 years of experience.

RT Faculty Members:

- Ted Vanderlaan, RT (R), JD
  Program Director & Didactic Instructor (FT)
  J.D. – Widener University School of Law, Chester, PA
B.S. – Walla Walla College, Walla Walla, WA
R.T. Certificate in Radiologic Technology – Washington Adventist Hospital School of Radiography, Takoma Park, MD
Mr. Vanderlaan has 29 years of experience.

-Ray Herrera BS, RT (R), ARRT, CRT
Instructor (PT)
B.S. – University of San Francisco – San Francisco, CA
A.S. /A.A. – Santa Rosa Junior College - Santa Rosa, CA
R.T. Certificate in Radiologic Technology - Santa Rosa Junior College - Santa Rosa, CA
Mr. Herrera has 15 years of experience.

-John Ellis MS, RT (R),(CT) CRT
Lab Instructor (PT)
M.S. – Chapman University – Orange County, California
B.S. – Southern Illinois University – Carbondale, IL
A.A. Community College of the Air Force- Community College of the Air Force
R.T. Certificate in Radiologic Technology - Community College of the Air Force
Mr. Ellis has 17 years of experience.

-Keith C. Diehl BA, RT(R)(MR), ARRT, CRT
Didactic Instructor & Clinical Coordinator (PT)
B.A. – Ottowa University – Ottowa, KS
R.T. Certificate in Radiologic Technology, St. Louis Community College at Forest Park, St. Louis, MO
Mr. Diehl has 29 years of experience.

-Tracy Briones, BS, RT, ARRT, CRT
Didactic Instructor (PT)
B.S. – Sonoma State University, Rohnert Park, CA
R.T. Certificate in Radiologic Technology, Gurnick Academy of Medical Arts, Concord, CA
Ms. Briones has 3 years of experience.

-Kelly Buckley-Visco, BS, RT(R), ARRT, CRT
Didactic Instructor (PT)
B.S. – San Francisco State University, San Francisco, CA
A.S. – Radiographer Education, Santa Rosa Junior College, Santa Rosa, CA
Ms. Buckley has 8 years of experience.

-Lawrence Elia M.A., C.R.T., R.T. (R )
Didactic Instructor (PT)
M.A. - Professional School of Psychology – Sacramento, CA
B.S. - St. Francis College – Brooklyn, NY
Mr. Elia has18 years experience

Concord, CA - Vocational Nurse (VN) and Psychiatric Technician (PT) Programs

-Katherine Zahner RN
VN Program Coordinator
Didactic/Clinical Instructor (PT)
Vocational Nurse Program / Psychiatric Technician Program
M.S.N. – California State University, Sacramento, CA
B.S.N. – Marquette University - Milwaukee, WI
Ms. Zahner has 26 years of experience.

-Julie Pells RN
Program Coordinator, Associate Program Director (FT)
Psychiatric Technician Program
B.S.N. – Brigham Young University - Provo, UT
Ms. Pells has 46 years of experience.

-Herjit Pannu MD
Didactic Instructor (PT)
Vocational Nurse Program / Psychiatric Technician Program

Revised by: Gurnick Academy of Medical Arts Process Department
Date of Catalog Print: April, 2013
Date of Revision: 07/15/2013
M.D. – Central America Health Services University – Belize  
B.S – Molecular Biology – San Jose State University – San Jose, CA  
Dr. Pannu has 12 years of experience.

-Larisa Karpova, MD  
Didactic Instructor (PT)  
Vocational Nurse Program / Psychiatric Technician Program  
M.D. – Rostov State Medical University – Rostov, Russia  
Dr. Karpova has 14 years of experience.

-Jeanie Leines RN  
Clinical Instructor (PT)  
Vocational Nurse Program  
A.S.N. - Ohlone College - Fremont, CA  
V.N. - New Haven Regional Occupational Center - Hayward, CA  
Ms. Leines has 25 years of experience.

-Deborah Galloway RN  
Didactic / Clinical Instructor (PT)  
Vocational Nurse Program / Psychiatric Technician Program  
M.S.N. – Gonzaga University - Spokane, WA  
B.S.N. Holy Names College - Oakland, CA  
Ms. Galloway has 22 years of experience.

-Aarti Savoor MS  
Didactic Instructor (PT)  
Vocational Nurse Program / Psychiatric Technician Program  
M.S. – San Francisco State University - San Francisco, CA  
B.A. Biology - Queens College, City University of New York - New York, NY  
Ms. Savoor has 9 years of experience.

-Monty Sauceda LVN  
Clinical Instructor (PT)  
Vocational Nurse Program  
V.N. – St. Phillip’s College - San Antonio, TX  
Mr. Sauceda has 16 years of experience.

-Norman M. Elizaga LVN  
Clinical Instructor (PT)  
Vocational Nurse Program  
B.S.N. – Our Lady Fatima College, Philippines  
Mr. Elizaga has 8 years of experience.

-Sally Shirey LVN  
Clinical Instructor (PT)  
Vocational Nurse Program  
V.N. – California College of Medical Affiliates - San Francisco, CA  
Ms. Shirey has 10 years of experience.

-Sujeeta Sukhu RN  
Clinical Instructor (PT)  
Vocational Nurse Program  
B.S.N. – DeVry University and Chamberlain College of Nursing  
Ms. Sukhu has 5 years of experience.

-Joel Williams RN  
Didactic / Clinical Instructor (PT)  
Psychiatric Technician Program  
AA in Nursing – Napa Valley College, CA  
AS in Psychology - Napa Valley College, CA  
AA in General Education - Napa Valley College, CA  
Mr. Williams has 18 years of experience.
-Karen Sondeno RN
Didactic / Clinical Instructor (PT)
Psychiatric Technician Program
B.S.N. – University of Victoria, British Columbia, Canada
AA in Nursing – Napa Valley College, CA
AS in Psychology - Napa Valley College, CA
AA in General Education - Napa Valley College, CA
Ms. Sondeno has 14 years of experience.

-Theresa Neal RN
Didactic Instructor (PT)
Vocational Nursing Program
B.S.N. – University of Phoenix, CA
A.S.N. – San Joaquin Valley College, CA
Ms. Neal has 18 years of experience.

-Reiko Furuya RN
Didactic/Clinical Instructor (PT)
Vocational Nursing Program
A.S.N. – Cabrillo College, CA
Ms. Furuya has 7 years of experience and has her CCRN.

- Shaun Allamby RN
Clinical Instructor (PT)
Vocational Nurse Program / Psychiatric Technician Program
R.N. – Dominican University, CA
Ms. Allamby has 9 years of experience.

- Belinda Bueno LVN
Didactic/Clinical Instructor (PT)
Vocational Nursing Program
L.V.N. – American College of Nursing
Ms. Bueno has 4 years of experience.

- Grace Marilla LVN
Clinical instructor (PT)
Vocational Nursing Program
B.S.N. – Arellano University, Philippines
Ms. Marilla has 13 years of experience.

