

Hope Center  
for Arts and  
Technology,  
Inc., 115  
Anson Way,  
Sharon, PA  
16146

September 1

2019

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The catalog is an equitable summary of issues of importance to students. It is not a complete statement of procedures, policies, course offerings, course content, or rules and regulations.

School  
Catalog

## **MISSION STATEMENT**

Hope Center for Arts and Technology, Inc's mission is to create world class youth arts and adult career training programs that mentor students, break cycles of poverty, create productive citizens, and drive economic growth by training students in technical and soft skills required for employment in the local community.

## **VISION**

Hope Center for Arts and Technology, Inc's vision is to impact communities through poverty abatement and prevention, provision of productive citizens and creation of a ready pool of well-trained individuals to contribute to economic growth and sustainability.

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# **GENERAL INFORMATION**

## **HISTORY AND INSTITUTIONAL PHILOSOPHY**

Hope Center for Arts and Technology, Inc Training Center. is a 501C(3) nonprofit post-secondary career and academic training institution. The school was established in 2014 as a means to make training opportunities available to all people regardless of race, religion, ancestry or national origin. It is a replication of the highly successful Manchester Bidwell Corporation (MBC).

Bidwell Training Center began in 1968 in Pittsburgh's North Side, the primary focus of training was in construction trades including: rough carpentry, bricklaying, plumbing and electrical wiring. The school became licensed in 1969 by the Pennsylvania Department of Education and continued developing a variety of trades programs. The purpose was to provide academic and vocational education to the economically disadvantaged and dislocated worker populations in southwestern Pennsylvania

In 1972, William E. Strickland Jr. was hired to lead Bidwell Training Center. Mr. Strickland's vision and philosophy helped it evolve into what it is today. His dream was to create a unique learning environment that would serve the needs of the community and provide educational opportunities to anyone who aspired to achieve their dreams and goals.

The National Center for Arts and Technology, another organization created by Bill Strickland, seeks to replicate the MBC's success throughout the country. The initiative to bring this great success to Sharon began in 2012 and has progressed to the opening of the Center in Fall of 2017.

## **PURPOSE OF THE CATALOG**

The Hope Center for Arts and Technology, Inc's Training Center catalog is an equitable summary of issues of importance to students. It is not intended to be a complete statement of procedures, policies, course offerings, course content, or rules and regulations. The school reserves the right to change academic and other requirements — such as course offerings and course content — with prior notification to the State Board of Private Licensed Schools. Finally, school procedures, policies and regulations, whether or not contained in this catalog, may be applicable to Hope Center for Arts and Technology's students.

The student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning a program, but the final responsibility for meeting the requirements of graduation rests with each student. In addition, students planning to transfer to another institution are solely responsible for determining that their course of study at Hope Center for Arts and Technology, Inc. will qualify for such transfer.

## **STATEMENT ON NONDISCRIMINATION**

Hope Center for Arts and Technology, Inc's Training Center is committed to equal employment and educational opportunities. No distinctions are made on the basis of age, race, color, religion,

gender, orientation, or national origin in the administration of any educational programs or activity. This includes participation in, receiving benefits of, admission to, or employment in such programs or activities. No otherwise qualified person with a known disability will be excluded from employment or participation in our educational programs.

## **POLICY ON SEXUAL HARASSMENT**

Hope Center for Arts and Technology, Inc's Training Center strives to provide an environment in which dignity and worth of members of the school community is based on mutual respect. The school is committed to a working and academic environment that encourages excellence.

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines and Title VII of the Civil Rights Acts of 1964, the sexual harassment of employees and students is prohibited and shall subject the offender to dismissal and/or other sanctions. This will occur after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal, **written**, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, admission, or academic standing; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual; or
- Such conduct has the purpose or effect of "reasonably interfering" with an employee's work or a student's academic performance, including but not limited to creating an intimidating, hostile, coercive or offensive work or educational environment.

For purposes of this policy, "reasonable interfering" is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

An individual who feels he/she has a sexual harassment complaint or matter he/she wishes to discuss may report the problem directly to the Equal Employment Officer who, in turn, will notify the Executive Director within five (5) working days of receipt of the complaint.

