

Everest Institute - Marietta
2012 - 2014 catalog, revision date 10/20/16
Addendum

■ **ADDENDUM, Effective October 20, 2016:** The effective date of the school catalog is extended to March 31, 2017 unless republished prior to the extended date.

■ **ADDENDUM, effective March 1, 2016:** The following dates have been updated to the catalog.

Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Mod Early Morning, Morning, Afternoon & Night 2016	
Start Dates	End Dates
1/28/2016	2/25/2016
2/26/2016	3/24/2016
3/25/2016	4/28/2016
4/29/2016	5/26/2016
5/31/2016	6/27/2016
6/28/2016	7/26/2016
7/27/2016	8/23/2016
8/24/2016	9/21/2016
9/22/2016	10/19/2016
10/20/2016	11/16/2016
11/17/2016	12/16/2016
12/19/2016	1/25/2017

Student Breaks 2016		
Holiday/Student Breaks	Start Date	End Date
Presidents Day	2/15/2016	2/15/2016
Student Break	4/2/2016	4/10/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/23/2016	1/2/2017
Martin Luther King Day	1/16/2017	1/16/2017

■ **ADDENDUM, Effective February 17, 2016:** The effective date of the school catalog is extended to April 1, 2016 unless republished prior to the extended date.

■ **ADDENDUM, effective February 15, 2016:** The Introduction Module for the Medical Assistant and Medical Insurance Billing and Coding diploma programs has been replaced with Module HCIN: Introduction to Healthcare Profession. The prerequisites for all modules have also been replaced with Module HCIN.

MODULE HCIN - Introduction to the Healthcare Profession

6 Quarter Credits

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside: 20 Hrs.

■ **ADDENDUM, effective February 15, 2016:** Module G has been replaced with Module HCIN: Introduction to Healthcare Profession for the Medical Administrative Assistant diploma program. The prerequisites for all modules have been replaced with Module HCIN. There is no change in the overall length of the programs.

■ **ADDENDUM, effective February 4, 2016:** The following lab and technology fee language has been updated to the catalog:

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of \$150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of \$150 per academic year.

■ **ADDENDUM, effective February 4, 2016:** The following policies have been added and/or updated to the catalog:

1. TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of \$1,500 or less, may obtain an official transcript by submitting a completed **Transcript Request Form** to the campus Registrar. Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

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2. Student Academic Appeals Policy

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending.

Depending on the type of violation, the student must:

- Percentage Absence (program or term) – post positive attendance (“present”) within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the tenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see *Satisfactory Academic Progress and Retaking Coursework Policy*).

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student’s advisor and place the student on FA probation.

Final Course Grades

Final grade appeals must be submitted by the:

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- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

3. Satisfactory Academic Progress

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy.

Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time

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frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework.

4. LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

- a) The courses that the student needs are not available;
- b) The courses that the student needs are available, but the student declines to take them;
- c) An externship/internship site is not available for the student;
- d) A student is unable to pay tuition;
- e) The student is failing a course(s); or
- f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances and the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Return from a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

Failure to Return From a Leave of Absence

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
 - Loan repayment terms including the grace period
 - Rate of progress
 - Maximum time frame for completion

5. Attendance Policy

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Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy. If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend class within five (5) calendar days of the violation;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rule

Diploma Programs:

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend class within five (5) calendar days of the violation;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

6. STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal

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his/her decision to the Campus President. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@zenith.org.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org

Students may also contact and file a complaint with the state's agency and the Georgia Attorney General's Office at the following mailing address:

Office of the Attorney General
40 Capitol Square, SW
Atlanta, Georgia 30334
Phone: (404) 656-3300
Fax: (404)657-8733
AGOlens@law.ga.gov

7. INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS (Added)

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).

Additionally, international students must:

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
 - a. Bank letter verifying student's available funds (self-sponsoring).
 - b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
 - c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
 - d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

Refugees and Asylees - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

Online Students - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

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Undocumented Resident Aliens - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **diploma and undergraduate programs** are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

Note: Intensive English Studies Students - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

8. Federal Work Study

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.

FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Student Finance representative for more information.**

Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:

- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:

- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

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9. Financial Good Standing (Added)

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
 - \$2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
 - \$5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:

- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

10. CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

11. GRANTS AND SCHOLARSHIPS

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover the amount of calculated EFC in excess of \$500, plus any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year

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- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

■ **ADDENDUM, Effective February 8, 2016:** Tuition has been updated to the catalog.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$2,255	\$15,525
Medical Administrative Assistant	33 Weeks	48	\$1,888	\$13,783
Medical Insurance Billing and Coding	33 Weeks	48	\$2,132	\$13,644
Surgical Technologist	12 Months	53	\$1,797	\$21,012
Tuition effective February 8, 2016				
Book Price effective January 1, 2016				

■ **ADDENDUM, Effective December 30, 2015:** The following language has been added to the catalog.

CODE OF STUDENT CONDUCT

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Everest schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, Everest Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

SEXUAL HARASSMENT POLICY

Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

Scope

This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

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Definitions

Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

Clery Act - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

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Code of Student Conduct- standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Reporting of Crimes

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence

Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX¹ Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

¹ Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

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A. Privileged and Confidential Communications

- *Professional and Pastoral Counselors* Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus President is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

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Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

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If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus President shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Campus Security Authority

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus President, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

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Sexual Offences² Reporting and Disciplinary Procedures

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

² “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School’s prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim’s academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

Violence against Women

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary

The School’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

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Victim Confidentiality

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.

Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: <http://www.ncsl.org/research/human-services/redirect-mandatory-rprt-g-of-child-abuse-and-neglect-2013.aspx>

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at: <http://www.dss.virginia.gov/family/cps/index2.cgi>.

Pennsylvania

Sexual Offences³ Reporting and Disciplinary Procedures

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
 - Campus policy or security and local law enforcement;
 - Campus health center, women's center and rape crisis center;
 - Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

³ "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

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■ **ADDENDUM, Effective January 1, 2016:** The textbook & equipment costs have been updated.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$2,255	\$15,073
Medical Administrative Assistant	33 Weeks	48	\$1,888	\$13,382
Medical Insurance Billing and Coding	33 Weeks	48	\$2,132	\$13,247
Surgical Technologist	12 Months	53	\$1,797	\$20,400
Tuition effective February 2, 2015 Book Price effective January 1, 2016				

■ **ADDENDUM, Effective November 18, 2015:** The ACCSC “warning” statement was lifted on May 7, 2015 and has been removed from the bullet below under the Accreditation, Licensure and Approvals section.

- Everest College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of 48 campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

■ **ADDENDUM, Effective October 15, 2015:** The following language has been updated to the Accreditation, Approvals and Memberships section on page 2 of the catalog.

The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, (727) 210-2354 (fax). The program has been placed on Probationary Accreditation as of September 18, 2015.

■ **ADDENDUM, Effective July 1, 2015:** The textbook & equipment costs have been updated.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$2,117	\$15,073
Medical Administrative Assistant	33 Weeks	48	\$1,888	\$13,382
Medical Insurance Billing and Coding	33 Weeks	48	\$1,870	\$13,247
Surgical Technologist	12 Months	53	\$1,713	\$20,400
Tuition effective February 2, 2015 Book Price effective July 1, 2015				

■ **ADDENDUM, effective June 10, 2015:** The following calendars have been updated to the catalog.