-Jennifer Longsworth RN
Didactic Instructor (PT)
Vocational Nurse Program / Psychiatric Technician Programs
M.S.N. – University of Phoenix
B.S.N. – University of Phoenix
A.S. – Trade Technical College
Ms. Longsworth has 30 years of experience.

-Amy Miller, RN
Didactic Instructor (PT)
Vocational Nurse/Psychiatric Technician Programs
B.S.N. – Mount Mary/Columbia College of Nursing, Milwaukee, WI
Mrs. Miller has 6 years experience.

-Nereida Cerna, RN
Clinical Instructor (PT)
Vocational Nurse/Psychiatric Technician Programs
B.S.N. – Samuel Merritt/St. Mary’s College of Nursing, Moraga, CA
Ms. Cerna has 6 years experience.

-Linda Cook, RN
Clinical Instructor (PT): Vocational Nurse Program
RN Diploma - Rio Hondo College, Whittier, CA

Revised by: Gurnick Academy of Medical Arts Process Department
Date of Catalog Print: April, 2013
Date of Revision: 07/15/2013
VN Diploma - Rio Hondo College, Whittier, CA
Ms. Cook has over 40 years of experience.

-Rachele Sullivan, RN
Clinical Instructor (FT): Vocational Nursing Program
AA Diploma – College of Marin, Marin, CA
Ms. Sullivan has over 23 years of experience.

-Francis Estrella RN
Clinical/Didactic Instructor (PT)
Vocational Nurse Program/Psychiatric Technician Program
A.S.N. - Unitek College, Fremont, CA
L.V.N. –American College of Nursing, Concord, CA
Mr. Estrella has 6 years experience.

- Alane Fife LVN
Clinical/Didactic Instructor (PT)
Vocational Nurse Program
A.S.N. – Shasta College, Redding, CA
Ms. Fife has 18 years of experience.

-Rachele Sullivan RN
Clinical Instructor II (FT)
Vocational Nurse Program
A.D.N. Marin Community College, Marin, CA
Ms Sullivan has 24 years of experience.

-Ishvinder Bassi LVN
Teaching Assistant (PT)
Vocational Nurse Program
V.N.- Gurnick Academy of Medical Arts, Concord, CA
Ms Bassi has 8 years of experience.

-Cheryl Young RN
Clinical/Didactic Instructor (PT)
Vocational Nurse Program/Psychiatric Technician Program
A.S.N. – Gwynedd Mercy College, Gwynedd Valley, PA
B.S.N. - Gwynedd Mercy College, Gwynedd Valley, PA
Ms Young has 27 years of experience.

-Laura Werner RN, DC
Clinical/Didactic Instructor (PT)
Vocational Nurse Program/Psychiatric Technician Program
B.A. – Western Illinois University, Macomb, Illinois
D.C.- The Chiropractic College, San Lorenzo, CA
B.S.N. – Orvis School of Nursing, Reno, NV
M.S.N. - Orvis School of Nursing, Reno, NV
Ms Werner has 7 years experience as a nurse

-Geraldine Perez, RN, BSN (PT)
Clinical / Didactic Instructor
B.S.N. – United Doctors’ Medical Center – Quezon City, Philippines
Ms. Perez has 24 years experience

-Colleen McCoy-Harley, LVN, AA (PT)
Clinical / Didactic Instructor
A.A. – City College of San Francisco – San Francisco, CA
L.V.N. – City College of San Francisco – San Francisco, CA
Ms. McCoy-Harley has 11 years experience

-Mabelle Joy Golingan-Viera, RN, BSN (PT)
Clinical / Didactic Instructor

Revised by: Gurnick Academy of Medical Arts Process Department
Date of Catalog Print: April, 2013
Date of Revision: 07/15/2013
B.S. – San Pedro College, Inc. – Davao City, Philippines
Ms. Golingan-Viera has 32 years experience

-Brenda Beall, RN, BS, MBA, EDD/ET (c) (PT)
Clinical / Didactic Instructor
EDD/ET (c) – University of Phoenix – Phoenix, AZ
MBA & HCM – University of Phoenix – Phoenix, AZ
B.S. – University of Phoenix – Phoenix, AZ
A.D.N. – University of Nevada – Las Vegas, NV
L.V.N. – State Area VO-Tech School – Harriman, TN
Ms. Beall has 34 years experience

- Gail Greine, Marcotte, RN, BSN (PT)
Clinical / Didactic Instructor
BSN - California State University - East Bay (Hayward)
Ms. Marcotte has 43 years nursing experience

MODESTO CAMPUS

Modesto, CA – Staff

Sabia Young             Campus Director (FT)
Erica Smith             Administrative Manager (FT)
Edith Garcia            Admission Manager (FT)
Taneisha Huntley        Students Services Coordinator (FT)
Curtis Andrews          Financial Aid Advisor (FT)
Audra Austin            Front Desk Representative (PT)
Leah Suelter            Placement Coordinator (FT)
Alex Veasey             Faculty Support (PT)

Modesto, CA - Vocational Nurse (VN) Program

- Sabia L. Young RN
Program Coordinator (FT)
A.S.N. - Modesto Junior College – Modesto, CA
Ms. Young has 27 years of experience.

- Kelley Giaramita RN
Associate Program Coordinator (PT)
B.A. – CSU Stanislaus - Turlock CA
A.S.N. – Modesto Junior College – Modesto, CA
A.S. - Vocational Nursing – Merced College – Merced, CA
A.S. – Cottey College – Nevada, MO
Ms. Giaramita has 27 years of experience.

- Michele Bays RN
Didactic/ Clinical Instructor (PT)
B.S.N. - University of California - Los Angeles, CA
Ms. Bays has 27 years of experience.

-Tonya Robinson, RN
Didactic Instructor (PT)
BSN-University of Phoenix, Sacramento, CA
ASN-San Joaquin Delta College, Stockton, CA
LVN-Clovis Adult School, Clovis, CA
Ms. Robinson has 20 years of experience.

-Juanita Vierra, RN
Clinical Instructor (PT)
ASN-Chabot Junior College, Hayward, CA
Certified Massage Therapist
Ms. Vierra has 32 years of experience.

-Margie Humphres, RN
Clinical Instructor (PT)
ASN-Modesto Junior College, Modesto, CA
Ms. Humphres has 18 years of experience.

-Robyn Provenco RN
Didactic/Clinical Instructor (PT)
M.S.N. – University of Phoenix – Sacramento, CA
B.A. – San Francisco State University - San Francisco, CA
A.D.N. - Irving Memorial School of Nursing - Syracuse, NY
Ms. Provenco has 32 years of experience.

-Shirley Renslow RN
Didactic/Clinical Instructor (PT)
B.S.N. – Colorado Technical Institute - CO
A.S.N. - Modesto Junior College - Modesto, CA
Ms. Renslow has 25 years of experience.