## **DRUG ABUSE AND AWARENESS POLICY**

In accordance with Federal Regulation 34CFR Part 85, Subpart F of the Drug Free Work Place Act of 1988, Hope Center for Arts and Technology, Inc's Training Center prohibits the manufacture, distribution, dispersing, possession or use of a controlled substance by students and employees on school grounds and at any school event. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement agency will be notified.

All students are subject to drug screening as an entry requirement and to random screening throughout training, including during the externship experiential training.

Students who believe they have a substance abuse problem may contact the school adviser for referral assistance. All such matters will be handled confidentially. In certain cases a student may be referred to counseling. When a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program.

# **EDUCATIONAL RESOURCES AND ACADEMIC AFFILIATIONS**

## **HOPE CENTER FOR ARTS AND TECHNOLOGY, INC'S TRAINING CENTER**

The Hope Center for Arts and Technology, Inc. Training Center is located at 115 Anson Way, Sharon, PA 16146. The 45,000 square foot facility has classrooms accommodating up to 16 students, with a medical assistant classroom with laboratory. A kitchen and dining area is provided for student meals. A student art gallery, a multi-purpose room and a Learning Resource Center compliment the specific educational spaces. Both theoretical and hands on training are provided.

## **HOPE CENTER FOR ARTS AND TECHNOLOGY, INC'S LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) serves as the research and information hub of the Hope Center for Arts and Technology, Inc. Training Center. The LRC facilitates the educational goals and objectives of Hope Center for Arts and Technology, Inc. by providing resources and programs to enhance and supplement classroom instruction and individual learning experiences. Internet access in the LRC is available without charge to Hope Center for Arts and Technology, Inc students. The LRC is open daily at 8:30 am, during lunch, and until 5:00 pm.

# **ADMISSIONS REQUIREMENTS AND PROCEDURES**

Hope Center for Arts and Technology, Inc Training Center maintains a professional staff to work personally with each student who expresses an interest in the school. The staff is prepared to assist students with all facets of the admissions process.

## **ACCEPTANCE/REJECTION**

To be enrolled in any of the majors at Hope Center for Arts and Technology, Inc. Training Center, Inc., applicants must prove proof of graduation from high school or completion of a General Educational Development (GED®) diploma.

All applicants considered for admission must also complete a successful interview with the school's Admissions Panel. Information discussed during the interview will focus on career interests, job entry requirements, prior education and experience.

## TESTING

Testing for entry into any course of study is conducted on Tuesdays and Thursdays at 9 a.m or by appointment. Applicants testing for the Medical Assistant program must score 305 in verbal and 270 in quantitative on the Wonderlic Basic Skills Test. For further information, contact Hope Center for Arts and Technology, Inc's Student Services Department.

## ADMISSIONS BY ABILITY TO BENEFIT

Hope Center for Arts and Technology, Inc. Training Center does not admit applicants under the "Ability to Benefit." All applicants for admission must have a high school diploma or a General Educational Development (GED®) diploma.

# EDUCATIONAL MAJORS AND CURRICULA

## DIPLOMA MAJOR

### *Diploma Major*

- Medical Assistant

### MEDICAL ASSISTANT PROGRAM

## EDUCATIONAL OBJECTIVES

The Medical Assistant Program is designed to fulfill the market demand for well-trained medical assistants with front office (administrative) and back office (clinical) skills. The focus of the program is the coursework and development of clinical skills and provides experiential training that enables graduates to work in patient care and administrative duties in a medical environment.

During training and classroom simulated practice, students will achieve the core competencies required to work in health care settings that employ entry-level medical assistants. In addition to meeting the core competencies, graduates will be proficient in the use of the electronic health record.

Medical Assistants play a key role in in physicians' offices and a variety of health care settings, including urgent care centers, clinics, and ambulatory care facilities.

