EVMC

EAST VALLEY MEDICAL COLLEGE

STUDENT CATALOG

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Licensed by the Arizona State Board
For Private Postsecondary Education
www.azppse.gov

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Accrediting Council for Continuing Education and Training
www.accet.org

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The catalog is available to students and prospective students in written or electronic format

Philosophy

We believe education is a lifelong process. A competent, enthusiastic staff will provide a comprehensive, relevant learning experience, allowing students to take responsibility for their own learning.

Mission

East Valley Medical College strives for excellence in educating and training each individual student, encouraging them to not only achieve but, surpass their educational and career goals. As a teaching facility, we believe our success is built solely on the success of each student who passes through our doors.

Educational Objectives and Philosophy

The programs at East Valley Medical College are designed to provide the student with the skills necessary to be a vital part of the healthcare team. Each faculty member is dedicated to providing training in a professional and positive atmosphere with current information that is accurate and stimulating. East Valley Medical College sets high academic expectations and standards for all of our students and staff. Students will profit by meeting those standards with a positive attitude, dedication, enthusiasm and determination. The catalog is intended to inform students about the policies of the college. Students are responsible for knowing and following the content of this catalog. Our staff members will be happy to answer any questions regarding school policies, procedures and programs.

Goals for East Valley Medical College:

Educational Goals:

To provide students with the training and the knowledge needed to become a valued, integral part of the fast changing and versatile healthcare field.

Financial Goals:

Demonstrate a record of responsible financial management with resources sufficient to provide quality education, training, and student services and to complete the instruction of all enrolled participants.

Student Outcome Goal:

Each program will have a student outcome goal of a completion and employment rate of no less than 90%.

Student Services Goal

Continue partnerships with the Workforce Innovation and Opportunity Act (WIOA, Vocational Rehabilitation, The VA and Rotary Clubs which will allow EVMC to assist students with educational funding.

History

East Valley Medical College is owned and operated by Van and Jenifer Brumbach. The Brumbach's formally owned and operated Valley Medical College in Salem, Oregon for 14 years. Valley Medical College taught 6 programs with approximately 300 students per year. Valley Medical College was the first vocational school allowed to teach the Licensed Practical Nursing Program in the state of Oregon. After selling the college in 2009, they relocated to Arizona. In 2013, East Valley Medical College was opened.

Location and Description

We are located at 205 E. Southern Ave Ste. 100 Mesa, Arizona 85210. Our classrooms are furnished with modern equipment including: computers, charts, diagrams, and videos to enhance classroom activities. Computers with Internet are available to students as well as a fully furnished operational laboratory. Please refer to each program outline for a full description of equipment available for that program.

Course ~ Program ~ Definition

A course shall be defined as any stand-alone class that is 11 weeks or less in duration and leads to a certificate of completion.

A Program shall be defined as any program that consists of multiple courses and is more than 11 weeks in duration and leads to a certificate of completion. All courses and programs are classroom, laboratory, and clinical based.

Certificate Programs/Courses Offered

Medical Assistant: 550 classroom hrs. 100 laboratory hrs. 250 clinical hrs. (900 hrs.): 33 weeks
Occupational Objective: This program is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a medical assistant in a variety of healthcare settings.

Phlebotomy Technician: 50 classrooms hrs. 30 laboratory hrs. 120 clinical hrs. (200 hrs.): 8 weeks
Occupational Objective: This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as an entry level phlebotomist/lab technician.

Medical Receptionist: 275 classroom hrs. 25 laboratory hrs. 120 clinical hrs. (420 hrs.) : 14 weeks
Occupational Objective: This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as an entry level medical receptionist.

Certificate Program/Course Costs

Medical Assistant

Registration	$200.00
Tuition	$4800.00
Fee's	.00
Books/Supplies: (loaned)	.00
Total	$5000.00

Phlebotomy Technician

Registration	$ 200.00
Tuition	$2300.00
Fee's	.00
Books/Supplies: (loaned)	.00
TB Test	.00
Total	$2500.00

Medical Receptionist

Registration	$ 200.00
Tuition	$2200.00
Fee's	.00
Books/Supplies: (loaned)	.00
TB Test	.00
Total	$2400.00

Additional Costs to the Student:

Immunizations:	varies
Black scrub pants	varies
Watch	varies
Books/Supplies: If not returned	varies
TB chest X-ray for TB clearance	varies

Admission Requirements
All prospective students must complete an interview with an admissions representative prior to enrollment. This allows the applicant the opportunity to ask specific questions relating to admission questions regarding the course or program, requirements, length, cost, curriculum, and employment possibilities. During the interview, the catalog is reviewed **prior** to enrollment.

The following requirements are needed at the time of enrollment.
- Proof individual is 18 years of age at the time of enrollment and eligible citizen/resident
- Completed copy of the college's application
- Copy of high school diploma/transcripts, GED, or an Associates or bachelor's Degree
- Ability to pass a State/National Background Check
- Ability to pass/provide a negative TB test, negative chest x-ray or doctors note stating student is not experiencing any TB symptoms
- Ability to pass a drug screen
- Payment of registration fee and satisfactory arrangements to pay tuition
- Depending on clinical site, proof of all childhood immunization: MMR, DTaP, IPV, Hep V, Hib or blood titers and flu shoot at certain times of year.
- **All phlebotomy student is required** to provide the above immunizations by the first day of class
- AZ level one fingerprint clearance card if requested by the clinical site

Verification of High School Diploma ~ Home School Diploma ~ Foreign Country Diploma
The college reserves the right to verify that a school issuing the high school diploma is a legitimate AZ Licensed School; the registrar will check the AZ Department of Education website www.edna.ed.state.az.us. Home schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. Student's that submit a diploma or official document from a foreign country will be responsible to have their document translated by an appropriate official to verify their high school diploma is valid**.**

Students with Disabilities
The college does not discriminate against any students with disabilities. The college provides facilities and services for special need students. These services include; Handicap student parking, and wheelchair accessibility to classrooms and restrooms. Lab does not provide access for wheelchairs. Additional one on one tutoring time, extra time to take quizzes and exams. Recording lectures.