-Aksorn Sinlapaxay RN
Clinical Instructor (PT)
A.S.N. – Modesto Junior College – Modesto, CA
Ms. Sinlapaxay has 12 years of experience.

-Tracy Walthour RN
Didactic/Clinical Instructor (PT)
A.S.N. - Middlesex Community College - Lowell, MA
Ms. Walthour has 8 years of experience.

-Philip Waymire LVN
Didactic/Clinical Instructor (FT)
L.V.N.-Career Networks Institute, Orange, CA
B.A. – California State University Stanislaus - Turlock, CA
A.A. – Modesto Junior College - Modesto, CA
Mr. Waymire has 5 years of experience.

-Katherine Gosney RN
Didactic/Clinical Instructor (PT)
B.A. – Northeastern University – Boston, MA
Ms. Gosney has 14 years of experience.

-Allison Pieretti, RN
Didactic and Clinical Instructor (PT)
M.S.N. – University of San Francisco, San Francisco, CA
Clinical Nurse Specialist Medical Surgical Nursing - University of San Francisco, San Francisco, CA
N.P. – University of San Francisco, San Francisco, CA
B.S. – University of California, Los Angeles, CA
Ms. Pieretti has 8 years of experience.

-Debra Marks, RN
Clinical Instructor (PT)
A.A. – University of New York, Albany, NY
L.P.N. – Lakeland Junior College, Mattoon, Ill
Ms. Marks has 31 years of experience.
Tracee Bowlin, RN
Didactic / Clinical Instructor (FT)
A.S.N. – Sanford-Brown College, St. Peters, MO
L.P.N. – Metropolitan Community College, Omaha, NB
Ms. Tracee Bowlin has 32 years of experience.

-Cathy Calvin, RN
Clinical Instructor (FT)
B.S.N. – University of Phoenix, Salida, CA
L.V.N. – Modesto Junior College, Modesto, CA
Ms. Calvin has 9 years of experience.

-Judy Clark, LVN
Clinical Instructor (FT)
A.S. – Colombia Junior College, Sonora, CA
Ms. Clark has 30 years of experience.

-Cynthia Martin-Michalec, RN
Clinical Instructor (FT)
ADN – Basin College, Pasco, WA
LVN – Basin College, Pasco, WA
B.S.N. – University of Detroit Mercy, Mercy, MI
Ms. Martin-Michalec has 33 years of experience.

-Anne Stokman, RN
Didactic Instructor (PT)
M.S.N. – University of Phoenix, AZ
A.S.N. – Modesto Junior College, Modesto, CA
B.A. Sociology – CSU, Stanislaus, Turlock, CA
Ms. Stokman has 31 years of experience.

-Jose Solano, RN
Clinical Instructor (FT)
B.S.N. – University of Phoenix, Salida, CA
LVN – Los Angeles Job Corps, Los Angeles, CA
Mr. Solano has 9 years of experience.

-Saudia Whitaker, RN
Didactic and Clinical Instructor (PT)
A.S.N. – Excelsior College, Albany, NY
L.V.N. – Oakland Community College, Oakland MI
Ms. Whitaker has 22 years of experience

-Meredith Aubrey Borba, RN
Didactic/Clinical Instructor (PT)
BSN – University of San Francisco, San Francisco, CA
Ms. Borba has 8 years of experience

-Michelle Lopez, RN
Clinical Instructor (PT)
BSN – University of the City of Manila, Manila, Philippines
Ms. Lopez has 9 years of experience

-Saudia Whitaker, RN
Didactic/Clinical Instructor (PT)
LPN – Oakland Community College, Oakland, MI
ASN – Excelsior College, New York, NY
Ms. Whitaker has 22 years of experience
FRESNO CAMPUS

Fresno, CA – Staff

Lesa Gibbs          Campus Director (FT)
Jonathan Medina    Administrative Manager (FT)
Talin Garabetyan   Admissions Advisor (FT)
Caroline Vann      Student Services Coordinator (FT)
Roseann Castaneda  Front Desk Representative (FT)
Kimberly Hernandez Front Desk Representative (PT)
Grecia Enns        Financial Aid Advisor (FT)
Temika Jacobs      Placement Coordinator (FT)

Fresno, CA - Vocational Nurse (VN)

- Lesa Gibbs RN, BSN
  Program Coordinator (FT)
  Indiana State University – Terre Haute, IN
  Ms. Gibbs has 12 years experience.

- Joni Green, RN, MSN
  Associate Program Coordinator / Clinical/Didactic Instructor (FT)
  University of Phoenix, Phoenix, AZ
  Ms. Green has 12 years of experience.

- Jeffery Fay RN
  Didactic Instructor (PT)
  M.S.N. – California State University, Fresno - Fresno, CA
  B.S.N. – University of Massachusetts, Boston – Boston, MA
  Ms. Fay has 14 years of experience.

- Nancye Maffei, LVN
  Didactic/Clinical Instructor (FT)
  A.A. – San Joaquin Delta College – Stockton, CA
  Ms. Maffei has 30 years experience.

- David Cavazos LVN
  Clinical Instructor (PT)
  L.V.N. - Clovis Adult Education – Clovis, CA
  Mr. Cavazos has 14 years of experience.

- Marcy Lathrop, RN, BSN
  Clinical/Didactic Instructor (PT),
  CSU Bakersfield, Bakersfield CA
  Ms. Lathrop has 4 years of experience.

- Odillia Dionisio, RN, MSN
  Clinical/Didactic Instructor (PT),
  Arellano University, Manila, Phillipines
  Ms. Dionisio has 24 years of experience.

- Alma Molina, RN, ASN
  Clinical Instructor (PT),
  College of Sequoias, Visalia, Ca
  Ms. Molina has  6 years of experience.

Revised by: Gurnick Academy of Medical Arts Process Department
Date of Catalog Print: April, 2013
Date of Revision: 07/15/2013
- Ted Ganiron, RN, ASN
Didactic/Clinical Instructor (PT)
College of Sequoias – Visalia, CA
Mr. Ganiron has 17 years of experience.

-Paula Richards, BSN, MHA
Didactic Instructor (FT)
B.S.N. – CSU, Fresno – Fresno, CA
M.H.A. – Chapman University – Orange, CA
Ms. Richards has 20 Years of experience.

-Julia Viger, BSN
Didactic/Clinical Instructor (FT)
B.S.N. – Western Governors University – Salt Lake City, UT
B.A. – York University – Ontario, Canada
Ms. Viger has 24 years of experience.

Nancy Hackett MSN BSN
Clinical & Didactic Instructor (PT)
BSN-University of Madras, INDIA
MSN- CSU Fresno
Ms. Hacket has 38 years of experience.

- Katherine Gosney RN
Didactic/Clinical Instructor (PT)
B.A. – Northeastern University – Boston, MA
Ms. Gosney has 14 years of experience.
1. Applicants may request credit granting for all prerequisite courses after submitting an original transcript that proves equivalent coursework was successfully completed within the last 5 years and given a grade of at least a “C”

2. Please disregard the following published information:
   Pass an interview with the PTA Program Director of Gurnick Academy of Medical Arts.