Applicants must possess a high school diploma or GED, obtain a minimum 305 in verbal and a 270 in quantitative on the Wonderlic Basic Skills Test, submit an ACT 33/34 Clearance, criminal background check and a negative, or clean, drug screen, and successfully interview with the admissions panel.

**Course Length**      32 weeks, 960 hours (didactic) consisting of four 8-week quarters  
4 weeks, 160 hours (externship), 0.5 quarter

**Class Schedule**      Monday through Friday, 8:30 a.m.—2:55 p.m.

<b><u>Course Outline</u></b>	<b><u>Hours</u></b>
<b><u>Quarter 1, 8 weeks</u></b>	
MA 101 Anatomy and Physiology/Medical Terminology I	40
MA 102 Clinical Procedures and Laboratory Techniques I	40
MA 105 Computers I	40
MA 107 Fundamentals of Medical Assisting I	40
MA 108 Mathematics	40
MA 109 Pharmacology	40
<b><u>Quarter 2, 8 weeks</u></b>	
MA 201 Anatomy and Physiology/Medical Terminology II	40
MA 202 Clinical Procedures and Laboratory Techniques II	80
MA 106 Electronic Health Records	40
MA 207 Fundamentals of Medical Assisting II	40
MA 205 Computers II	40
<b><u>Quarter 3, 8 weeks</u></b>	
MA 301 Anatomy and Physiology/Medical Terminology III	40
MA 302 Clinical Procedures and Laboratory Techniques III	80
MA 103 Coding I	40
MA 206 Electronic Health Records II	40
MA 307 Fundamentals of Medical Assisting III	40

Quarter 4, 8 weeks

MA 401 Anatomy and Physiology/Medical Terminology IV	40
MA 402 Clinical Procedures and Laboratory Techniques IV	80
MA 203 Coding I	40
MA 104 Communications and Professional Development	40
MA 306 Electronic Health Records III	40
MA 510 Externship, 0.5 quarter, four forty-hour weeks	160

# COURSE DESCRIPTIONS

## **MA 101 Anatomy & Physiology / Medical Terminology I**

Students will learn the language of medicine, combining root words, suffixes and prefixes to create, define, spell and correctly enunciate medical terminology. Study of the anatomy and physiology of the body will begin at the microscopic level, examining the building blocks and function of the blood. The structural organization of the body, including cavities, organs, clinical divisions of the abdomen and back, and positions, directions and planes of the body will be mastered.

The normal anatomic structure and physiological function of the respiratory and cardiology systems, diagnostic and pathological terminology, clinical procedures and abbreviations, pathological conditions and laboratory tests will be covered in this course.

## **MA 102 Clinical Procedures and Laboratory Techniques I**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components of patient history and documentation, accurate measurements and vital signs, maintenance of equipment and recording of ECGs, preparation of the examination and treatment areas, basic practices of infection prevention and asepsis, and application of ADA principles.

## **MA 103 Coding I**

Students will be introduced to diagnostic and procedural coding for outpatient and/or office visits and treatment using ICD-10-CM, CPT-4, and HCPCS codes. This course will concentrate on hands-on activities designed to develop accurate coding skills and assignment of proper codes. At the completion of this course students will have gained experience in assigning ICD-10-CM codes to identify diagnoses, including coding injuries and late effects, supplemental external causes of injury (E-codes), supplementary V-codes and neoplasms; codes for reporting acute and chronic conditions, outpatient surgery and reporting of preoperative evaluation.

## **MA 104 Communications and Professional Skills**

Students will gain skills and knowledge necessary to deliver quality customer service in a healthcare environment. Emphasis will be placed on creating positive relationships with patients, visitors, and coworkers through-the-use of effective verbal and non-verbal communication. Students will gain experience in active listening, reflecting, summarizing, concentrating, and responding appropriately in face-to-face as well as telephone conversations. The impact of appearance, posture, tone of voice, body language, facial expressions, eye contact and professionalism on positive communications will also be discussed and practiced. Students will learn to explain why information is needed, get facts in logical order, reword or paraphrase confusing questions, and be prepared to explain policies of a facility. Skills for dealing with conflict resolution and difficult behaviors will be covered.