Surgical Technologist Mod Early Morning, Morning, Afternoon & Night 2015 - 2017	
Start Dates	End Dates
8/17/2015	11/5/2015
12/14/2015	3/4/2016
4/11/2016	6/27/2016
8/8/2016	10/19/2016
1/23/2017	4/13/2017

Student Breaks 2015 - 2017		
Holiday/Student Breaks	Start Date	End Date
Labor Day	9/7/2015	9/7/2015
Thanksgiving Holiday	11/26/2015	11/27/2015
Christmas Break	12/24/2015	1/1/2016
Martin Luther King Day	1/18/2016	1/18/2016
Presidents Day	2/15/2016	2/15/2016
Student Break	4/4/2016	4/8/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/24/2016	1/2/2017
Martin Luther King Day	1/16/2017	1/16/2017
Presidents Day	2/20/2017	2/20/2017
Student Break	4/3/2017	4/7/2017
Memorial Day	5/29/2017	5/29/2017

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Independence Day	7/4/2017	7/4/2017
Labor Day	9/4/2017	9/4/2017
Thanksgiving Holiday	11/23/2017	11/24/2017

- **ADDENDUM, effective April 22, 2015:** The following calendars have been updated to the catalog.

Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Mod Early Morning, Morning, Afternoon & Night 2016	
Start Dates	End Dates
1/28/2016	2/25/2016
2/26/2016	3/24/2016
3/25/2016	4/28/2016
4/29/2016	5/26/2016
5/31/2016	6/27/2016
6/28/2016	7/26/2016
7/27/2016	8/23/2016
8/24/2016	9/21/2016
9/22/2016	10/19/2016
10/20/2016	11/16/2016
11/17/2016	12/16/2016
12/19/2016	1/23/2017

Student Breaks 2016		
Holiday/Student Breaks	Start Date	End Date
Presidents Day	2/15/2016	2/15/2016
Student Break	4/2/2016	4/10/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/24/2016	1/1/2017
Martin Luther King Day	1/16/2017	1/16/2017

- **ADDENDUM, effective April 15, 2015:** The effective date of the school catalog is extended to July 31, 2015 unless republished prior to the extended date.

- **ADDENDUM, Effective April 1, 2015:** Textbook and equipment costs have been updated to the catalog.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$2,015	\$15,073
Medical Administrative Assistant	33 Weeks	48	\$1,855	\$13,382
Medical Insurance Billing and Coding	33 Weeks	48	\$1,963	\$13,247
Surgical Technologist	12 Months	53	\$1,684	\$20,400
Tuition effective February 2, 2015				
Book Price effective April 1, 2015				

- **ADDENDUM, Effective February 2, 2015:** The language to remove copyright and reference to Corinthian Colleges is as follows:

The catalog copyright "Copyright © 2012 by Corinthian Colleges, Inc." has been removed. All other references to Corinthian Colleges (CCi) have either been removed or have been replaced with Zenith Education Group.

- **ADDENDUM, Effective February 2, 2015:** Tuition cost has been updated to the catalog.

This modular tuition table only applies to:

1. **New enrolling students.** A new student is defined as: a student who has never attended a Zenith Education Group school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;
2. A re-entering student who has withdrawn and is re-entering greater than 180 days from their withdrawal date.

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date, will be charged tuition at the cost per credit/quarter reflected on their most recent enrollment agreement. The withdrawn time period is calculated from the student's withdrawal date to the module or term start date.

Students re-entering within 180 days:

Same Program (Same / New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):

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Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
 Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

Same Program (Same / New Program Version)

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program)

Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,981	\$15,073
Medical Administrative Assistant	33 Weeks	48	\$1,640	\$13,382
Medical Insurance Billing and Coding	33 Weeks	48	\$1,843	\$13,247
Surgical Technologist	12 Months	53	\$1,653	\$20,400
Effective February 2, 2015				

■ **ADDENDUM, Effective February 2, 2015:** The language to update the School Ownership table is as follows:

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:

<p>Everest College Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest Institute, Southfield, MI) Bedford Park, IL (branch of Everest Institute, Southfield, MI) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Newport News, VA (main campus)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (additional location of Everest Institute, Cross Lanes, WV) Gahanna, OH (branch of Everest Institute, Southfield, MI) Grand Rapids, MI (main campus) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest Institute, Southfield, MI) Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest Institute, Southfield, MI) Norcross, GA (branch of Everest Institute, Southfield, MI) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) San Antonio, TX (main campus) Silver Spring, MD (additional location of Everest College, Portland, OR) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University North Orlando, FL) Jacksonville, FL (additional location of Everest University, North Orlando, FL)</p>
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<p>Portland, OR (main campus) Renton, WA (main campus) Salt Lake City, UT (main campus) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis, MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) Vienna, VA (Tyson's Corner) (additional location of Everest College, Colorado Springs, CO) Woodbridge, VA (additional location of Everest College, Seattle, WA)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Chelsea, MA (additional location of Everest Institute, Southfield, MI) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)</p>	<p>Lakeland, FL (additional location of Everest University, North Orlando, FL) Largo, FL (additional location of Everest University, North Orlando, FL) Melbourne, FL (additional location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, North Orlando, FL) Pompano Beach, FL (additional location of Everest University, North Orlando, FL) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (additional location of Everest University, North Orlando, FL)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Laramie, WY (main campus)</p>
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■ **ADDENDUM, Effective February 2, 2015:** The language to update the Statement of Ownership is as follows:

Statement of Ownership

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
 Building 2
 Oakdale, MN 55128

ECMC Group	
Directors	Officers
John DePodesta, Chair	David Hawn, President and CEO
Gary Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Roberta Cooper Ramo	Dan Fisher, General Counsel and Corporate Secretary
David Hawn	
I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	
Zenith Education Group	
Directors	Officers
John DePodesta, Chair	David Hawn, President
Gary Cook	Greg Van Guilder, Treasurer
I. King Jordan	Dan Fisher, Secretary
James McKeon	
Jack O'Connell	

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■ **ADDENDUM, Effective January 1, 2015:** Textbook and equipment cost has been updated to the Tuition and Fees table.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,981	\$18,841
Medical Administrative Assistant	33 Weeks	48	\$1,640	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$1,843	\$16,559
Surgical Technologist	12 Months	53	\$1,653	\$25,500
Effective January 1, 2015				

■ **ADDENDUM, Effective December 5, 2014:** The Surgical Technologist diploma program has been updated to the catalog.



Surgical Technologist
 Diploma Program
 12 months – 53 credit units

V2.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1060 hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

- During the clinical phase, students must document a total of **one hundred twenty (120)** procedures in the first scrub solo role (FSR) or with assist. The total **one hundred twenty (120)** procedures are to be completed as follows:
 - Students must complete thirty (30) cases in general surgery. Twenty (20) of the cases must be in the First Scrub Role (FSR). Ten is the maximum number cases in the Second Scrub Role (SSR) that can be applied to the total of 120.
 - Students must complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the FSR and evenly distributed between surgical specialties. Fifteen (15) is the maximum number of cases that can be counted in any one surgical specialty. These requirements meet the Core Curriculum for Surgical Technology, 6th Edition.