   Instead please see the following Instructions instead of the above sentence:
   The highest scoring 50 applicants identified by the PTA admission Committee will be scheduled for interviews with members of the Admissions Committee.

3. Please disregard the following published information:

   In this email, you must put “DISCOVER” in the subject line, and in the message state: Your name; email; phone number; and date you would like to take the DISCOVER. You will receive a confirmation email from the testing center. It is recommended one schedules early as there are only a limited number of testing positions for each date.

   At least 24 hours before the scheduled exam time, applicants must register at the following website: www.atialliedhealth.com. Go to “Create an account” under the log-in area on the right. Fill out all information, for Institution; pick “Gurnick Academy of Medical Arts”. Then click “Register”

   The day of the test, students must bring a picture ID that includes a signature (example: drivers license), method of exam payment, the login and password that the candidate has created when registering with ATI, and arrive at the testing center at least 30 minutes prior to the start of the scheduled exam time. Applicants are allowed to bring a calculator to use during the exam.

   Instead please see the following Discover Testing Instructions instead of the above paragraphs:

   • You will schedule a testing date by contacting Admission Advisor for information on specific dates allotted for testing.
   • You will be creating an account with Assessment Technologies. Please bring:
     o ID such as driver license or passport
     o Valid credit card or debit card: Visa, MasterCard, Discover, American Express
     o You may bring a writing utensil, scratch paper will be provided by the proctor and will be collected following the assessment
     o Prohibited during the assessment
       ▪ Food or drink
       ▪ Textbooks or reference books of any kind
       ▪ Sunglasses, hats or a hood
       ▪ Music (CD players, MP3 players, iPods, etc.)
       ▪ Communications devices (cell phones, pagers, PDAs, etc.)
       ▪ Personal calculators
   • All test takers will begin the test at the same time.
   • The test is on line.
   • The cost of the Discover test is $35.00 to be paid prior to the test
   • The length of the Discover test is 1 hour 45 min. Each section has a time limit.
     o Reading: 29 min
Math: 26 min  
Science: 33 min  
English: 17 min  
• All questions are multiple choice

Radiologic Technology Program  
PAGE 26: in place of the paragraph after Ethics

ARRT Pre-Application Review Process
The American Registry of Radiologic Technology requires an applicant for the certifying exam to disclose any history of criminal and misdemeanor proceedings. The specific language is whether you have convicted of a crime or misdemeanor including, but not limited to:

1. Misdemeanor  
2. Gross Misdemeanor  
3. Felony  
4. All alcohol and/or drug related violations  
5. Military Court Martial

For the purposes of this section “Convicted” includes a criminal proceeding where a finding or verdict of guilty is made or returned, but

1. The adjudication of guilt is either withheld, deferred or not entered; or  
2. The sentence is suspended or stayed; or  
3. A criminal proceeding where the individual enters a plea of guilty or no contest (nolo contendere); or  
4. There is a pre-trial diversion.

You are NOT required to report offenses that were committed as a juvenile and were adjudicated through the juvenile court system. An applicant that has a concern is advised to obtain a pre-application review of eligibility for certification prior to entering the program. The information can be obtained from the ARRT by calling (651) 687-0048 or through their Website at www.arrt.org.

Physical Therapist Assistant  
PAGE 71: in place of current PTA Program Description

Physical Therapist Assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help individuals of all ages who are ill, injured or have a health condition that limits their ability to perform daily activities needed for life. PTAs work in variety of settings including hospitals, outpatient centers, home health, schools, work settings, and the sports and fitness arenas. Care provided by a PTA may include teaching patients/clients exercises for mobility, strength and coordination, training for activities such as walking with crutches, canes or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation. PTAs must complete a 2-year associate's degree and are licensed, certified, or registered in most states. Source: American Physical Therapy Association.

Ultrasound Technology Program  
PAGE 15: delete the following paragraph:
Submit an essay (no longer than two typed pages) which describes the following:

1. Synopsis of their observation, experience, and the impact on their decision to pursue this career path based upon one 4 hour Ultrasound Department visit to our affiliated hospitals scheduled by the Program Director during their completion of the pre-requisites.  
2. Reasons for applicant’s desire to become an ultrasound technologist  
3. Reasons for applying to the Gurnick Academy of Medical Arts San Mateo Campus Ultrasound Technology Program  
4. Personal attributes which would contribute to the applicant’s success in the program  
5. Pertinent employment, volunteer, or other experience which would support applicant’s knowledge of the medical field
Prerequisites and Corequisites

Many prerequisite courses are provided by Gurnick Academy (online, residential, hybrid) and are a subject of availability.

Registration Fee

Individuals who were enrolled however never started the core program and wish to enroll again are considered to be first time applicants. Graduates of the Academy who wish to enroll again are considered new applicants. All new applicants are subject to pay $75 Registration Fee.

Individuals who are eligible to re-enroll are subject to pay $75 Registration Fee if re-enrollment occurs later than 6 months of approved withdrawal/expulsion/completion date.

Individuals who are eligible to re-enroll are not subject to pay $75 Registration Fee if re-enrollment occurs within 6 months of approved withdrawal/expulsion/completion date.

Personal Fitness Trainer (PFT) Program

1. Applicant must submit a completed application. It is recommended that interested applicants fill out the application with the Admissions Advisor.
2. Applicant must have graduated from high school or earned a GED and be at least 18 years of age.
3. Applicant must pay all applicable fees as per the current published fee schedule prior to the issuance of an enrollment contract or make other payment arrangements acceptable to the school.
4. Applicant must complete a Scholastic Level Exam (SLE) with a required score.
5. If enrollment openings are fewer than applicants that meet the admission requirements, applicants will be asked to pass an interview with the program supervisor or clinical coordinator.

Program Performance Requirements

PFT students must have the following motor skills:
- Sit in class for up to 6 hours per day.
- Stand for up to 4 hours per day.
- Safely bend, lift, rotate, push and pull up to 200 pounds to assist in moving a patient from one surface to another.
- Palpate anatomical structures and without causing injury to a fellow student or client.
- Provide manual resistance to a student/client’s arm, leg, or trunk during exercise.
- Move with adequate agility and speed to perform and provide exercise safely.
- Walk, run and balance well enough to help clients walk, run and balance with or without equipment while preventing injury to the client and self.
- Safely grasp and manipulate small objects and fitness testing equipment.

PFT students must have the following Observational and Sensory Skills:
- Use visual, auditory, and tactile senses to observe clients and collect and interpret data.
- Read and interpret equipment dials, client charts, professional literature and notes from physicians and other health professionals.
- Respond to warning sounds, machine alarms, and calls for help.
PFT students must have the following Communication Skills:

- Communicate effectively in English in verbal and written formats with faculty, peers, clients and other health professionals.
- Provide client feedback in a clear, concise and professional manner including written formats and progress notes.