The course will include discussion about the impact of cultural diversity in the workplace as well as tips for time and stress management. Students will apply communications skills learned to professional development, including interviewing techniques, job search strategies, and job survival skills.

### **MA 105 Computers I**

Students are introduced to concepts of computer operations and general navigation through Windows using a network PC. The initial focus of the course will introduce students to proper keyboarding style and technique. Students will gain mastery of the entire keyboard with emphasis on speed and accuracy on the alpha/numeric keyboard and numeric keypad.

During the MS Word component, students will be able to create, edit, save, and print basic documents; correctly format documents with margins, tabs, alignment, and spacing; and retrieve documents. Students will use acquired skills to produce employment documents, including a cover letter, resume and an interview thank you letter.

### **MA 106 Electronic Health Records I**

The focus of this course is the understanding of the evolution of the health record and foundational knowledge of use of electronic health records in an office. It will include standard EHR coding systems, document imaging, codifying records, and the hardware, software and networking requirements for an EHR system. Types of data, standards and documentation will be discussed.

### **MA 107 Fundamentals of Medical Assisting I**

This course will familiarize students with the responsibilities of medical assistants and their role in providing patient care. Students will acquire an understanding of the health care environment, and learn the essentials of administration of the physician's office to include ethics, bioethics and medicolegal responsibilities. Front office tasks, such as greeting and addressing patients, patient registration and sign in, processing records, escorting and instructing patients, filing procedures will be learned and practiced. Medical records management and electronic medical records systems will be included in this course.

### **MA 108 Mathematics**

This course covers basic arithmetic operations including Roman numerals, decimal places, rounding significant figures, addition, subtraction, multiplication and division of decimals and fractions, parts of a fraction, percentages, ratios, proportions, dimensional analysis, the 5 step problem solving method and conversions of fractions, decimals and percentages, ratios and proportions.

Students will learn about parenteral medication and principles of intravenous therapy. Emphasis will be placed on calculation of medication dosages, weights and measures including the metric system and conversions between the metric system and household system. The proportional method for converting metric equivalents will be discussed. Medications measured in units such as insulin, heparin, etc. will be covered.

The course also covers basic pharmacy math including temperature conversions, household measurements, metric system, apothecary system, medication abbreviations, calculating dosages when giving medications in tablet, capsule form, or liquid form, preparing solutions, diluting stock solutions,

determining the rate of intravenous medications, dosages based on body weight and body surface area, and pediatric dosing.

### **MA 109 Pharmacology**

This course introduces the medical assistant student to the basic principles and concepts of pharmacology, the scientific study of drugs. Students will learn about drugs and receptors, the mechanism by which drugs exert their effects and adverse drug reactions. The course also includes units devoted to the study of drugs affecting the geriatric population, the endocrine system and adrenal steroids, and antibacterial agents and antifungal drugs.

### **MA 201 Anatomy & Physiology / Medical Terminology II**

The normal anatomic structure and physiological function of the skin, urinary system, musculoskeletal system, digestive system and nervous systems; and diagnostic and pathological terminology, clinical procedures and abbreviations, pathological conditions and laboratory tests associated with each system will be covered in this course.

### **MA 202 Clinical Procedures and Laboratory Techniques II**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components on, preparing the patient for examination, the medical assistant role in performance of a physical examination and procedures, care of pediatric patients, care of obstetrics and gynecology patients and the examination of the male reproductive system and genitalia.

### **MA 203 Coding II**

Students will begin work on procedural coding for outpatient and/or office visits and treatment utilizing CPT codes. This course will concentrate on hands-on activities designed to develop accurate coding skills and assignment of proper codes. At the completion of this course students will have gained experience in assigning CPT-4 procedural codes and allowance fees based on insurance coverage. Students will also understand the purpose of diagnostic related groups (DRGs) and understand their impact on and relationship to insurance payment.