Upon successful completion of the entire course of study, students are awarded a Diploma in Surgical Technology, and are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

The Surgical Technologist program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology as part of the study of anatomy and physiology, physics, electricity, robotics, computers, microbiology and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, gloving, surgical positioning, and draping and prepping a patient for surgery.
- Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.
- Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.

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- Accurately create and maintain an instrument count.

Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

Course Code	Course Title	Lecture Hours	Lab Hours	Extern Hours	Clock Hours	Quarter Credit Hours
SLS 1317Z	Strategies for Health Care Professional Success	40	0	0	40	2.5
STS 1001Z	Principles & Practices of Surgical Technology	40	0	0	40	2.5
BSC 1085Z	Anatomy & Physiology I	40	0	0	40	2.5
BSC 1086Z	Anatomy & Physiology II	40	0	0	40	2.5
HSA 1529Z	Diseases of the Human Body	40	0	0	40	2.5
MCB 2000Z	Microbiology & Infection Control	40	0	0	40	2.5
STS 2007Z	Surgical Pharmacology	40	0	0	40	2.5
STS 2171CZ	Surgical Technology I	30	20	0	50	3.0
STS 2172CZ	Surgical Technology II	30	20	0	50	3.0
STS 2173CZ	Surgical Procedures I	40	40	0	80	5.0
STS 2174CZ	Surgical Procedures II	40	40	0	80	5.0
STS 2175CZ	Clinical Rotation I	0	0	180	180	6.5
STS 2176CZ	Clinical Rotation II	0	0	320	320	12
STS 2200Z	Surgical Technologist Certification Exam Review	20	0	0	20	1.0
TOTAL		440	120	500	1060	53

<p>SLS 1317Z Strategies for Health Care Professional Success 2.5 Quarter Credit Hours This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the college and its resources, professionalism, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0. Outside Hours: 10</p>
<p>STS 1001Z Principles and Practices of Surgical Technology 2.5 Quarter Credit Hours This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, death and dying, legal and ethical responsibilities, the operating room environment, and safety. CPR, OSHA and HIPPA are also offered during this course. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0. Outside Hours: 10</p>
<p>BSC 1085Z Anatomy and Physiology I 2.5 Quarter Credit Hours This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0 Outside Hours: 10</p>
<p>BSC 1086Z Anatomy and Physiology II 2.5 Quarter Credit Hours This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BSC 1085Z, SLS 1317Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0 Outside Hours: 10</p>
<p>HSA 1529Z Diseases of the Human Body 2.5 Quarter Credit Hours This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BSC 1085Z, BSC 1086Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0 Outside Hours: 10</p>
<p>MCB 2000Z Microbiology and Infection Control 2.5 Quarter Credit Hours This course is designed to provide the student with an overall understanding of basic microbiology, infection control,</p>

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disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> SLS 1317Z, BSC 1085Z. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0. Outside Hours: 10	
STS 2007Z Surgical Pharmacology	2.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> SLS 1317Z, BSC 1085Z, BSC 1086Z, STS 1001Z. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0. Outside Hours: 10	
STS 2171CZ Surgical Technology I	3.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> SLS 1317Z, BSC 1085Z, STS 1001Z. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0. Outside Hours: 12.5	
STS 2172CZ Surgical Technology II	3.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> STS 2171CZ. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0. Outside Hours: 12.5	
STS 2173CZ Surgical Procedures I	5.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, breast, and the genitourinary system, ophthalmic and otorhinolaryngology, oral and maxillofacial surgical specialties with hands-on application utilizing instruments, equipment, and supplies to deliver safe patient care. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> SLS 1317Z, BCS 1085Z, BSC 1086Z, HSA 1529Z, MCB 2000Z, STS 2007Z, STS 2172CZ. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. Outside Hours: 20	
STS 2174CZ Surgical Procedures II	5.0 Quarter Credit Hours
This course is designed to introduce surgical pathology and surgical procedures. Emphasis is on surgical procedures related to neurosurgery, cardiovascular and thoracic, plastic and reconstructive, and orthopedics, with hand-on application utilizing instruments, equipment, and supplies to deliver safe patient care. In addition, an emphasis is put on special population patients such as pediatric, geriatric, and trauma patients. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> STS 2173CZ. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0. Outside Hours: 20	
STS 2175CZ Clinical Rotation I	6.5 Quarter Credit Hours
This course is designed to provide the student with a continued and advancing opportunity to be involved in operative procedures in supervised clinical within clinical facility. As part of the experience, students may rotate throughout various departments within the clinical area, including obstetrics, delivery room, central processing, emergency room, and outpatient surgery areas as the facility allows. Students will experience hands-on learning utilizing instruments, equipment, and supplies in a perioperative clinical setting. Students will be exposed to increasing difficulty of procedures as the clinic site allows. As the capstone course for the surgical technology program, students will be prepared for an entry level surgical technologist position. Students will gain independence in preparing the operating room, opening surgical cases, setting up back tables, mayo stands and turning over the surgical site. Study for national certification exam for Surgical Technologists is required. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> STS 2174CZ. Lecture Hours: 0.0 Lab Hours: 0 Other Hours: 180.0. Outside Hours: 45.0	
STS 2176CZ Clinical Rotation II	12 Quarter Credit Hours
This course is a continuation of the skills practiced in STS 2175CZ with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students rotate throughout the operating room to enhance clinical learning experiences. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> STS 2174CZ, STS 2175CZ. Lecture Hours: 0.0 Lab Hours: 0 Other Hours: 320.0. Outside Hours: 80.0	
STS 2200Z Surgical Technologist Certification Examination Review	1.0 Quarter Credit Hour
This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Out-of-class activities will be assigned and assessed as part of this module. <i>Corequisite:</i> STS 2176CZ. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0. Outside Hours: 5.0	

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Surgical Technologist Mod Early Morning, Morning, Afternoon and Night 2015	
Start Dates	End Dates
8/17/2015	11/5/2015

Holiday/Student Breaks Surgical Technologist 2017		
Holiday/Student Breaks	Start Date	End Date
Christmas Break	12/24/2016	1/1/2017
Martin Luther King Day	1/16/2017	1/16/2017
Presidents Day	2/20/2017	2/20/2017
Student Break	4/3/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Independence Day	7/4/2017	7/4/2017
Student Break	7/3/2017	7/9/2017

■ **ADDENDUM, effective November 10, 2014:** The following Academic Progress Plan language has been updated in the catalog.

Academic Progress Plan (APP)

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

■ **ADDENDUM, effective November 26, 2014:** The following calendars have been updated to the catalog.

Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Mod Early Morning, Morning, Afternoon & Night 2015	
Start Dates	End Dates
11/11/2014	12/15/2014
12/16/2014	1/27/2015
1/29/2015	2/26/2015
2/27/2015	3/26/2015
3/30/2015	4/28/2015
4/30/2015	5/28/2015
5/29/2015	6/25/2015
6/26/2015	7/24/2015
7/27/2015	8/21/2015
8/24/2015	9/21/2015
9/22/2015	10/19/2015
10/20/2015	11/16/2015
11/17/2015	12/17/2015
12/18/2015	1/27/2016

Student Breaks 2015		
Holiday/Student Breaks	Start Date	End Date
Thanksgiving Holiday	11/24/2014	11/28/2014
Christmas Break	12/22/2014	1/2/2015
Martin Luther King Day	1/19/2015	1/19/2015
Presidents Day	2/16/2015	2/16/2015
Easter Break	4/3/2015	4/6/2015
Memorial Day	5/25/2015	5/25/2015
Independence Day	7/3/2015	7/3/2015
Labor Day	9/7/2015	9/7/2015
Thanksgiving Holiday	11/25/2015	11/27/2015
Christmas Break	12/23/2015	1/1/2016

■ **ADDENDUM, effective November 7, 2014:** The effective date of the school catalog is extended to March 31, 2015 unless republished prior to the extended date.

■ **ADDENDUM, Effective November 1, 2014:** The Textbook & Equipment amount has been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,975	\$18,841
Medical Administrative Assistant	33 Weeks	48	\$1,625	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$1,825	\$16,559
Surgical Technologist	12 Months	53	\$1,644	\$25,500
Effective November 1, 2014				

■ **ADDENDUM, Effective October 22, 2014:** The following calendar has been added to the catalog.

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Surgical Technologist Mod Early Morning, Morning, Afternoon and Night 2014 - 2015	
Start Dates	End Dates
11/17/2014	2/13/2015
2/23/2015	5/13/2015
5/21/2015	8/7/2015
8/17/2015	11/5/2015

- **ADDENDUM, Effective October 17, 2014:** The following language has been updated to page 2 of the catalog.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED. The State of Georgia does not recognize high school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas for admission purposes.

- **ADDENDUM, Effective October 2, 2014:** The Dream Award Program and Scholarships language has been removed from page 17 of the catalog.

- **ADDENDUM, Effective October 2, 2014:** The following language has been added to the catalog:

Everest College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The College is one of 107 campuses owned by Corinthian Colleges. On September 15, 2014, Everest College received notification from ACCSC that CCI's ACCSC-accredited campuses, including this campus, are being placed on "warning" by the Commission, warning the school that it might not be in compliance with accreditation standards and other requirements. The school is in the process of demonstrating corrective action and compliance with ACCSC accrediting standards. For further information on ACCSC and the steps to address accreditation compliance concerns, please visit the ACCSC website at www.accsc.org.

- **ADDENDUM, Effective August 13, 2014:** The following date has been added to the catalog.

Student Breaks 2015		
Holiday/Student Breaks	Start Date	End Date
New Year's Day	1/1/2015	1/1/2015

- **ADDENDUM, Effective June 24, 2014:** The following grant has been added to the catalog:

EVEREST OPPORTUNITY GRANT

The Everest Opportunity Grant is a need based institutional grant awarded on an annual basis to students who demonstrate financial need. The Opportunity Grant program is available for students who first enroll as of June 24, 2014. The amount and source of funding may vary by student based on demonstrated financial needs and continued funding availability. The amount and source of funding may change each award year based on demonstrated financial needs and funding availability. Students must reapply each academic year, meet all applicable application deadlines and maintain satisfactory academic progress. The Opportunity Grant may be utilized to cover any confirmed unmet financial need not covered by Title IV funding up to direct costs.

Eligibility

The student must meet all annual application deadlines and eligibility requirements and maintain satisfactory academic progress.

Obtaining the Funds

The Everest Opportunity Grant will automatically be credited to the student's account upon award confirmation.

Renewing the Grant

The student must reapply every academic year by the institutional deadline and meet eligibility requirements in order to be considered for an Everest Opportunity Grant in future years. The award amount may change, based on the student's determined financial need, enrollment, timeliness of the student's financial aid application and funding availability.

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■ **ADDENDUM, Effective July 1, 2014:** The highlighted Textbook & Equipment amount has been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$2,071	\$16,960
Medical Administrative Assistant	33 Weeks	48	\$1,707	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$1,919	\$16,559
Surgical Technologist	12 Months	53	\$1,719	\$25,500
Effective July 1, 2014				

■ **ADDENDUM, effective May 28, 2014:** The following Refund language has been updated in the catalog.

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of “W” or “WZ”). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

■ **ADDENDUM, Effective May 3, 2014 and May 21, 2014:** The Medical Assistant V2.0 of 60 credits has been updated to the catalog and will replace Medical Assistant v2.0 with 51 credits.



Medical Assistant

Diploma program
 41 weeks – 920 hours – 60 credit units

V2.0

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers, and insurance providers, are seeking their services.

The goal of the Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	40	40	0	80	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40	40	0	80	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40	40	0	80	6.0
Module C	Digestive System, Nutrition, Financial	40	40	0	80	6.0

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	Management, and First Aid					
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40	40	0	80	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40	40	0	80	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40	40	0	80	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40	40	0	80	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	40	40	0	80	6.0
Module X	Medical Assistant Externship	0	0	200	200	6.0
Total Hours:		360	360	200	920	60.0

MODULE MAINTRO - Introduction to Medical Assisting

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful notetaking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs.

Lab: 40 Hrs.

Outside: 26 Hrs.

Prerequisite: None

Credit Hours: 6.0

MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Outside: 27 Hrs.

Prerequisite: MAINTRO

Credit Hours: 6.0

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer

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<p>injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
<p>Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 25 Hrs.</p>	<p>Prerequisite: MAINTRO Credit Hours: 6.0</p>
<p>MODULE C - Digestive System, Nutrition, Financial Management, and First Aid</p> <p>Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
<p>Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 27 Hrs.</p>	<p>Prerequisite: MAINTRO Credit Hours: 6.0</p>
<p>MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR</p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
<p>Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 28 Hrs.</p>	<p>Prerequisite: MAINTRO Credit Hours: 6.0</p>
<p>MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures</p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
<p>Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 25 Hrs.</p>	<p>Prerequisite: MAINTRO Credit Hours: 6.0</p>

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MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Prerequisite: MAINTRO

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Credit Hours: 6.0

Outside: 28 Hrs.

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures

Module G covers the history and science of the medical field, as well as the medical assistant profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Prerequisite: MAINTRO

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Credit Hours: 6.0

Outside: 30 Hrs.

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Prerequisite: MAINTRO

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Credit Hours: 6.0

Outside: 29 Hrs.

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MODULE X - Medical Assistant Diploma Program Externship

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Lecture: 00 Hrs.

Prerequisite: MAINTRO, Modules A-H

Lab: 00 Hrs.