PFT students must have the following Intellectual and Conceptual Skills:

- Meet class standards for successful course completion.
- Collect, interpret, and integrate data about clients.

PFT students must have the following Behavioral and Social Attitudes:

- Recognize and respond appropriately to individuals of all ages, genders, and races, and from all socio-economic, religious, and cultural backgrounds.
- Cope with stress of heavy workloads, demanding clients and challenging clinical situations.
- Recognize and respond appropriately to emergency and potentially hazardous situations.
- Demonstrate the physical and emotional capacity to work a 40-hour week while at the clinical rotation.
- Behave in an ethically sound, competent, compassionate, and professional manner in the classroom and in the clinic.

Gurnick Academy Of Medical Arts Program Information

PAGE 68

Personal Fitness Trainer (PFT) Program

30 Weeks
769 Clock Hours
59 Quarter Credit Hours
Certificate Program

Program Description

The Personal Fitness Trainer (PFT) Program provides students with didactic, laboratory and clinical instruction in; Fundamentals of Human Movement Science, Integrated Fitness Assessments, Training Concepts and Program Design, Nutrition and Supplementation and Client Interaction and Professional Development that is required in commercial, corporate or private personal training environments.

Graduates will be able to perform a variety of exercise related assessments and tests, design safe and effective exercise programs, implement safe weight loss/gain programs and be proficient in a variety of business related skills. The program includes didactic and laboratory training as well as a clinical internship component that correlates with the theoretical and applied knowledge. Upon successful completion of the program, the graduate is prepared to sit for the Certified Personal Trainer (CPT) national certification examination and the Fitness Nutrition Specialist (FNS) advanced credential presented by the National Academy of Sports Medicine.

Program Goals and Objectives

- Educate students in the functions of anatomy, physiology, and kinesiology during human movement and exercise.
- Teach skills to perform, interpret and record subjective, objective, movement-based and postural assessments.
- Demonstrate safe and effective exercise techniques that follow kinetic chain checkpoints and determine, select and implement appropriate exercise modification based on client performance and desired physiologic adaptation.
- Learn and apply program development fundamentals to design individualized exercise and cardio respiratory training programs based on assessment results, client goals, client abilities and environmental limitations.
- Analyze and apply fitness and injury prevention research, focusing on evidence-based outcomes, research, physical activity research, performance enhancement research and research related to special populations.
- Identify special populations (age-spectrum, chronic disease and related co-morbidities) and apply considerations for exercise program design including program modifications based on training setting and client performance.
• Educate students on basic nutritional concepts, widely accepted weight management concepts, nutritional guidelines for enhancing athletic performance and practices and known risks and benefits of nutritional supplements and ergogenic aids.
• Learn and utilize critical thinking in assessment, planning and evaluation of client programs by implementing goal setting strategies and procedures that enhance desired behavioral change, client motivation and exercise program adherence.
• Provide students with the knowledge, clinical skills, problem solving abilities and interpersonal skill needed in the personal training profession.
• Teach and model widely-accepted and published standards of professional practice and appropriate ethical behavior through career preparation, role playing, simulation, writing and expert review regarding the role and responsibilities of the personal fitness trainer.

Program Outline

<table>
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<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
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<th>Quarter Credit Hours</th>
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<tr>
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<tr>
<td>PFT 210</td>
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<td>Sports Specific Training</td>
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Program Information, Length and Schedule
Gurnick Academy of Medical Arts Personal Fitness Trainer (PFT) Program provides classrooms for didactic instruction equipped with modern audio-visual teaching aids, textbooks, journals, anatomical charts and models. The fitness laboratory for clinical instruction is equipped with strength training equipment, cardiovascular equipment and a variety of small apparatus.

The Personal Fitness Trainer (PFT) Program is a certificate program that takes place over thirty (30) weeks. Classes begin four (4) times each year. Students spend twenty-five (25) to thirty (30) hours per week attending classes. The program consists of three (3) modules. Module 1 and Module 2 are each twelve (12) weeks in length. Module 3 is six (6) weeks in length. Students may begin the program in either Module 1 or Module 2, but must successfully complete Module 1 and Module 2 as a prerequisite to beginning Module 3. Students are assigned to an affiliated clinical site for sixty (60) hours of supervised internship to be completed during the final six (6) weeks of the program. While performing assigned internship, students will concurrently attend two (2) residential courses: PFT 300 Professional and Career Development and PFT 310 Certification Exam Preparation.

The PFT Program encompasses all principles of personal fitness training which includes four hundred and thirty-nine (439) hours of didactic instruction, two hundred and seventy (270) hours of laboratory instruction and sixty (60) hours of supervised internship experience. During the program students will be required to complete reading assignments, homework and prepare for quizzes and exams outside of class hours. The minimum estimated time for Outside School Preparation Hours is two hundred eighty-five (285)
hours. The comprehensive curriculum is based on scientific research, fitness-expert experience and is aligned with key occupational skills and abilities. The program aligns scientific content areas, laboratory performance domains and occupational skills for students to receive a balance of classroom and hands-on learning.

Instructor to Student ratio is 1:30 in lecture and laboratory.

Students must be available for lecture and laboratory classes Monday through Friday from 9am-6pm. Internship hours depend on affiliated clinical site schedules and students should be available Monday through Sunday from 5am-9am and 4pm-9pm.

**Gurnick Academy Of Medical Arts Course Descriptions**

**PAGE 84**

*Anatomy and Physiology- GEH 021 with LAB I*

**Anatomy and Physiology - GEH 021 with LAB I - 6.5 Quarter Credit Units**

This course is a required prerequisite for admission into the Ultrasound and MRI Technology Programs. This is the course in Anatomy and Physiology for Healthcare Professions accompanied by laboratory experiential learning. This is a hybrid course, where the Lecture component is administered online via Gurnick Online website (using Moodle 2.4 as Gurnick’s LMS), while the Laboratory component is taught on campus under instructor’s supervision. In both the lecture and the lab, the essential basics of structures and functions of the human body systems will be discussed. Topics on all individual major organ systems will be examined, while considering them in the state of health versus the state of disease, focusing mainly on structures. Various clinical implications and possible deviations from norm of each organ system will be brought up throughout the course. This is a prerequisite course for the diagnostic imaging programs at Gurnick Academy of Medical Arts. Medical Terminology 1B component of this course is to be covered independently by students as a Self-Study Online Course. Instructions to access Medical Terminology 1B will to be provided separately.

**PAGE 98**

*Personal Fitness Trainer (PFT) Program*

**Anatomy and Physiology – PFT 110/VN 110 – 5.5 Quarter Credit Hours**

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems. In addition, students will learn about the skeletal system including bony landmarks and joints; the muscular system to include origin, insertion and function of the major muscles of the body; and the integumentary system to include skin and its functions and pathologies.