Accident Insurance
Students without private insurance will not be provided accident insurance coverage. Students are strongly encouraged to seek their own medical and accident coverage from private or public sources. **Personal health insurance is the responsibility of the student**. In the event a student is injured during scheduled classroom/lab or clinical times, the student must report the injury to a campus representative and complete an Incident Report that is signed by the student. This must be filed with the school within 24 hours of the incident.

Affirmative Action and Non-Harassment Policy
It is the policy of East Valley Medical College that discrimination based on the grounds of race, color, religion, sex, national origin, marital status, age, and disability or family relationships will not exist in any area, activity or operation of the college as required by the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; section 504 of the Rehabilitation Action of 1973; section 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974; The Age Discrimination Act; The American with Disability Act of 1990; and Arizona Civil Rights Law and their implementing regulation

Campus Crime Report
All students and prospective students shall be entitled to a copy of the campus crime report.

ACADEMIC POLICIES

Academic Dishonesty
Plagiarism, cheating on tests or assignments, supplying information you know to be wrong to the college, staff or other students is grounds for immediate disciplinary action including probation or dismissal.

Copyright Infringement Policies
Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need be proved, may be assessed. If the court determines there is an infringement, it may award damages between $750 and $30,000. If the court determines that the infringement was willful, the penalty may be as high as $150,000 per item. In addition, East Valley Medical College reserves the right to enforce violations of this policy. Failure to comply may result in suspension or termination, appropriate disciplinary action, and termination in the case of employees or expulsion in the case of students. The unauthorized distribution of copyrighted materials including unauthorized peer to peer file sharing is subject to civil and criminal liabilities.

Assignment Policy
Graded assignments will contain assignment instructions and a assigned due date. The due date and time will be provided. All assignments are due on the delineated due date and time. Late assignment submissions must be approved by the course instructor for exemption of late submission penalties. Exemption shall be based on extreme circumstances out of the student's control. Non-exempt assignments shall be counted down by 20% for each day late including weekends and holidays. EVMC does not provide make-up work for points.

Exam Security Policy
Students are not authorized to reproduce or replicate exams in any form. Students are not authorized to communicate the content of their exams. Students will, upon completion of their exam, be able to immediately review the exam in its entirety. After the student turns the exam in they will not be able to access the content of their exam. Any student wishing to review the exam content must make a request to their instructor to arrange a time for the exam to be reviewed in a supervised setting.

Make-Up Exam Policy
Any student who misses an exam must notify their instructor within 24 hours to request a make-up exam. Notification outside of the 24-hour requirement must be reviewed by the instructor and Director of Education to determine if a make-up exam will be authorized. Make up exams will not be the original exam; additionally, the student will automatically **lose 20%** for the extra study time and can only make up one exam. Medical assisting student will be authorized to make up no more than two exams in any course. The make-up exam may include fill in the blank, essay or any combination of learning assessment tools as determined and decided upon by the course instructor.

Make Up Time
Make-up hours must be consistent in content, time and delivery of the lecture or lab that was missed.

Academic Progress Policy (SAP Policy) Clock Hour Courses
The following policy governs the determination of satisfactory academic progress for EVMC clock hour courses. Students must maintain a passing grade (**C or better, 70%)** in their course to successfully complete their program or course. The maximum time frame in which a student must complete the program may not exceed 150% of the published length of the program measured in clock hours. Students exceeding the maximum time frame will be administratively discharged from the program.

Academic Progress Policy (SAP Policy) Review

Courses that are three blocks (33 weeks in length), will have midterm evaluations completed at the 6th week mark of the block. Final evaluations will be completed at the 11th week mark of the block. Courses that are less than 11 weeks, will have evaluations completed at the halfway mark of the course and then again at the completion of the course.

The student is required to make quantitative progress toward program completion. In order to make quantitative progress towards completion the student must attend 90% of the scheduled class/lab and clinical on a cumulative basis during each evaluation period

Students' grades and attendance are evaluated and posted every Thursday in the student's classroom.

SAP Policy Review:

Students are evaluated for satisfactory academic progress at the mid-term portion of the term/course and again at the end of the term/course. If at the mid-term portion of the term/course the student is not passing the course or specific class/classes with a minimum of **70%,** they will be placed on academic probation. At the end of each term/course, students who have not maintained a minimum of 70% for each class will have to repeat the class/classes that were failed. Upon the student successfully completing the class/classes that are being repeated with a 70% or higher, the student will be eligible to move forward to the next term of the program and will be removed from academic probation. Students can retake a class one time. If they are unable to successfully pass it the second time attempted, they will be discharged from the program.

SAP Failure at Initial Review Date: Academic Probationary Contract

Students who do not maintain a C grade (70%) or better at any time in a course will be placed on a probationary contract. The probationary contract includes an academic plan devised by the instructor and the student that if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by the review date (last day of the course). The probationary contract will be reviewed and finalized at the completion of the scheduled course. Students that are successful with their plan of action will be removed from probationary status.

The probationary contract is reviewed by the student and the instructor. The final grade will be an accumulative grade of the course which will be recorded on the student's transcript. All evaluations are explained to each student, and copies are available upon completion of the course.