Credit Hours: 6.0

Extern: 200

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Assistant 2.0	41 Weeks	60	\$18,841	\$1,994	\$20,835
Effective for students starting May 3, 2014 and May 21, 2014					

Medical Assistant Weekday 2014 - 2015	
Start Dates	End Dates
5/21/2014	6/18/2014
6/19/2014	7/18/2014
7/21/2014	8/15/2014
8/18/2014	9/15/2014
9/16/2014	10/13/2014
10/14/2014	11/10/2014
11/11/2014	12/10/2014
12/11/2014	1/15/2015

Medical Assistant Weekend 2015	
Start Dates	End Dates
5/3/2014	6/1/2014
6/7/2014	6/29/2014

Student Breaks Weekend 2014 - 2015		
Holiday/Student Breaks	Start Date	End Date
Memorial Day	5/24/2014	5/25/2014

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■ **ADDENDUM, Effective April 9, 2014:** The following calendars have been added to the catalog.

Medical Assistant Weekend 2014 - 2015	
Start Dates	End Dates
7/12/2014	8/3/2014
8/9/2014	9/7/2014
9/13/2014	10/5/2014
10/11/2014	11/2/2014
11/8/2014	12/7/2014
12/13/2014	1/4/2015
1/10/2015	2/1/2015
2/7/2015	3/1/2015
3/7/2015	3/29/2015
4/11/2015	5/3/2015
5/9/2015	6/7/2015
6/13/2015	7/12/2015
7/18/2015	8/9/2015
8/15/2015	9/13/2015
9/19/2015	10/11/2015
10/17/2015	11/15/2015
11/21/2015	12/20/2015

Student Breaks Weekend 2014 - 2015		
Holiday/Student Breaks	Start Date	End Date
Independence Day Weekend	7/5/2014	7/6/2014
Labor Day Weekend	8/30/2014	8/31/2014
Thanksgiving Holiday	11/29/2014	11/30/2014
Easter Break	4/4/2015	4/5/2015
Memorial Day	5/23/2015	5/24/2015
Independence Day Weekend	7/4/2015	7/5/2015
Labor Day Weekend	9/5/2015	9/6/2015
Thanksgiving Holiday	11/28/2015	11/29/2015
Christmas Break	12/26/2015	12/27/2015

Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Mod All Shifts 2015	
Start Dates	End Dates
1/20/2015	2/17/2015
2/18/2015	3/17/2015
3/18/2015	4/16/2015
4/20/2015	5/15/2015
5/18/2015	6/15/2015
6/16/2015	7/14/2015
7/15/2015	8/11/2015
8/12/2015	9/9/2015
9/10/2015	10/7/2015
10/8/2015	11/4/2015
11/5/2015	12/4/2015
12/7/2015	1/12/2016

Student Breaks 2015		
Holiday/Student Breaks	Start Date	End Date
Martin Luther King Day	1/19/2015	1/19/2015
Presidents Day	2/16/2015	2/16/2015
Easter Break	4/3/2015	4/6/2015
Memorial Day	5/25/2015	5/25/2015
Independence Day	7/3/2015	7/3/2015
Labor Day	9/7/2015	9/7/2015
Thanksgiving Holiday	11/26/2015	11/27/2015
Christmas Break	12/21/2015	12/25/2015
New Year's Eve	12/31/2015	12/31/2015
New Year's Day	1/1/2016	1/1/2016

■ **ADDENDUM, Effective March 5, 2014:** The following Requirements and Procedure language has been updated to pg. 2 of the catalog.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

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■ **ADDENDUM, effective February 28, 2014:** The following language has been updated to the title page section of the catalog.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

Note: All previous program disclosures have been removed from the school catalog and addenda.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 18 of the catalog.

ADDED:

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

REMOVED:

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated under Administrative Policies section on page 19 of the catalog.

ADDED:

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student’s participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

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If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

REMOVED:

DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated on page 9 of the catalog.

ADDED:

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a **completed Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances, and
- b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

REMOVE:

LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Students

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requesting an LOA must submit a completed **Leave of Absence Request Form** prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- c) the school documents the unforeseen circumstances, and
- d) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education

■ **ADDENDUM, Effective January 1, 2014:** The textbook/equipment amount has been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,994	\$16,960
Medical Administrative Assistant	33 Weeks	48	\$1,749	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,089	\$16,559
Surgical Technologist	12 Months	53	\$1,641	\$25,500
Effective for programs starting January 1, 2014 and after				

■ **ADDENDUM, Effective December 18, 2013:** The following admission requirements have been removed from the catalog.

Allied Health Programs

- Students entering in allied health programs may be required to complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.
- Students entering allied health programs may be required to have a physical examination including their records of immunizations. Students must complete their physical examinations, provide their records of immunization, and begin the Hepatitis B series prior to beginning their first clinical rotation or externship.

■ **ADDENDUM, Effective October 16, 2013:** The following tuition below is a correction to the Tuition and Fees table effective July 15, 2013.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,972	\$18,841
Effective for programs starting July 15, 2013 and after				

■ **ADDENDUM, Effective September 1, 2013:** The following modifications have been made:

TUITION CHARGES FOR RE-ENTRY

Students re-entering within 180 days:

Same Program (Same/New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

Same Program (Same/New Program Version)

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

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Same Program (New Program Version of Different Credits/Length of Program)

Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Return from LOA

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Failure to Return from LOA

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Satisfactory Academic Process

FA Probation (SAP NOT MET – 2nd consecutive term)

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

Academic Progress Plan (APP)

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

SAP Advising or SAP MET Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

SAP NOT MET Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

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Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

■ **ADDENDUM, effective September 1, 2013:** The following updates have been made to the Notification of Rights Under FERPA section on page 23 of the catalog:

ADDED:

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

REMOVED:

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ **ADDENDUM, Effective July 17, 2013:** The following calendars have been added to the catalog.

Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding Mod All Shifts 2013 - 2014	
Start Dates	End Dates
6/26/2013	7/25/2013
7/26/2013	8/22/2013
8/23/2013	9/20/2013
9/23/2013	10/18/2013
10/21/2013	11/15/2013
11/18/2013	12/17/2013
12/18/2013	1/23/2014
1/24/2014	2/21/2014
2/24/2014	3/21/2014
3/24/2014	4/22/2014
4/23/2014	5/20/2014
5/21/2014	6/18/2014
6/19/2014	7/18/2014
7/21/2014	8/15/2014
8/18/2014	9/15/2014
9/16/2014	10/13/2014
10/14/2014	11/10/2014
11/11/2014	12/10/2014
12/11/2014	1/15/2015

Student Breaks 2013 - 2014		
Holiday/Student Breaks	Start Date	End Date
Student Break	6/25/2013	6/25/2013
Independence Day	7/4/2013	7/5/2013
Labor Day	9/2/2013	9/2/2013
Thanksgiving Holiday	11/28/2013	11/29/2013
Christmas Break	12/23/2013	12/27/2013
New Year's Day	1/1/2014	1/1/2014
Martin Luther King Day	1/20/2014	1/20/2014
Presidents Day	2/17/2014	2/17/2014
Easter Break	4/18/2014	4/21/2014
Memorial Day	5/26/2014	5/26/2014
Independence Day	7/3/2014	7/4/2014
Labor Day	9/1/2014	9/1/2014
Thanksgiving Holiday	11/27/2014	11/28/2014
Christmas Break	12/22/2014	12/26/2014

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■ **ADDENDUM, Effective July 15, 2013:** Surgical Technologist tuition has been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	41 Weeks	51	\$1,972	\$16,960
Medical Administrative Assistant	33 Weeks	48	\$1,711	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,040	\$16,559
Surgical Technologist	12 Months	53	\$1,593	\$25,500

Effective for programs starting July 15, 2013 and after

■ **ADDENDUM, Effective July 1, 2013:** Textbook and Equipment prices have been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	33 Weeks	48	\$1,972	\$16,960
Medical Administrative Assistant	33 Weeks	48	\$1,711	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,040	\$16,559
Surgical Technologist	12 Months	69	\$1,593	\$18,542

Effective for programs starting July 1, 2013 and after

■ **ADDENDUM, Effective April 15, 2013:** The Surgical Technologist diploma program has been updated to the catalog.