### **MA 205 Computers II**

Students will gain experience in the preparation of basic financial reports. The course focuses on basic proficiency using MS Excel. During MS Excel, students will learn to enter text and data into a spreadsheet, to use formulas and functions, and to format a spreadsheet to be more attractive and easier to read. Students will gain experience in the preparation of basic financial reports.

### **MA 206 Electronic Health Records II**

Features of MS Office used in physician offices, clinics, hospitals and other patient care areas will be learned during this course; such as the calendar, email signatures and folders. Allscripts software will be utilized for registration of new patients and updating existing patients, to enter patient demographics, vital signs, review of systems, physical examination, labs and procedures, immunizations and injectable medications, viewing and updating patient information, scheduling appointments and activities, and performing financial and insurance functions.

### **MA 207 Fundamentals of Medical Assisting II**

This course will familiarize students with the responsibilities of medical assistants and their role in providing patient care. Students will learn and gain practice in telephone procedures, scheduling appointments, preparing patient information and materials, assigning fees, credit and doing collection activities, banking, writing correspondence, processing mail, and telecommunications banking. Health insurance systems, plans and programs will be included. Students will also learn to provide care for patients with special needs, such as physical disabilities, sight, hearing and impairment, mobility and cognitive impairment.

### **MA 301 Anatomy & Physiology / Medical Terminology III**

The normal anatomic structure and physiological function of the sensory organs, blood, lymphatic and immune, and endocrine systems; and diagnostic and pathological terminology, clinical procedures and abbreviations, pathological conditions and laboratory tests associated with each system will be covered in this course.

### **MA 302 Clinical Procedures and Laboratory Techniques III**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components on developmental changes of and care for geriatric patients, stocking crash carts, recognizing and responding to medical emergencies, assessment of patient nutritional status and special diets, implementation of plans for healthy lifestyle, medical office safety plans and OSHA protection, bloodborne pathogen standards and universal precautions, breaking the cycle of infection, the CDC reporting requirements, urinalysis and specialty lab testing, diagnostic imaging, and rehab and therapy.

### **MA 306 Electronic Health Records III**

Students will learn how to use and gain practice in use of the Harris Care Tracker EHR to record patient care information and activities in a physician's office.

### **MA 307 Fundamentals of Medical Assisting III**

This course will familiarize students with the responsibilities of medical assistants and their role in providing patient care. Students will learn and practice providing client-centered care for geriatric and pediatric patients. Office management, including qualities of a manager, management styles, supervising staff, diversity, performance evaluations, time management, marketing; employment recruitment, hiring and development; policy and procedures management, facilities and equipment management, financial management, payroll, insurance coverage and bonding, accounts payable and collections and analyzing productivity will also be studied.

### **MA 401 Anatomy & Physiology / Medical Terminology IV**

The normal anatomic structure and physiological function of the female and male reproductive systems, oncology, radiology and nuclear medicine, and psychiatry; and diagnostic and pathological terminology, clinical procedures and abbreviations, pathological conditions and laboratory tests associated with each system and topic will be covered in this course.

### **MA 402 Clinical Procedures and Laboratory Techniques III**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Included in the course are components on phlebotomy, venipuncture, capillary puncture and hematology.

### **MA 510 Externship**

At completion of the didactic training students will gain experiential training at a medical assistant externship in a physician's office, hospital-based or independent clinic, or other outpatient care facility. The externship is one-half quarter (0.5) or four weeks of 40-hours per week totaling 160 hours.

# **STUDENT SERVICES AND ACADEMIC INFORMATION**

## **STUDENT SERVICES**

Student services begin during enrollment and continue throughout training with presentations and activities conducted by our admissions, academic services, student advising and placement staff. Additional components of student services are delivered by faculty throughout the training to help students address such issues as building self-esteem, controlling stress, budgeting time and developing necessary study skills.

### ***Student Advising***

A student advisor is available to assist students with problems hindering successful completion of training. Students failing to maintain satisfactory progress or attendance are referred to a student advisor. The student advisor maintains a list of local referral agencies to assist with appropriate help.