Students who do not successfully meet the terms stated in the probationary contract by the review date (last day of the course) will receive a failing grade in the course. Students who fail the course will be notified in writing within 5 days by certified mail that he/she is being administratively w/d for unsatisfactory academic progress. Students who fail a course may repeat the course one time at full cost; however, will be required to enter into a probationary contract prior to the start of the course. Students who are in a program may not be able to advance to the next block without satisfactorily completing all elements of the current block.

Appeals and Reentry: SAP Policy

If a student feels that he or she has been unjustly placed on a probationary contract for violation of the SAP policy the student shall have **five** days from the date of notice of SAP violation (excluding Saturday, Sunday, and state and federal holidays) to submit an appeal form. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family

The director of education will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the SAP requirements. The student will be send a written decision within ten days of the Institutes receipt of the appeal. The decision of the School Director is final

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the director of educations letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted.

ATTENDANCE POLICIES

General Attendance Polices

The East Valley Medical College faculty, administrators, and staff believe that it is in the best interest of our students to implement an attendance policy that will promote academic success and effective workplace skills as required by employers.

- **EVMC attendance policy states that a student may not be absent for more than 10% of** the attendance period which begins with the first day of class/lab and ends with the last scheduled day of class/lab and clinical scheduled shifts.

- Students are to notify East Valley Medical College by phone prior to the start of class if they are going to be late or absent. All absent time, including late arrivals and early departures, regardless of reason, will be recorded and becomes part of the student's permanent record.

- **An absence is defined as arriving 10 or more minutes later** then the time noted on the syllabi or leaving 10 or more minutes before class/lab is dismissed. Student who have missed 5% of the attendance policy will be placed on warning attendance probation.

- Absences more than 10% of the attendance
  period will result in the student being dismissed for violation of the attendance policy. Students must be present in class at the time the class begins to not be counted tardy.

- **A tardy is defined as arriving 1-9 minutes later than the time noted on the syllabi** or leaving class/lab 1-9 minutes prior to class/lab being dismissed. **Three tardys** will equal one absence. Students who are tardy more than three times during a class/lab period will be placed on attendance probation.

Student Breaks:

- Student breaks equal 10 minutes per hour. Students exceeding their break/lunch will be considered tardy or absent.
- See program handbook for specific attendance guideline.

Tracking Attendance

Attendance is tracked in every class period by the Instructor. Attendance records are submitted to the front office where they will be recorded in the students' final records. Additionally, the attendance and grade book will be posted in the respective classroom every Friday by 4 pm. If a student does not agree with the attendance data, they may submit a written appeal to the director of education within one week of the attendance being posted. The DOE will respond to the students appeal within one week. At the end of the course the attendance data becomes permanent and can no longer be challenged.

Attendance Probation

- **Students who miss 5% of their course will be placed on attendance probation.**
- Students who are tardy more than 3 times in a course will be placed on attendance probation.
- At the end of the probationary period the student must have attended a minimum of 90% of class/laboratory time and have no more than a total of three tardy's in any one course.

Make-up Hours

Make-up hours must be prearranged with the Instructor and must be completed outside of normally scheduled class hours. Only time spent on Instructor-approved activities will count as make-up hours. A student may **make up a total of 5 hours (or 1 absence per class).**

Consecutive Absences

A student who is absent for 3 consecutive class days will be dismissed from the course/program unless otherwise arranged in advance.

Clinical Attendance

Students are expected to complete 100% of clinical assigned hours. Make up of clinical time is not guaranteed. Make up time will be based on instructor and clinical site availability.

Orientation

Attendance to Orientation is MANDATORY and is considered the first day of class for students. Any student who is not able to attend orientation will be discharged from the program unless otherwise arranged in advance. Students who miss orientation will be required to make it up with the DOE or DOA.

Dismissal

Any student dismissed for attendance related reasons, consecutive absences, failure to maintain the 90% accumulative attendance, excessive tardiness/early departures, or failure to meet the terms of attendance probation, may restart classes in the next enrollment period with the written authorization from the DOE at full cost.
Medical assistants must pass all courses in each block to advance to the following block.

Conduct

Respect/Professionalism is an essential part of training at EVMC. Derogatory conduct is not tolerated in class/lab or in the clinical setting. Unacceptable conduct shall be defined as any disruptive behavior or any act of insubordination or intimidation. Examples of this may include but are not limited to the following:

Physical or verbal abuse of any person, bringing weapons onto school property or the clinical setting, theft or damages to the property of the college or the clinical setting, sexual harassment, forgery or alteration of documents, misuse of college documents, records or educational materials. The creation of a hostile environment in the classroom or the clinical setting is deemed derogatory conduct and is grounds for dismissal.

Learning the role of the professional and the required skills are the students' primary responsibilities. Students violating the requirements stated in this catalog may be placed on probation or depending on the nature of their behavior may be dismissed from the course/ program.

Food and beverages are not allowed in lab. Smoking is not allowed within the building or within 100 feet of the entrance.

Communication
Cell phones must be silenced while class is in session. During all testing sessions students will be required to turn their cell phones off. **No cell phones are permitted in lab unless studying Quizlet or Kahoot apps.**

Students are required to speak **English** during class and lab hours so that all students can participate in the conversation as EVMC believes in group learning.

Confidentiality
Information learned about patients, staff or other students in the college or in the clinical setting are considered confidential. Only information that is legitimately shared with a patient's Healthcare Team and Instructor or legal authorities can be released.

Clock Hours Definition
A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students will be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.

Total Clock Hours: All hours of instruction representing the length of the full program/course which include lecture, laboratory, and clinicals.