**Kinesiology of Human Movement – PFT 120 – 5.5 Quarter Credit Hours**

This course covers the principles of anatomy, biomechanics and muscles including the principles of human movement and the description of structure, function and kinesiology of the extremities. Topics include joints, bones and muscles of the upper and lower extremities including structure of the shoulder, elbow, wrist, hip, knee, ankle, trunk and spinal column.

**Essentials and Fitness Assessments – PFT 130 – 3.0 Quarter Credit Hours**

Students in this course will learn and perform subjective assessments, objective assessments and movement assessments in order to develop an individualized training program including flexibility, core, balance, reactive and resistance training methods based upon assessment results.

**Special Populations Fitness Prescription – PFT 140 – 4.5 Quarter Credit Hours**
This course prepares students with the knowledge and practical skills needed to develop fitness programs for clientele requiring special considerations. Populations to be studied include youth, seniors, pregnant women, obese, diabetic, clients with osteoporosis and/or arthritis and those with increased cardiorespiratory disease risk factors. Students are required to perform subjective assessments with various clients to learn how to provide quality personal training services.

**Exercise Psychology and Lifestyle Coaching – PFT 150 – 6.0 Quarter Credit Hours**

This course provides the foundation for students to effectively promote personal training as part of a healthy lifestyle. Students learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral changes. Students learn how to apply a holistic, integrated, principle-centered approach to motivating people to be physically active. In addition, students learn the effects of planned stress (ex. exercise) and recovery (ex. sleep and massage) on mental health, physical performance and health-related quality of life.

**Exercise Physiology – PFT 200 – 5.5 Quarter Credit Hours**

Students in this course learn about the physiological adjustments that occur within the body during exercise. In addition, students learn about the physiological systems as they are affected by physical exercise including observations of respiratory, circulatory, nervous and metabolic adjustments to physical exercise.

**Program Design & Advanced Techniques – PFT 210 – 3.0 Quarter Credit Hours**

This course prepares students to design GOAL-SPECIFIC OPT™ programs, STABILIZATION OPT™ programs, STRENGTH OPT™ programs and cardiorespiratory programs for each client. Students are expected to be able to implement appropriate exercise techniques and modify, progress and regress appropriate exercises. Lab instruction requires students to provide a hands-on demonstration of the principles of flexibility training, core stability training and neuromuscular stabilization training.

**Sports Specific Training – PFT 220 – 3.0 Quarter Credit Hours**

This lab is the practical application of program design for sports-specific clients. Students will design cardiorespiratory training programs, POWER OPT™ programs and for clients who participate in individual competition or team sports. Students will apply principles of reactive neuromuscular training (plyometrics) and integrated speed training to help clients achieve their established goals.

**Advanced Fitness and Nutrition – PFT 230 – 5.0 Quarter Credit Hours**

Nutritional guidance and support for overall health, weight loss and long-term weight management is in high demand. This course will provide students with the essential knowledge of macronutrients, the energy balance equation, metabolism, caloric needs, and activity and food choices. Students will develop an individualized, goal-specific nutritional plan based on widely accepted Dietary Guidelines for Americans including considerations for those with specialized dietary needs including vegan, lactose intolerance, chronic disease, seniors and youth.

**Leadership, Business and Sales– PFT 240 – 5.0 Quarter Credit Hours**

This course provides students with various strategies that include job search, resume formats, necessary pre-employment letters and interview techniques. Students will develop effective communication skills to interact professionally with clients and colleagues.

**Professional & Career Development – PFT 300 – 6.0 Quarter Credit Hours**

Students in this course will learn to be successful business owners. In addition, students will learn basic business principles and how to create successful careers as personal fitness trainers. Students learn about office productivity software, marketing materials, resume development, business plan development, licensing and continuing education in the fitness industry.

**Certification Exam Preparation – PFT 310 – 5.0 Quarter Credit Hours**

This course provides students with tips and essential skills to take and pass the NASM Certified Personal Trainer (CPT) and the Fitness and Nutrition Specialist (FNS) nationally accredited certification examinations. Students will learn tools to prepare for the exam and a comprehensive review of the requirements to demonstrate proficiency in the performance domains of: Basic and
Applied Sciences, Assessment, Exercise Technique and Training Instruction, Program Design, Considerations in Nutrition, Client Relations and Behavioral Coaching, and Professional Development, Practice and Responsibility. The certification tests will be presented during the last class session and students who successfully complete the certification exam will receive the NASM Certified Personal Fitness Trainer (CPT) designation and the NASM Fitness and Nutrition Specialist (FNS) advanced credential.

**Internship – PFT 320L – 2.0 Quarter Credit Hours**

The internship course provides students with an opportunity to relate theory to practice by integrating real-world experience in a supervised health club setting. Students will experience and perform a variety of personal fitness trainer duties, services and responsibilities while obtaining relevant knowledge of best practices in the fitness industry.

**Gurnick Academy Of Medical Arts Administrative Policies**

**PAGE 22**

**Advanced Placement & Credit Granting: Personal Fitness Trainer (PFT) Program**

Transfer credit, experiential learning, challenge examinations, and achievement tests may be given for related previous education if the credits were granted within the last five (5) years from an institution accredited by an agency that is recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA) and the student received a course grade of a "C" or higher.

**RT Technology Program Information, Length and Schedule**

**PAGE 76**

**Program Effectiveness Data**

The Radiologic Technology Program’s effectiveness data in regard to the credentialing examination pass rate, job placement rate, and program completion rate are posted on the Website of the Joint Review Committee for Education in Radiologic Technology at the following URL: www.jrcert.org.
MISCELLANEOUS ERRORS, MISPRINTS, INCONSISTANCES & TYPOS

TABLE OF CONTENTS: states Gainfull Employment – change to Gainful Employment; Review of this policy - change to Review of this Policy; REPETITION OF THE CLASSES OR MODULES; CONTINUING EDUCATION & ONLINE PREREQUISITE COURSES – change to CONTINUING EDUCATION & ONLINE PREREQUISITE COURSES

PAGE 5: The decision – change to Your decision; career potentials; medical facilities, while.; hands on change to hands on

PAGE 69: MR 311 states MR Clinical III – change to MRI Clinical III

PAGE 14: delete the following sentence “Make sure to read MRI Technology Program’s performance requirements in Program Performance Requirements section below” under RT Program.
GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

The information below has been provided in compliance with the new Gainful Employment regulations for Title IV eligible institutions, put forward by the U.S. Department of Education in July 2011. The following information is for the 2011-2012 Financial Aid award year for all of our programs and campuses.

Definitions

On-time Completion Rate (as defined in 34 CFR 668.6 (c)). This number is based on the students who graduated during the award year, and did so within normal time. Normal time is based on the published length of the program in the school catalog. This rate is not reflective of the overall completion rate of the program. On-time completion rates can be affected by scheduling changes, failed courses or exit examination or extended externship hours.

Placement Rate is based on the calculation required by our ABHES's accrediting body. ABHES defines placement rates as the number of graduates who graduate within 150% of the program length during the reporting period who were available for employment and found a job in their field of training, divided by the total number of graduates available for employment. ABHES requires the placement rate be calculated on a program and campus basis.