### ***Tutorial***

The school offers tutorial assistance to all students whose academic progress has fallen below acceptable standards. This help is provided by faculty members during lunch hours or after normal work hours. Tutorial sessions must be arranged through the faculty. In addition, tutorial sessions may be required as one of the terms of a student's probation.

### ***Professional Development***

All students are provided with professional development classes within the curriculum. These classes teach students communication skills, job search techniques, instruction on resume writing, cover letters and thankyou letters. Prior to graduation, each student will schedule a mock interview with a local employer. Following student interviews the employers complete an interview evaluation form.

### ***Placement Assistance***

The staff will work with students to assure viable training related career opportunities are made available to graduates. The staff supports graduates' efforts to seek employment by networking with local employers, attending job fairs, advisory board meetings, community partner meetings and by reviewing internet and newspaper job postings. HopeCAT does not guarantee employment.

### ***Parking***

Students may park in the parking lot in front of the facility.

### ***Campus Housing***

The school does not provide student housing. The school can assist students in identifying housing but cannot assume the responsibility for such choices.

### ***Orientation***

All new students are required to attend an orientation program, usually held on the first day of classes. This program is conducted by the appropriate staff and faculty to familiarize students with student activities and services, adjustments to school and individual programs of study.

### ***Personal Lockers***

Lockers are issued to students during the first week of classes. Students are responsible for removing all contents from their lockers within five (5) days of their last day of actual classroom attendance. This includes students who graduate, those on externship, those who interrupt their studies voluntarily and those who have been suspended or terminated. Contents left in the lockers after five (5) days of the last day of attendance will be discarded and no claim can be made against the school.

# STUDENT INFORMATION AND RESPONSIBILITIES

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

In the course of application, enrollment and attendance, the school compiles several important records concerning each student including:

- Grades
- Attendance records
- Disciplinary records
- Career Advising records

Students may inspect and review their educational records upon request to the Registrar. A student desiring to review his/her records should submit to the Registrar a **written** request which identifies as precisely as possible the record or records he/she wishes to inspect. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the Federal rules under the Family Educational Rights and Privacy Act, you may write to the United States Department of Education.

Generally, the institution does not release information about you to outside individuals unless we have first received your permission or were required to give the information under State or Federal laws or to auditors, researchers, etc. However, it is understood that release of certain information does not violate your right of privacy and the school is permitted to routinely release this information, unless you specifically ask us not to. This information may include name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, diplomas or degrees obtained and the last institution attended.

## STUDENT BILL OF RIGHTS

Hope Center for Arts and Technology, Inc, Inc. (hereafter referred to as Center) students who experience center-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights according to the Pennsylvania *Sexual Violence Education at Institutions of Higher Education Act*, should you become a victim of sexual violence.

The Center understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

You have the right to:

- Notify the following individuals or agencies if you are a victim of sexual violence:
  - School administrator responsible for dealing with sexual violence
  - School security or police department
  - Local law enforcement agencies
- Request assistance from the school to make these notifications.
- Obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
- Request that prompt disciplinary proceeding be initiated against the accused.
- Be notified of the outcome of any disciplinary actions against the accused.
- Be notified of any options in changing your academic situation.
- Have others present during disciplinary proceedings or other related meetings.

Reporting sexual violence:

Call the local police: have all the information concerning the incident ready, including any emails, voice mail messages, photos, notes or letters, or phone calls still logged on our phone. If you know the offender identify them to police, if you do not know the offender be prepared to provide the best description you can, including height, weight, race, sex, hair color, facial hair, distinct tattoos or body piercings, and type and color of clothing. Preserve evidence of a rape or sexual assault by not changing clothing or taking a shower

Call a crisis center hotline to get immediate assistance and learn about available options and services. Your local rape crisis center can put you in contact with a victim's advocate.

Fear of reporting are understandable, but don't allow them to prevent you from reporting this crime. Intervention of authorities will result in you receiving medical and emotional help and apprehension of the offender.