Physical Demands
The medical field may not be the appropriate career choice for a person who is not able to stand or walk for long periods of time, has trouble bending over or kneeling, is unable to lift 25 pounds, experiences neuropathy or loss of feelings, sensations or movements of the arms, hands or fingertips, or vision issues such as nearsightedness, and/or high levels of uncontrolled anxiety. If you have any of the above listed physical issues or any physical issue that is not listed above, it is required that you disclose them to the College prior to enrollment

Dress Code
Students are required to wear school-issued uniforms upon receipt. Classroom, laboratory and clinical attire shall be defined as a school issued scrub top, black scrub pants and white closed toed shoes. Students who wish to purchase their uniforms needs to speak with the enrollment specialist prior to enrollment. Students who do not follow dress code will be given one warning. Upon second violation they will be asked to leave and counted absent for the day. The following is a list of guidelines to help you determine what is acceptable:

- Perfume of any kind will not be allowed
- Natural nails shall not extend more than one half inch past the end of the finger
- Nail polish and false nails are not allowed
- Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only.
- Hair that is longer than shoulder length shall be pulled back. Hair must be a natural color and professional
- No hats, caps or head covering shall be worn in school or during clinicals
- Tattoos must be covered
- Uniforms will be clean and pressed
- Uniform pants may not fall below shoes
- Maintain professional hygiene

Grading System
Each program will provide the student with specific grading criteria listed on the student syllabi. Grading criteria may differ slightly, but all are based on quizzes, homework, laboratory tests and procedures, skills

check off list and a final examination. Accumulation of the scores shall be assigned a final grade. All grades and attendance are posted weekly in the classroom for students to review.

90-100	A
80- 89	B
70- 79	C
69- Below:	Failing

Graduation Requirements

- Students must successfully complete all the course work and laboratory assignments with an accumulative grade of 70% or greater as well as complete all clinical skills/hours.

Students must have a satisfactory performance report from their clinical site and complete all clinical hours.

- Possess a current CPR card
- Satisfied with all monetary obligations to the college
- Transcripts and certificates will not be released until all books and school supplies have been returned
- Arizona does not require a state licensing examination for phlebotomists, medical assistants or medical receptionist

Graduates will be issued a certificate of completion and an official transcript at no cost within 5 business days from the date of graduation. Students who are in default on their loan may have their transcript and certificate held until they are back in good financial standing with the college.

Graduates from East Valley Medical College should be aware that each employer has the right to set the required qualifications for their job openings. Many employers require the following to be considered for employment: National certification within 3-6 months of hire date, ability to pass a back-ground check, ability to pass a drug test, and ability to obtain a level on fingerprint clearance card.

Leave of Absence (LOA)

Leave of absences are not granted. Students who need to withdrawal for personal issues may do so and reapply to the program at a later date.

Clinical Placement

Students will be required to attend/participate in the mandatory orientation set by the clinical site.

Ability to successfully pass a background check

Misdemeanors (excluding minor traffic violations) or felonies may prohibit the college from finding an approved clinical site that is willing to accept the student.

Students who have misdemeanors or felonies on their background check, are required to meet with the director of education prior to enrolling in any class.

Ability to successfully pass a drug screen

Students who are on a mind-altering substance may prohibit the college from finding an approved clinical site that is willing to accept the student. Students who are on prescribed mind-altering medications are highly advised to speak with the director of education prior to enrolling in any class.

- Ability to conduct themselves in a **professional manner**
- **Cumulative grade of "C"** or better in lecture course work
- **Passing of all required lab skills with a 70% of higher and have been deemed safe in lab**
- All tuition, supplies, and fees must be paid in full or to the agreed amount

- Students may be placed in a clinical setting that is **up to 50 miles from the college**
- Students are responsible for providing their own transportation to and from the clinical site
- Students are required to call the clinical site and the school in advance when they are ill or unable to complete their shift.
- Students are responsible for keeping weekly attendance sheets that verifies the hours they have completed and the tasks they have observed or participated in. Attendance sheet must be signed by the preceptor. Attendance sheets are to be fax to the school at the end of every week.
- Possess a current CPR card and resume
- Pass a TB test or provide clear chest x-ray within previous 6 months if requested by the clinical site. Some clinical sites are requiring students to provide the site with all childhood immunization and or titers. These include MMR, VAR, Meningococcal, Tdap, Hep B series, Hib (from October – March) current TB (cannot expire during clinical rotation).

In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, not meeting lab standards and/or violation of attendance policy, the college will NOT be responsible for obtaining a new site and the student will be dismissed from the program/course.

Students understand that East Valley Medical College does not require the student carries medical insurance on themselves. Furthermore, the student understands that the college is not responsible to provide students with medical insurance at any time during the program, including clinicals. However, if the student is interested in purchasing student medical insurance that would cover them if they were injured while at school or during clinicals, the college will provide them with an agent who can assist them in obtaining coverage. If a student does not have health insurance and does not wish to purchase a student health insurance policy the student will be completing the laboratory/clinical portion of the program at their own risk. In the event the student is injured while in class or on clinicals the student will not hold EVMC or the facility responsible for any medical bills incurred because of their injuries or illness.

Clinical Attendance Policy

All students are required to attend clinical site training during the scheduled hours and must complete the number of clinical hours set forth for each program. Students are required to call both the school and site prior to their scheduled time if they are unable to attend or are going to be late. During the clinical portion of training a **No Call, No Show** will not be tolerated and may be grounds for dismissal from the program. Students are expected to complete all clinical hours to successfully complete the program. Makeup clinical hours will be scheduled at the discretion of the director of education and the clinical site. No guarantee can be made for clinical hour makeup time.