Surgical Technologist
 Diploma Program
 12 months – 53 credit units

V2.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1060 hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

- During the clinical phase, students must document a total of **one hundred twenty (120)** procedures in the first scrub solo role (FSR) or with assist. The total **one hundred twenty (120)** procedures are to be completed as follows:
 - Students must complete thirty (30) cases in general surgery. Twenty (20) of the cases must be in the First Scrub Role (FSR). Ten is the maximum number cases in the Second Scrub Role (SSR) that can be applied to the total of 120.
 - Students must complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the FSR and evenly distributed between surgical specialties. Fifteen (15) is the maximum number of cases that can be counted in any one surgical specialty. These requirements meet the Core Curriculum for Surgical Technology, 6th Edition.

Upon successful completion of the entire course of study, students are awarded a Diploma in Surgical Technology, and are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

The Surgical Technologist program provides the student with the theory and hands-on applications required to perform the following tasks:

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- Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology as part of the study of anatomy and physiology, physics, electricity, robotics, computers, microbiology and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, gloving, surgical positioning, and draping and prepping a patient for surgery.
- Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.
- Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.
- Accurately create and maintain an instrument count.

Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

Course Code	Course Title	Lecture Hours	Lab Hours	Extern Hours	Clock Hours	Quarter Credit Hours
SLS 1317Z	Strategies for Health Care Professional Success	40	0	0	40	2.5
STS 1001Z	Principles & Practices of Surgical Technology	40	0	0	40	2.5
BSC 1085Z	Anatomy & Physiology I	40	0	0	40	2.5
BSC 1086Z	Anatomy & Physiology II	40	0	0	40	2.5
HSA 1529Z	Diseases of the Human Body	40	0	0	40	2.5
MCB 2000Z	Microbiology & Infection Control	40	0	0	40	2.5
STS 2007Z	Surgical Pharmacology	40	0	0	40	2.5
STS 2171CZ	Surgical Technology I	30	20	0	50	3.0
STS 2172CZ	Surgical Technology II	30	20	0	50	3.0
STS 2173CZ	Surgical Procedures I	40	40	0	80	5.0
STS 2174CZ	Surgical Procedures II	40	40	0	80	5.0
STS 2175CZ	Clinical Rotation I	0	0	150	150	5.5
STS 2176CZ	Clinical Rotation II	0	0	350	350	13
STS 2200Z	Surgical Technologist Certification Exam Review	20	0	0	20	1.0
TOTAL		440	120	500	1060	53

<p>SLS 1317Z Strategies for Health Care Professional Success 2.5 Quarter Credit Hours</p> <p>This course is designed to prepare students for transition in their health care professional education and life. The course includes introduction to the college and its resources, professionalism, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, teamwork, information technology, learning styles along with written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours:0.0 Other Hours: 0.0.</p>
<p>STS 1001Z Principles and Practices of Surgical Technology 2.5 Quarter Credit Hours</p> <p>This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, death and dying, legal and ethical responsibilities, the operating room environment, and safety. CPR, OSHA and HIPPA are also offered during this course. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p>BSC 1085Z Anatomy and Physiology I 2.5 Quarter Credit Hours</p> <p>This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40.0 Lab Hours:</p>

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0.0 Other Hours: 0.0	
BSC 1086Z Anatomy and Physiology II	2.5 Quarter Credit Hours
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BSC 1085Z, SLS 1317Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
HSA 1529Z Diseases of the Human Body	2.5 Quarter Credit Hours
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BSC 1085Z, BSC 1086Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MCB 2000Z Microbiology and Infection Control	2.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BSC 1085Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
STS 2007Z Surgical Pharmacology	2.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BSC 1085Z, BSC 1086Z, STS 1001Z.</i> Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
STS 2171CZ Surgical Technology I	3.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BSC 1085Z, STS 1001Z.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.	
STS 2172CZ Surgical Technology II	3.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: STS 2171CZ.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours 0.0.	
STS 2173CZ Surgical Procedures I	5.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, breast, and the genitourinary system, ophthalmic and otorhinolaryngology, oral and maxillofacial surgical specialties with hands-on application utilizing instruments, equipment, and supplies to deliver safe patient care. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: SLS 1317Z, BCS 1085Z, BSC 1086Z, HSA 1529Z, MCB 2000Z, STS 2007Z, STS 2172CZ.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
STS 2174CZ Surgical Procedures II	5.0 Quarter Credit Hours
This course is designed to introduce surgical pathology and surgical procedures. Emphasis is on surgical procedures related to neurosurgery, cardiovascular and thoracic, plastic and reconstructive, and orthopedics, with hand-on application utilizing instruments, equipment, and supplies to deliver safe patient care. In addition, an emphasis is put on special population patients such as pediatric, geriatric, and trauma patients. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: STS 2173CZ.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
STS 2175CZ Clinical Rotation I	5.5 Quarter Credit Hours
This course is designed to provide the student with a continued and advancing opportunity to be involved in operative procedures in supervised clinical within clinical facility. As part of the experience, students may rotate throughout various departments within the clinical area, including obstetrics, delivery room, central processing, emergency room, and outpatient surgery areas as the facility allows. Students will experience hands-on learning utilizing instruments, equipment, and supplies in a perioperative clinical setting. Students will be exposed to increasing difficulty of procedures as the clinic site allows. As the capstone course for the surgical technology program, students will be prepared for an entry level surgical technologist position. Students will gain independence in preparing the operating room, opening surgical cases, setting up back tables, mayo stands and turning over the surgical site. Study for national certification exam for Surgical Technologists is required. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: STS 2174CZ.</i> Lecture Hours: 0.0 Lab Hours: 0 Other Hours: 150.0.	
STS 2176CZ Clinical Rotation II	13 Quarter Credit Hours
This course is a continuation of the skills practiced in STS 2175CZ with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students rotate throughout the operating room to	

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enhance clinical learning experiences. Out-of-class activities will be assigned and assessed as part of this module.
Prerequisites: STS 2174CZ, STS 2175CZ. Lecture Hours: 0.0 Lab Hours: 0 Other Hours: 350.0.