Median Loan Debt is the median debt incurred through Title IV HEA loans and other private financing sources by students who complete the program.

VOCATIONAL NURSE PROGRAM

Available in:
San Mateo, Concord, Modesto and Fresno Campuses

Award:
Vocational Nurse Diploma

Length of the program (2011/2012 award year):
48 Weeks
6 Weeks (additional to pass Exit/HESI exam)
88.5 Credit hours
1,530.0 Clock hours

Occupations:
O*Net Occupation Titles: Licensed Practical and Licensed Vocational Nurses
SOC Code: 29-2061.00
Links to Occupational Profiles on O*Net: Licensed Practical and Licensed Vocational Nurses

Licensed Practical and Licensed Vocational Nurses: Licensed Practical Nurse (LPN), Charge Nurse, Licensed Vocational Nurse (LVN), Clinic Licensed Practical Nurse (CLINIC LPN), Pediatric Licensed Practical Nurse (PEDIATRIC LPN), Clinic Nurse, Office Nurse, Private Duty Nurse, Triage Licensed Practical Nurse (TRIAGE LPN)

On-time completion rate (2011/2012 award year):
San Mateo campus: 67%
Concord campus: 70%
Modesto campus: 76%
Fresno campus: 66%

Cost of the program and Room & Board cost (2011/2012 award year):
Tuition & Fees: $27,020.00
Books & Supplies: $900.00
Room & Board: $15,240.00

Revised by: Gurnick Academy of Medical Arts Process Department
Date of Catalog Print: April, 2013
Date of Revision: 07/15/2013

Page 27 of 35
Placement rate reported to ABHES (2011/2012 award year):
San Mateo campus: 72%
Concord campus: 29%*
Modesto campus: 71%
Fresno campus: 73.8%
*Note: Because Vocational Nurse program graduates must pass the NCLEX-PN exam and achieve licensure before they can be employed, the timing of employment for VN is often extended beyond the ABHES reporting date. Gurnick Academy continues to assist with employment services beyond the end of the reporting period for VN and all Gurnick Academy programs.

Median loan debt (2011/2012 award year):
Title IV Loan Debt $15,724.00
Private Loan Debt $0.00
Institutional Loan Debt $0.00

ULTRASOUND TECHNOLOGY PROGRAM
Available in:
San Mateo Campus

Award:
Ultrasound Technology Diploma

Length of the program (2011/2012 award year):
78 Weeks
110.0 Credit hours
2,092.0 Clock hours

Occupations:
O*Net Occupation Titles Diagnostic Medical Sonographers
SOC Code 29-2032.00
Links to Occupational Profiles on O*Net Diagnostic Medical Sonographers

Sonographer, Diagnostic Medical Sonographer, Ultrasonographer, Ultrasound Technologist, Ultrasound Technician, Registered Diagnostic Medical Sonographer (RDMS), Cardiac Sonographer, Cardiac/Vascular Sonographer, Echo Tech (Echocardiographic Technician), Registered Diagnostic Medical Sonographer

On-time completion rate (2011/2012 award year):
The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

Cost of the program and Room & Board cost(2011/2012 award year):
Tuition & Fees $36,880.00
Books & Supplies $1,040.00
Room & Board $23,520.00

Placement rate reported to ABHES (2011/2012 award year): 67%

Median Loan Debt(2011/2012 Award Year):
The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

MRI TECHNOLOGY PROGRAM
Available in:
San Mateo Campus
Award:
MRI Technology Diploma

Length of the program (2011/2012 award year):
52 Weeks
84.0 Credit hours
1,640.0 Clock hours

Occupations:
O*Net Occupation Titles Magnetic Resonance Imaging Technologists
SOC Code 29-2035.00
Links to Occupational Profiles on O*Net Magnetic Resonance Imaging Technologists

Magnetic Resonance Imaging: Radiologic Technologist (RT), X-Ray Technologist, MRI Technologist (Magnetic Resonance Imaging Technologist), Computed Tomography Technologist, (CT Technologist), Mammographer, Radiology Technologist, Mammography Technologist, Radiographer, Radiology Technologist, Computed Tomography Radiologic Technologist (CT RT)

On-time completion rate (2011/2012 award year):
The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

Cost of the program and Room & Board cost (2011/2012 award year):
Tuition & Fees $28,950.00
Books & Supplies $1,110.00
Room & Board $15,120.00

Placement rate reported to ABHES (2011/2012 award year): 80%

Median loan debt (2011/2012 award year):
The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

RADIOLOGIC TECHNOLOGY PROGRAM
Available in:
Concord Campus

Award:
Radiologic Technology Diploma

Length of the program (2011/2012 award year):
96 Weeks
143.0 Credit hours
2,904.0 Clock hours

Occupations:
O*Net Occupation Titles Radiologic Technologists
SOC Code 29-2034.00
Links to Occupational Profiles on O*Net Radiologic Technologists

X-Ray Technician (X-Ray Tech), Radiology Technician, Radiographer, Radiologic Technician (RT), Registered Radiographer

On-time completion rate (2011/2012 award year):
The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.
Cost of the program and Room & Board cost (2011/2012 award year):

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Placement rate reported to ABHES (2011/2012 award year): 67%*

*Note: Because Radiologic Technology program graduates must pass the ARRT exam and achieve licensure before they can be employed, the timing of employment for RT is often extended beyond the ABHES reporting date. Gurnick Academy continues to assist with employment services beyond the end of the reporting period for RT and all Gurnick programs.

Median loan debt (2011/2012 award year):

The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

PSYCHIATRIC TECHNICIAN PROGRAM

Available in:
Concord Campus

Award:
Psychiatric Technician Diploma

Length of the program (2011/2012 award year):

- 48 Weeks
- 6 Weeks (additional to pass Exit/HESI exam)
- 88.0 Credit hours
- 1530.0 Clock hours

Occupations:

- O*Net Occupation Titles: Psychiatric Technicians
- SOC Code: 29-2053.00
- Links to Occupational Profiles on O*Net: [Psychiatric Technicians](#)

Mental Health Technician (MHT), Psychiatric Technician (PT), Mental Health Worker, Mental Health Associate, Mental Health Assistant (MHA), Licensed Psychiatric Technician (LPT), Health Care Technician, Behavioral Health Technician, Patient Care Specialist, Support Team Member (STM)

On-time completion rate (2011/2012 award year):

The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.

Cost of the program and Room & Board cost (2011/2012 award year):

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Placement rate reported to ABHES (2011/2012 award year): 50%*

*Note: Because Psychiatric Technician program graduates must pass the CAPT exam and achieve licensure before they can be employed, the timing of employment for PT is often extended beyond the ABHES reporting date. Gurnick Academy continues to assist with employment services beyond the end of the reporting period for PT and all Gurnick programs.