Scope of Practice

Students who are trained to do invasive procedures on patients will follow their scope of practice. Under no circumstances are students permitted to perform skills not listed in their scope of practice. If a student does perform outside of his/her scope of practice they do so with the understanding that EVMC will not assume liability or responsibility for the event.
This includes legal, moral or ethical responsibility. Student malpractice insurance policy is valid only when the student is performing within their scope of practice, during scheduled clinical hours.

Holidays

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email. Classes are not held on the following holidays:

New Year's Eve New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Christmas Eve Christmas Day

Refund and Cancellation Policy
Any program cancelled by EVMC or any applicant denied entrance by the school is entitled to a refund of all monies paid.

Tuition Charges/Refund:
1. Before beginning of classes, the student is entitled to a refund of 100% of the tuition. Registration fee is non-refundable.
2. After the commencement of classes, the tuition refund will be calculated as follows:

Three-Day Cancellation; An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations; An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, are entitled to a refund of all monies paid minus the registration fee.

Refund after the commencement of classes:
1. Any student who chooses to withdraw from their course/program within the first week of class is entitled to have all money paid towards tuition refunded. Registration fee is non-refundable
2. A student choosing to withdraw from the school after the second week is to provide written notice to the Admissions department. The notice should indicate the expected last date of attendance and be signed and dated by the student.
3. A student will be determined to be withdrawn from the institution if the student has not attended class for 3 consecutive days (excluding Saturday, Sunday, state and federal holidays) without contacting the school.
4. All refunds will be issued within 30 days of the determined withdrawal date.
5. After the second week and through fifty percent of the period of financial obligation there will be an administrative fee of $100 associated with withdrawn or terminated student's due to the college

State – Arizona Refund Policy

% of hours completed	Tuition Refund
10% or less	90%
More than 10% less than or equal to 20%	80%
More than 20% less than or equal to 30%	70%
More than 30% less than or equal to 40%	60%
More than 40% less than or equal to 50%	50%
More than 51%	0%

In determining the amount owed to the student, the college will calculate the refund using both the state's formula and ACCET's formula. The college will then proceed to use the formula that is more beneficial and generous to the student.

Refunds will be issued within 30 of the date of student notification or last day of attendance.

ACCET Refund Policy
The first week of the program is considered a **trial period**. Any student who is a no show, or cancels will have all charges refunded and all payments returned to the student or the applicable funding source less the registration fee.

Refund amounts are based on a student's last date of attendance (LDA). When determining the weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, proving the student was present at least one day during the scheduled week.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000. Refund amount are based on the student's last day of attendance. When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

After 50% the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

ACCET - Refund Policy

Weeks completed	Tuition Refund
Week 2	90%
Week 3	80%
Week 4	70%
Week 5	60%
Week 6	50%
Week 7	0%

The calculation will be based on the number of weeks in the course and or program.

Remedial Coursework

The college does not offer non-credit remedial class work.

Repeated Classes/Program

Students who have failed a course may repeat the course one time at full cost.

Privacy of Student Records (FERPA)

The college adheres to and follows, Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of personally identifiable information kept in student education records while giving students and parents the right to review the student's records (20 U.S.C. § 1232g). All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. If a student would like to view their records, they are to submit a written request to the director of education. EVMC has 45 days to fulfil this request. Students who view their records must not leave the school and must remain supervised at all times.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board of Private Postsecondary Education within 15 days of ceasing educational operation.

The office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Record Retention:

East Valley Medical College maintains electronic academic transcripts and certifications for all courses completed and/or attempted permanently. Other student records including enrollment agreements, admissions documents,
financial records and attendance records are
maintained for three years from the last day of attendance and indefinitely electronically.

Student Grievance Policy

Students aggrieved by action(s) of the school should attempt to resolve the problem on the level that it occurred. If possible, the first level would be to meet with the Instructor or staff member involved. If the parties involved are not able to resolve the issue the student shall submit a letter of complaint to the ang East Valley employee within 10 (excluding Saturday, Sunday, state and federal holidays) days of the aggrieved event.

The letter of complaint must contain the following:

1. A detailed description of the problem
2. The date(s) the problem(s) occurred
3. The full names(s) and title(s) of the individual(s) involved in the problem(s) including both College staff and or other students who were involved
4. The date and time the student met with the Instructor to resolve the issue along with the outcome of the meeting

Within 5 days of receipt of the letter of complaint, the CEO will establish a grievance committee who will investigate the complaint. The grievance committee will have 30 days to submit their findings to the CEO with a resolution to the outlined issues. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the state board for further details. The state board address is 1740 West Adams Street, Suite 3008 Phoenix, Arizona 85007, phone #602-542-5709 www.azppse.gov

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution

involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: complaints@accet.org Website: www.accet.org Note: Complainants will receive an acknowledgement of receipt within 15 days.

Substance Use and Abuse

Substances shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to alter your judgment or performance and/or is considered to be dangerous to you and or others. In the event there is a reason to suspect use of mind altering substance(s) students may be randomly drug tested. If the student is asked to submit to a drug urinalysis, the student will be given 4 hours to provide the urine sample; the student will not be allowed to leave the building before providing a witnessed sample. Students who are unable or unwilling to provide a sample within four hours and do not have a medical reason will be in violation of the substance use and abuse policy and will be dismissed from the program.

Students who test positive for such substances and who cannot provide a legitimate prescription and physician's letter will NOT be allowed to participate in any lab projects or clinical time. In order for students to be allowed to participate in the lab and or clinical the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in anyway. In the event, it will be up to the discretion of the clinical site as to whether they will accept the student or not. EVMC cannot guarantee a clinical site to students who cannot successfully pass a drug test.