STS 2200Z Surgical Technologist Certification Examination Review **1.0 Quarter Credit Hour**
 This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. Out-of-class activities will be assigned and assessed as part of this module. *Corequisite:* STS 2176CZ. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Surgical Technologist	12 months	53	\$18,542	\$1,508
Effective for programs starting April 15, 2013 and after				

53 Quarter Credit Hour Program Total credits that may be attempted: 79 (150% of 53)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-10	2.0	NA	66.66%	NA
10-20	2.0	1.0	66.66%	NA
21-30	2.0	1.25	66.66%	50%
31-40	2.0	1.5	66.66%	65%
41-50	2.0	1.75	66.66%	65%
51-79	NA	2.0	NA	66.66%

Surgical Technologist Mod All Shifts 2013 - 2017	
Start Dates	End Dates
4/15/13	7/7/13
7/15/13	10/6/13
10/14/13	1/12/14
1/13/14	4/6/14
4/14/14	7/6/14
7/14/14	10/5/14
10/13/14	1/11/15
1/12/15	4/5/15
4/13/15	7/5/15
7/13/15	10/4/15
10/12/15	1/10/16
1/11/16	4/3/16
4/11/16	7/3/16
7/11/16	10/2/16
10/10/16	1/8/17
1/9/17	4/2/17
4/10/17	7/2/17

Holiday/Student Breaks Surgical Technologist 2013 - 2014		
Holiday/Student Breaks	Start Date	End Date
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13
Student Break	7/8/13	7/14/13
Labor Day	9/2/13	9/2/13
Student Break	10/7/13	10/13/13
Thanksgiving Holiday	11/28/13	11/29/13
Student Break	12/23/13	1/1/14
Martin Luther King Day	1/20/14	1/20/14
Student Break	4/7/14	4/13/14
Independence Day	7/4/14	7/4/14
Student Break	7/7/14	7/13/14
Labor Day	9/1/14	9/1/14
Student Break	10/6/14	10/12/14
Thanksgiving Holiday	11/27/14	11/28/14
Student Break	12/23/14	1/2/15
Martin Luther King Day	1/19/15	1/19/15
Presidents Day	2/16/15	2/16/15
Student Break	4/6/15	4/12/15
Memorial Day	5/25/15	5/25/15
Independence Day	7/3/15	7/4/15
Student Break	7/6/15	7/12/15
Labor Day	9/7/15	9/7/15
Student Break	10/5/15	10/11/15
Thanksgiving Holiday	11/26/15	11/29/15
Student Break	12/24/15	1/3/16
Martin Luther King Day	1/18/16	1/18/16
Presidents Day	2/15/16	2/15/16

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Student Break	4/4/16	4/10/16
Memorial Day	5/30/16	5/30/16
Independence Day	7/4/16	7/4/16
Student Break	7/4/16	7/10/16
Labor Day	9/5/16	9/5/16
Student Break	10/3/16	10/9/16
Thanksgiving Holiday	11/24/16	11/27/16
Student Break	12/24/16	1/1/17
Martin Luther King Day	1/16/17	1/16/17
Presidents Day	2/20/17	2/20/17
Student Break	4/3/17	4/9/17
Memorial Day	5/29/17	5/29/17
Independence Day	7/4/17	7/4/17
Student Break	7/3/17	7/9/17

■ **ADDENDUM, Effective May 29, 2013:** The tuition amount has been updated to the Tuition and Fees table.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	33 Weeks	48	\$1,654	\$16,960
Medical Administrative Assistant	33 Weeks	48	\$1,769	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,007	\$16,559
Surgical Technologist	12 Months	69	\$1,342	\$18,542

Effective for programs starting May 29, 2013 and after

■ **ADDENDUM, Effective May 4, 2013:** The campus will begin to offer the Medical Assistant V2.0 diploma program.



Medical Assistant
Diploma program
 41 weeks – 920 hours – 51 credit units

V2.0

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Program Objectives: In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers, and insurance providers, are seeking their services.

The goal of the Medical Assistant program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance.

MA (DIP) v2-0 PROGRAM OUTLINE							
Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	ACCSC Credits	Total Clock Hours	Total Quarter Credits
Module MAINTROZ	Introduction to Medical Assisting	40	40	0	5.0	80	5.0
Module AZ	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40	40	0	5.0	80	5.0
Module BZ	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40	40	0	5.0	80	5.0
Module CZ	Digestive System, Nutrition, Financial Management, and First Aid	40	40	0	5.0	80	5.0
Module DZ	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40	40	0	5.0	80	5.0
Module EZ	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40	40	0	5.0	80	5.0

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Module FZ	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40	40	0	5.0	80	5.0
Module GZ	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40	40	0	5.0	80	5.0
Module HZ	Health Insurance Basics, Claims Processing, and Computerized Billing	40	40	0	5.0	80	5.0
Module XZ	Medical Assistant Externship	0	0	200	6.0	200	6.0
Total Hours:		360	360	200	51.0	920	51.0

MODULE MAINTROZ - Introduction to Medical Assisting

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful notetaking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs.

Lab: 40 Hrs.

Outside: 26 Hrs.

Prerequisite: None

ACCSC Credit Hours: 5.0

MODULE AZ - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Outside: 27 Hrs.

Prerequisite: MAINTROZ

ACCSC Credit Hours: 5.0

MODULE BZ - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Prerequisite: MAINTROZ

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Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 25 Hrs.	ACCSC Credit Hours: 5.0
<p>MODULE CZ - Digestive System, Nutrition, Financial Management, and First Aid</p> <p>Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 27 Hrs.	Prerequisite: MAINTROZ ACCSC Credit Hours: 5.0
<p>MODULE DZ - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR</p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 28 Hrs.	Prerequisite: MAINTROZ ACCSC Credit Hours: 5.0
<p>MODULE EZ - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures</p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.</p>	
Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer) Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab) Outside: 25 Hrs.	Prerequisite: MAINTROZ ACCSC Credit Hours: 5.0

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MODULE FZ - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Outside: 28 Hrs.

Prerequisite: MAINTROZ

ACCSC Credit Hours: 5.0

MODULE GZ - Medical Law, and Ethics, Psychology, and Therapeutic Procedures

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Outside: 30 Hrs.

Prerequisite: None

ACCSC Credit Hours: 5.0

MODULE HZ – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module.

Lecture: 40 Hrs. (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs. (30 in Clinical Lab/10 in Computer Lab)

Outside: 29 Hrs.

Prerequisite: MAINTROZ

ACCSC Credit Hours: 5.0

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MODULE XZ - Medical Assistant Diploma Program Externship

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Lecture: 00 Hrs.

Lab: 00 Hrs.