Median loan debt (2011/2012 award year):

The number of students who completed the program during the award year was less than 10, for privacy reasons, the school should not disclose this information.
CONTINUING EDUCATION & PREREQUISITE COURSES

Gurnick Academy of Medical Arts has offered Continuing Education Courses that are not accredited and are intended for professionals that bring participants up to date in knowledge and skills.

Gurnick Academy of Medical Arts offers Prerequisite Courses that are not accredited by ABHES. Prerequisite courses are offered in online and residential formats. Our online education offers currently prerequisite and supplemental courses and is intended for students who are entering our core programs.
SAN MATEO CAMPUS

- **Vocational Nurse Program**
  Enrollment and Registration is open year around.
  Prerequisite Start Dates: October 7, 2013
  VN Core Program Start Dates: July 8, 2013

- **Magnetic Resonance Imaging Technology Program**
  Enrollment and Registration is open year around.
  Prerequisite Start Dates: July 8, 2013
  MR Core Program Start Date: November 4, 2013

- **Ultrasound Technology Program**
  Enrollment and Registration is open year around.
  Prerequisite Start Dates: July 8, 2013
  UT Core Program Start Date: November 18, 2013

- **Personal Fitness Trainer**
  Enrollment and Registration is open year around.
  Prerequisite Start Dates: ??????
  PFT Core Program Start Date: ??????

- **Physical Therapist Assistant Program**
  Application Deadline: September 1, 2013
  PTA Program Start Date: January 6, 2014
  Open House held: June 27 & July 25.
  Discover Testing Schedule:

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</table>

- **Phlebotomy Technician Program**
  Enrollment and Registration is open year around.
  PHL program Start Dates: July 2, 2013, September 10, 2013 and November 12, 2013

CONCORD CAMPUS

- **Vocational Nurse Program**
  Enrollment and Registration is open year around.
  Prerequisite Start Dates: July 8, 2013
  VN Core Program Start Dates: September 30, 2013

- **Psychiatric Technician Program**
Enrollment and Registration is open year around.
Prerequisite Start Date: July 8, 2013
PT Core Program Start Date: September 30, 2013

- Radiologic Technology Program
Enrollment and Registration Cut-off day for 2013: January 15, 2013
RT Core Program Start Date: June 10, 2013

- Phlebotomy Technician Program
Enrollment and Registration is open year around.
PHL program Start Dates: August 20, 2013.

FRESNO CAMPUS
- Vocational Nurse Program
Enrollment and Registration is open year around.
Prerequisite Start Dates: October 7, 2013
VN Core Program Start Dates: July 8, 2013

- Phlebotomy Technician Program
Enrollment and Registration is open year around.
PHL program Start Dates: July 16, 2013

MODESTO CAMPUS
- Vocational Nurse Program
Enrollment and Registration is open year around.
Prerequisite Start Dates: October 7, 2013
VN Core Program Start Dates: July 8, 2013

- Phlebotomy Technician Program
Enrollment and Registration is open year around.
PHL program Start Dates: August 20, 2013
HOLIDAYS 2013 FOR ALL LOCATIONS AND PROGRAMS

December 24th, 2012 – Christmas Eve
December 25th, 2012 – Christmas Day
December 31st, 2012 – New Years Eve
January 1st, 2013 – New Year’s Day
January 21st, 2013 – Dr. Martin Luther King Jr. Day
February 18th, 2013 – President's Day
May 27th, 2013 – Memorial Day
July 4th, 2013 – Independence Day
September 2nd, 2013 – Labor Day
October 14th, 2013 – Columbus Day
November 11th, 2013 – Veterans Day
November 28-29th, 2013 – Thanksgiving Break
December 24th, 2013 – Christmas Eve
December 25th, 2013 – Christmas Day
December 31st, 2013 – New Year’s Eve

Breaks 2013 for San Mateo Campus – VN Program
June 24, 2013 – July 7, 2013 (Summer Vacation)

Breaks 2013 for San Mateo Campus – MRI Technology Program
June 24, 2013 – July 7, 2012 (Summer Vacation)

Breaks 2013 for San Mateo Campus – Ultrasound Technology Program
June 24, 2013 – July 7, 2013 (Summer Vacation)

Breaks 2013 for Concord Campus – VN Program
June 24, 2013 – July 7, 2013 (Summer Vacation)

Breaks 2013 for Concord Campus – PT Program
June 24, 2013 – July 7, 2013 (Summer Vacation)

Breaks 2013 for Concord Campus – RT Program
September 30, 2013 – October 6, 2013

Breaks 2013 for Fresno Campus – VN Program
June 24, 2013 – July 7, 2013 (Summer Vacation)

Breaks 2013 for Modesto Campus – VN Program
June 24, 2013 – July 7, 2013 (Summer Vacation)
<table>
<thead>
<tr>
<th>Program</th>
<th>Registration Fee *</th>
<th>Student Tuition Recovery Fund**</th>
<th>RSDRF** Refundable Fee</th>
<th>Textbooks &amp; Materials (NHA fee for PHL Program only)</th>
<th>Uniform Fee</th>
<th>Library Fee****</th>
<th>Tuition Fee</th>
<th>Total Program Cost*****</th>
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<tbody>
<tr>
<td>Ultrasound Technology</td>
<td>$75.00</td>
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<td>$100.00</td>
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<td>IV Therapy/Blood Withdrawal Course (Gurnick Academy VN Graduates) ***</td>
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* Non – refundable. Effective January 1, 2013, all institutions will be required to immediately begin collecting the STRF assessment at the new rate of fifty cents ($0.50) per thousand ($1000) of institutional charges

**RSDRF – Refundable Student Data Recovery Fee for details please refer to page 56, Catalog

***Continuing Education Courses are not accredited

**** Our Library Fee is calculated as $15/academic year

*****Please note that Total Program Cost excludes Transportation, Room & Board and Personal Expenses

OTHER FEES, AS APPLICABLE:

Transcript/Diploma fee - $15; Returned check fee - $15; Replacement ID Card fee - $5; Additional Gurnick Scrubs fee - $30;
Graduation Ceremony fee – determined by graduation committee with a minimum of $15 (generally $20-$50); Licensing Boards (BVNPT, ARRT, ARDMS, ARMRIT, etc) fees – ranges from $200 - $350 depending on the exam and license; BVNPT application processing fee - $150; Health Requirements Fees- (for MMR immunizations and titer, Varicella immunizations and titer, Hepatitis B vaccinations and titer, TB tests (multiple throughout the program), Tdap immunization, CPR certification (every 2 years during program and as long as they are health care providers): All determined by the provider of their choice; Parking fees at clinical sites – varies; HESI II or III exam fee - $50; Background Check fee - $33 to $75 depending on the provider and type; Passport photo for BVNPT fee - $10.00 varies depending upon merchant; Fingerprinting for the BVNPT- $71.00 current fee may increase over time; Drug testing fee - $65 - $110; CPR - $55-$80 depending on provider.