Students who disagree with the results of the blood or urine test may request that the sample be sent to the laboratory for further verification of the presence of mind altering substances. Students will be required to pay a processing fee at the time the sample is sent out.
Students may not participate in clinicals while under the influence of such substances (including prescription medication). If the student is under the influence of substances the student shall contact the site and the school before their start time and advise them they will be absent that day. Messages left on voicemail will NOT be accepted.
For the student to be admitted back into the clinical site the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in anyway. Students who are suspected of being under the influence of such drugs shall be asked to leave the clinical site and shall be required to go immediately to the college and submit to either a blood or urine drug screen. Students who test positive for any such drugs will be dismissed from class unless they can provide a legitimate prescription and physician's letter. Students who are suspected of or caught distributing illicit substances on campus or at the clinical site will be reported to the police department for prosecution and will be automatically discharged from the college.

Drug Free Environment

East Valley Medical College adheres to a strict drug free environment. In the event a student is identified as having a substance abuse problem the college will provide a list of public agencies that are available to assist the student. 1) Alcohol Drug Rehab Mesa 480-347-9436 1225 W Main St # 402 Mesa, AZ 85202

See the Student Information Board for a full listing.

Termination by the School
At its sole discretion, the college reserves the right to terminate any student who fails to maintain satisfactory academic progress; fails to adhere to the attendance policy stated in this catalog; fails to make financial payments as agreed upon; destroys or damages any property of the college or clinical site; engages in unlawful or improper conduct or behavior contrary to the best interest of the College and clinical site; fails mandatory drug tests; brings weapons onto school property or the clinical setting or demonstrate behavior disruptive to the classroom or clinical site. The director of education, after consultation with all parties involved, will make the final decision. The student will be notified of termination both in person and certified mail.

Appeals and Reentry Policy
If a student feels that he or she has been discharged unjustly, the student shall have five days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the director of education either in person or certified mail. If an appeal is not submitted, the termination shall be considered final. The director of education's decision shall be considered final.

Testing
If a student is aware that they will not be able to take a test on a scheduled test day, it is the student's responsibility to make prior arrangements with the Instructor. In the event a student does not contact the Instructor in advance, the student may lose the right to make up the test.

Test – Disabilities and or Special Needs
Students with a disability and/or special needs are required to notify the Instructor before the test date and will be required to provide medical documentation of educational and/or special needs. The instructor will make reasonable arrangements to accommodate the student.

Transfer Credits
Students need to be aware there is no guarantee that vocational credits earned will automatically transfer to a junior college, public or private university. It is at the sole discretion of each educational facility to accept or reject credits earned from another educational facility. East Valley Medical College will consider only the acceptance of credits earned at an institution that is accredited by an agency recognized by either the U.S. Department of Education, the Council for Higher Education Accreditation. Credits must have been earned within the last 12 months and students must have received a C or higher for the credits to transfer. A maximum of 150 clock hours will be allowed to transferred into the medical assistant program.

- It is the sole responsibility of the student to provide the director of education with a written request for acceptance of credits they wish to transfer in. Additionally, the student will need to provide the DOE with an official school transcript, a copy of the class syllabus and the course outline.
- The director of education will compare the course material of the class taken with the course material of the course offered at EVMC both in content and length.
- If the course material previously taken is sufficient, the student will then be required to take and pass (70% or greater) the final exam of the course they wish to waive.
- Upon successfully passing the final exam, the course shall be waived, and the credits previously earned will be accepted. Based on the number of credits accepted, tuition will be reduced by the cost of the credit. For example, if the cost of a credit is $25.00 and the course is a 2-credit class the tuition cost will be reduced by $50.00. East Valley Medical College does not accept credits for life experience.

If a student feels that he or she has been denied their transfer credits unjustly, the student shall have five days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the

director of education either in person or certified mail. If an appeal is not submitted the decision shall be considered final.

A **maximum of 6 quarter credits** will be allowed to transfer into the medical assistant program. Credits will be evaluated on a 25-clock hour conversion per quarter credit.

Students need to be aware that if credits are accepted and transferred in their funding may be affected. There are no fees for testing, evaluation or granting transfer credits.
Students who wish to transfer credits earned from EVMC will be provided with transcript, course syllabus and course outline(s).

Tuition Cost
The registration fee payment of $200.00 will be due with the signing of the enrollment agreement. Payment plans may be arranged upon request. Tuition must be paid in full by the end of the course/program unless other arrangements have been made and agreed upon in advance.

Tuition Cost
The registration fee payment of $200.00 will be due with the signing of the enrollment agreement. Payment plans may be arranged upon request. Tuition must be paid in full by the end of the course/program unless other arrangements have been made and agreed upon in advance.

Students who qualify for graduation based upon attendance and SAP but who are not in good standing regarding their financial obligation may at the discretion of CFO withhold the student's transcript and certificate until the student is in good standing.

Payment Plan Option
Students may request to pay their educational expense in installment payments. Deferred payment plans are interest free. All students who set up a payment plan will be required to provide an approved co-signer and sign a student promissory note. On all deferment request plans tuition cost will be divided into equal installments.
The registration fee of $200.00 is due upon enrollment.

Optional Payment Plans

- 6-14 interest free monthly payments depending on the cost of the course/program
- Apply to Mountain America Credit Union for full tuition assistance. www.macu.com (801) 325-6199.

Payments may be made with cash, check, money order and debit card or credit card. A $50.00 fee will be charged for all NSF checks.