Extern: 200

Prerequisite: MAINTROZ, Modules AZ-HZ
 ACCSC Credit Hours: 6.0

51 Quarter Credit Hour Program Total credits that may be attempted: 76 (150% of 51)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-15	2.0	NA	66.66%	NA
16-20	2.0	1.0	66.66%	NA
21-25	2.0	1.25	66.66%	50%
26-35	2.0	1.5	66.66%	65%
36-50	2.0	1.75	66.66%	65%
51-76	NA	2.0	NA	66.66%

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)	Total Cost (estimated)
Medical Assistant 2.0	41 Weeks	51	\$18,841	\$1,952	\$20,793
Effective for students starting May 4, 2013					

Medical Assistant 2.0 Mod All Shifts Weekday 2013 - 2014	
Start Dates	End Dates
5/28/2013	6/24/2013
6/26/2013	7/24/2013
7/29/2013	8/23/2013
8/26/2013	9/23/2013
9/25/2013	10/22/2013
10/24/2013	11/20/2013
11/21/2013	12/20/2013
12/30/2013	1/28/2014
1/30/2014	2/27/2014
2/28/2014	3/27/2014
3/31/2014	4/25/2014
4/29/2014	5/27/2014
5/29/2014	6/25/2014
6/26/2014	7/24/2014

Medical Assistant 2.0 Mod All Shifts Weekend 2013 - 2014	
Start Dates	End Dates
5/4/2013	6/2/2013
6/8/2013	6/30/2013
7/6/2013	7/28/2013
8/3/2013	8/25/2013
9/7/2013	9/29/2013
10/5/2013	10/27/2013
11/2/2013	11/24/2013
12/7/2013	12/29/2013
1/4/2014	1/26/2014
2/1/2014	2/23/2014
3/1/2014	3/23/2014
3/29/2014	4/27/2014
5/3/2014	6/1/2014
6/7/2014	6/29/2014

Holidays/Student Breaks Mod All Shifts 2013 - 2014		
Holidays/Student Breaks	Start Date	End Date
Memorial Day	5/27/2013	5/27/2013
Independence Day	7/4/2013	7/4/2013
Labor Day	9/2/2013	9/2/2013

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Thanksgiving Holiday	11/28/2013	11/29/2013
Christmas Break	12/23/2013	12/27/2013
New Year's Day	1/1/2014	1/1/2014
Martin Luther King Day	1/20/2014	1/20/2014
Presidents Day	2/17/2014	2/17/2014
Memorial Day	5/26/2014	5/26/2014

■ **ADDENDUM, Effective April 3, 2013:** The following calendars have been added to the catalog.

Surgical Technologist Mod All Shifts 2013 - 2017	
Start Dates	End Dates
4/15/13	7/7/13
7/15/13	10/6/13
10/14/13	1/12/14
1/13/14	4/6/14
4/14/14	7/6/14
7/14/14	10/5/14
10/13/14	1/11/15
1/12/15	4/5/15
4/13/15	7/5/15
7/13/15	10/4/15
10/12/15	1/10/16
1/11/16	4/3/16
4/11/16	7/3/16
7/11/16	10/2/16
10/10/16	1/8/17
1/9/17	4/2/17
4/10/17	7/2/17

Student Breaks 2013 - 2014		
Holiday/Student Breaks	Start Date	End Date
Memorial Day	5/27/13	5/27/13
Student Break	7/8/13	7/14/13
Student Break	10/7/13	10/13/13
Student Break	12/23/13	1/1/14
Student Break	4/7/14	4/13/14
Independence Day	7/4/14	7/4/14
Student Break	7/7/14	7/13/14
Labor Day	9/1/14	9/1/14
Student Break	10/6/14	10/12/14
Thanksgiving Holiday	11/27/14	11/28/14
Student Break	12/23/14	1/2/15
Martin Luther King Day	1/19/15	1/19/15
Presidents Day	2/16/15	2/16/15
Student Break	4/6/15	4/12/15
Memorial Day	5/25/15	5/25/15
Independence Day	7/3/15	7/4/15
Student Break	7/6/15	7/12/15
Labor Day	9/7/15	9/7/15
Student Break	10/5/15	10/11/15
Thanksgiving Holiday	11/26/15	11/29/15
Student Break	12/24/15	1/3/16
Martin Luther King Day	1/18/16	1/18/16
Presidents Day	2/15/16	2/15/16
Student Break	4/4/16	4/10/16

■ **ADDENDUM, Effective April 1, 2013:** The following highlighted amounts have been updated to the Tuition and Fees table.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	33 Weeks	48	\$1,654	\$16,568
Medical Administrative Assistant	33 Weeks	48	\$1,769	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,007	\$16,410
Surgical Technologist	12 Months	69	\$1,342	\$29,677
Effective for programs starting April 1, 2013 and after				

■ **ADDENDUM, Effective January 25, 2013:** The following language has been updated to pg. 3 of the catalog.

CRIMINAL BACKGROUND CHECK

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

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- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

■ **ADDENDUM, Effective January 16, 2013:** The following calendars have been updated to the catalog.

Medical Assistant Weekend 4 Weeks 2013 - 2014	
Start Dates	End Dates
7/6/2013	7/28/2013
8/3/2013	8/25/2013
9/7/2013	9/29/2013
10/5/2013	10/27/2013
11/2/2013	11/24/2013
12/7/2013	12/29/2013
1/4/2014	1/26/2014
2/1/2014	2/23/2014
3/1/2014	3/23/2014
3/29/2014	4/27/2014
5/3/2014	6/1/2014
6/7/2014	6/29/2014

Medical Insurance Billing & Coding, Medical Assistant, Medical Administrative Assistant Mod All Shifts 4 Weeks 2013 - 2014	
Start Dates	End Dates
7/29/2013	8/23/2013
8/26/2013	9/23/2013
9/25/2013	10/22/2013
10/24/2013	11/20/2013
11/21/2013	12/20/2013
12/30/2013	1/28/2014
1/30/2014	2/27/2014
2/28/2014	3/27/2014
3/31/2014	4/25/2014
4/29/2014	5/27/2014
5/29/2014	6/25/2014
6/26/2014	7/24/2014

Surgical Technologist Mod All Shifts 2013 - 2014	
Start Dates	End Dates
7/22/2013	9/9/2013
8/21/2013	10/16/2013
9/11/2013	11/5/2013
10/21/2013	12/17/2013
11/7/2013	1/13/2014
12/19/2013	2/24/2014
1/15/2014	3/13/2014
2/26/2014	4/22/2014
3/17/2014	5/9/2014
4/24/2014	6/19/2014
5/13/2014	7/9/2014
6/23/2014	8/18/2014

Student Breaks 2013 - 2014		
Holiday/Student Breaks	Start Date	End Date
Independence Day	7/4/2013	7/4/2013
*Labor Day	8/31/2013	9/1/2013
Labor Day	9/2/2013	9/2/2013
Thanksgiving	11/28/2013	11/29/2013
*Thanksgiving	11/30/2013	12/1/2013
Christmas	12/23/2013	12/27/2013
New Year's Day	1/1/2014	1/1/2014
MLK Jr. Day	1/20/2014	1/20/2014
President's Day	2/17/2014	2/17/2014
*Easter	4/19/2014	4/20/2014
Memorial Day	5/26/2014	5/26/2014
*Memorial Day	5/24/2014	5/25/2014

*For Weekend courses only

■ **ADDENDUM, Effective January 1, 2013:** The Tuition and Fees table has been updated to the catalog.

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assistant	33 Weeks	48	\$1,497	\$16,568
Medical Administrative Assistant	33 Weeks	48	\$1,610	\$16,727
Medical Insurance Billing and Coding	33 Weeks	48	\$2,007	\$16,410
Surgical Technologist	12 Months	69	\$1,342	\$29,677

Effective for programs starting January 1, 2013 and after