A $50.00 late fee will be charged for any payment that is 5 or more business days late (excluding Saturday, Sunday and state and federal holidays). In the event a payment is 5 or more business days late the student will be discharged from the program for violation of the deferment payment agreement. The tuition refund policy will be applied to all discharged students. Payments 45 days late or greater may be turned over for legal action and or collections. The student will be responsible to pay any legal fees accrued.

All private paying students are required to complete a promissory note and provide a valid co-signer(s) and have both documents notarized prior to starting class. If the student is unable, they can either pay off their balance in full prior to class beginning or they will be discharged from the program.

EVMC is a participating vendor with the Work Force Investment Act and the Rotary Vocational Fund of Arizona who provide scholarships and grants to students who meet their qualifying guidelines. Information on how to apply can be provided to all interested students; however, EVMC does not determine who is eligible or is awarded tuition assistance**.**

STUDENT SERVICES

Certificate of Completion and Transcript

Upon successful completion of his or her course/program requirements, the student will be awarded a certificate of completion and official transcript. Students certificate and transcript may be picked up seven (7) days, (excluding Saturday, Sunday, state and federal holidays) after completion of the program. It is the colleges policy not to mail or release certificates to anyone but the student.

Employment Placement Assistance

East Valley Medical College offers employment placement assistance to all graduate students. We are dedicated to assisting each student in seeking and securing employment. **EVMC does not guarantee employment for graduates;** however, the following resources will be provided to assist graduates in their search for employment:

- Current job board
- Screening for prospective employers
- Resume creation and review
- Interview prep
- Advising the graduates of new job postings graduates from East Valley Medical College should be aware that each employer has the right to set the required qualifications for their job openings. Many employers in Arizona require the following to be considered for employment:
- Proof of current immunizations
- Level one fingerprint clearance card
- Ability to pass a state and or federal background check
- Ability to pass a drug screen
- Ability to communicate in English, both written and orally
- National certification at the time of hire or ability to obtain within 6 months of hire

Tuition Scholarships

The College works with several funding agencies and can provide information and assistance to interested students. It is the student's responsibility to deal directly with the funding agency to determine if they meet their eligibility requirements for grants and scholarships and then to follow through with the application process.

WIOA: (State Grant)

EVMC partnered with the Maricopa Workforce Innovation and Opportunity Act (WIOA); a State agency that provide educational grants to students who qualify and successfully complete the WIOA process. Students must successfully complete the grant process prior to the program starting. The WIOA will not reimburse students once the program has started.
EVMC can provide WIOA information to the student; however, has no control over the student receiving funds. It is the student's responsibility to pursue funding and complete
the process. Qualification standards and other information can be found at
https://www.azjobconnection.gov or by calling 602-372-9700.

Rotary Club TRDFA

TRDF Grant Processing
The college partnerships with the Rotary Club Association of Arizona. The college will assist students who meet TRDFA qualification to apply for scholarship. Maximum scholarship awarded is $2,000.00

VRD:
EVMC is also partnered with Arizona State Vocational Rehabilitation. Students can contact VRD at (602) 771-2870 or visit their website at https://des.az.gov/services/employment/rehabilitation-services/vocational-rehabilitation-

Sun Valley YMCA – Y-Achievers
EVMC is also partnered with Y-Achievers. Maryvale Family YMCA. Assist youth at risk ages, 16 to 24 years old. You can contact them at 3825 N. 67th Avenue Phoenix, Arizona 602-688-5332

Tutoring
Tutoring is defined as a time of clarification. Students will be required to submit their questions requiring clarification to the Instructor no less than 24 hours before the scheduled tutoring time. Instructors will post their schedule for tutoring times outside of their office.

Professional Preparation
EVMC understands the importance of a professional appearance when it comes to job search. Therefore, EVMC has partnered with several agencies that will provide students will free haircuts and professional interview clothing. For further information and details see Administration.

COURSE DESCRIPTION

Phlebotomy Technician~ 50 classroom hrs. 30 laboratory hrs. 120 clinical hrs. (200 hrs)
Approximately 8 weeks
*Maximum Class size: 15 students
Student to Instructor ratio in class/laboratory: 15:1
Proof of MMR, DTaP, IPV, Hep V, Hib or blood titers and flu shoot at certain times of year by first day of class.

Occupational Objective:
The phlebotomy technician program has been designed to provide the necessary skills needed for a graduate to assume a responsible entry-
level position as a phlebotomist. Emphasis is placed on universal precautions, anatomy and physiology, medical terminology, and patient confidentiality. Students engage in hands-on training involving electrocardiograms, waived laboratory tests, venipuncture, syringe draws, butterfly draws, finger/heel sticks, and accurate documentation. Students will spend 120 hours in the clinical setting. Textbook, lab jacket, scrub top, TB test, and supplies are included in the tuition. Students are responsible for providing their own black scrub pants, and white shoes.

As a phlebotomy technician, you will work in a healthcare facility, and may be required to wear a uniform or scrubs. You will be on your feet and actively serving patients during your shift. Some weekend and evening hours may be required. Job opportunities include hospitals, medical clinics, private physicians' offices, laboratories, and dialysis units. Details on the job outlook for phlebotomy technicians can be found in the U.S. Department of Labor's Occupational Outlook Handbook. According to the Department of Labor's Occupational Outlook handbook, employment is expected to grow by 15 percent from 2010 to 2020, which is about as fast as the average for all.

Currently, there is no required state examination to practice as a phlebotomy technician. National Certification available to students NHC/PHA/CPT. This course assist in preparing the student for national examinations. The college highly recommends that students utilize study material provided by accrediting agency. The College also recommends that students seek national certification. The use of medicinal marijuana, inability to pass a background check, lifting, bending and standing restriction may greatly hinder the student in obtaining employment.

PROGRAM DESCRIPTION

Medical Assistant ~ 550 classroom hrs. 100 laboratory hrs. 250 clinical hrs. (900 hrs.) Approximately 33 weeks

*Maximum Class size: 15 students
Student to Instructor ratio in class/laboratory: 15:1
*Prerequisite: See Admissions Requirements

Occupational Objective:
This program is designed to provide the student with the necessary training, skills and knowledge needed to gain employment as a medical assistant in a variety of healthcare settings. The medical assistant plays an important role as a member of the healthcare team. Theory and practical applications in the fundamentals of medical diagnostic and laboratory techniques are taught. Emphasis is placed on professional customer service, medical office procedures, HIPAA regulations, EMR, medical terminology, anatomy and physiology, and standard precaution techniques. In addition, the student engages in "hands-on" training involving ECGs, injections venipunctures, sterile procedures, vital signs, history taking, preparation of medication, as well as assisting the physician in various medical setups and procedures. Students will spend 250 hours in a clinical setting. Textbooks, scrub tops, stethoscope, and all supplies are included in the tuition. Students are responsible for providing their own black scrub pants, white shoes, watch and required immunizations.

As a medical assistant you can pursue employment in a variety of environments such as doctor's offices, OB/GYN offices, hospitals, assisted living facilities, urgent care facilities, chiropractic offices and many more. Medical assistant duties may include drawing blood, administering medication, give injections, performing ECGs, as well as preparing and assisting physicians in various procedures. According to the Department of Labor's Occupational Outlook Handbook employment is expected to grow by 31 percent from 2010 to 2020, which is faster than the average for all occupations.

Currently, there is no required state examination to practice as a medical assistant.
National Certification is available for students who wish to become nationally certified. This course assist in preparing the student for national examinations. The college highly recommends that students utilize study material provided by accrediting agency. The college recommends that students seek national certification. The use of medicinal marijuana, inability to pass a background check, lifting, bending and standing restriction may greatly hinder the student in obtaining employment.

Program Overview:
Below is the track of courses medical assistant students are required to complete to be eligible for graduation.
*All courses listed in Block I must be successfully completed to advance to Block II. All courses listed in Block II must be successfully completed to advance to Block III.

Block One – 11 weeks
Study Skills, Medical Terminology, Medical Front Office Procedure 100, Back Office Procedures 100, Back Office Procedures Lab 100

Block Two – 11 weeks
Body Structure and Function, Medical Science, Pharmacology, Back Office Procedures 200, Back Office Procedures Lab 200

Block Three – 11 weeks
Professional Development/ Externship

Medical Receptionist: 275 classroom hrs. 25 laboratory hrs. 120 clinical hrs. (420 hrs.): 14 weeks
Maximum Class size: 15 students
Student to Instructor ratio in class/laboratory: 15:1
*Prerequisite: See Admissions Requirements

This program is designed to provide the student with the necessary training, skills and knowledge needed to gain employment as a medical receptionist in a variety of healthcare settings. The medical receptionist plays an important role as a member of the healthcare team. Theory and practical applications in the fundamentals of professional customer service, medical office procedures, HIPAA regulations, EMR, medical terminology, anatomy and physiology, and standard precaution techniques. In addition, the student engages in "hands-on" training involving vital signs, history taking, Students will spend 120 hours in a clinical setting. Textbooks, scrub tops, and all supplies are included in the tuition. Students are responsible for providing their own black scrub pants, white shoes, watch and required immunizations.

Currently, there is no required state examination to practice as a medical receptionist.
National Certification is available for students who wish to become nationally certified. This course assist in preparing the student for national examinations. Examines available are NHA. The college highly recommends that students utilize study material provided by accrediting agency. The college recommends that students seek national certification. The use of medicinal marijuana, inability to pass a background check, lifting, bending and standing restriction may greatly hinder the student in obtaining employment. According to the Department of Labor's Occupational Outlook Handbook employment is expected to grow by 9 percent from 2010 to 2020, which is faster than the average for all occupations.

Instructional Aids

- Reference materials: medical dictionary, additional medical terminology textbooks
- Anatomical poster
- Computer software
- PowerPoint presentations that correspond with textbooks
- DVDs for classroom viewing
    - Anatomy and Physiology
    - Mosby Nursing Assistant Video's
    - Mosby's Basic and Intermediate Skills
- Phlebotomy skills – student version 3.0
- Ostomy care simulator

- Teaching torso
- Anatomical models of body organs
- Skeleton

Faculty List

Jenifer Brumbach, RN	Chief Executive Officer
Van Brumbach	Chief Financial Officer
Melissa Lee	Director of Education/Instructor
Christina Lantz	Admissions/Clinical Coordinator
Mark Jaynes, B.S.	Allied Health Instructor
Veronica Bussell, MA	Allied Health Instructor

Board of Advisers

Sharon Blair
VA Hospital

Brenda Harding FNP
Premier Health

Matthew Maronay LPN
Plaza Healthcare

Amanda Alburn
Consultant

Members of Board of Directors

Jenifer Brumbach 50% shareholder	President
Van Brumbach 50% shareholder	Treasurer

East Valley Medical College is registered as an S-Corporation in the State of Arizona.

Within 10-days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.

This institution is licensed by the Arizona State Board for Private Postsecondary Education, and Arizona State Board of Nursing. EVMC is Nationally Accredited by ACCET

To obtain or review documents describing EVMC accreditation or licensing visit www.accet.org or https://ppse.az.gov

A Program/Course calendar for the year can be viewed online at www.eastvmc.com

ACCET
Accrediting Council For Continuing Education and Training