## STUDENT CONDUCT

Students are expected to conduct themselves in a manner appropriate to an educational environment. Any student whose conduct is considered harmful to others or the reputation of the Center may be placed on disciplinary probation or may be terminated. To ensure a safe environment for staff and students, automatic termination is considered for the following offenses:

- Manufacture, possession, sale or use of alcoholic beverages or illegal drugs on school grounds
- Possession of a weapon (guns, knives, or any other form of weapon that will cause bodily injury)
- Physical violence
- Theft or damage of property

The following behaviors are also considered disruptive, threatening, unacceptable or inappropriate and require disciplinary measures, which may include termination:

- Cheating
- Use of indecent or profane language on school grounds
- Disruptive behavior

- Chewing gum or consuming food or beverages in classrooms, hallways or bathrooms
- Smoking inside the facility
- Showing disrespect to staff and/or students
- Failure to follow rules, regulations and guidelines in the Student Handbook
- Furnishing false information to the school with the intent to deceive
- Forgery, alteration, or misuse of school documents or records
- Misuse of computer privileges, including unauthorized use
- Excessive absenteeism
- Failure to maintain required academic progress

A student who has been terminated for such behavior is not permitted to re-enter.

## CHEATING AND PLAGIARISM

Any student that is caught cheating on a test or assignment will receive a zero for the assignment or test and an “F” letter grade. Additionally, the student will still be required to complete the assignment within a time frame designated by the program director.

Any student caught plagiarizing on an assignment will receive a zero for the assignment and an “F” letter grade. Additionally, the student will still be required to complete the assignment within a time frame designated by the program director. Failure to complete the assignment within the designated time frame will result in a failing grade for the class.

### *Second Offense*

Any student caught cheating or plagiarizing a second time will be terminated from the training program.

## CHILDREN AND GUESTS ON CAMPUS

Hope Center for Arts and Technology, Inc. Training Center is concerned about student safety and confidentiality. Therefore, no personal information will be disclosed to visitors, including a student’s attendance or whereabouts. Personal visitors are discouraged. When a visitor is absolutely necessary, the visitor must stop at the reception desk. No visitor is ever allowed to go directly to a classroom or a program department. Children are not permitted on campus due to safety and security reasons.

## ATTENDANCE

Good attendance is essential and academic excellence cannot be achieved with frequent absences. Employers inquire about your attendance record as a trainee and regard it highly when considering you for employment. Your attendance is your responsibility.

Daily attendance will be taken by each of your instructors for all classes. Students are not permitted to miss more than 10% of the scheduled hours. Missing more than 10% of the scheduled hours can result in termination from the program.

Your program director and student advisor will also monitor your attendance. Any student with excessive absenteeism is subject to verbal or **written** warnings and attendance probation prior to reaching the 10% limit.

## **FULL TIME STUDENT STATUS**

All Hope Center for Arts and Technology, Inc. career programs are full time. The academic workload is defined as any combination of courses and/or externships the institution considers sufficient to classify the student as full time.

## **CLOCK HOUR COMPUTATION**

A clock hour is a unit of curricular material representing a class hour of 50-60 minutes of classroom instruction.

## **STUDENT FINANCIAL RESPONSIBILITY**

Students will be responsible for having the following completed, at their own expense, within six months prior to the start of experiential training:

1. State and/or Federal background checks
2. Two-step tuberculosis testing
3. Physical examination
4. Act 33 clearance

Documentation evidencing completion of the above four requirements will be necessary before externship assignments can be made. Specific externship sites may have additional requirements for vaccinations, etc. The externship is a required component of training.

## **CREDIT TRANSFER TO ANOTHER SCHOOL OR COLLEGE**

Acceptance of credits from one institution to another is at the discretion of the receiving institution. Hope Center for Arts and Technology, Inc. Training Center does not imply, promise, or guarantee that credits earned at Hope Center for Arts and Technology, Inc. Training Center will be accepted at another school. Students planning to transfer should consult with the registrars at those institutions concerning the acceptance of credits earned at Hope Center for Arts and Technology, Inc. Training Center. Hope Center for Arts and Technology, Inc. does not accept credit for work completed at other institutions.

## **SCHOOL HOURS**

Hope Center for Arts and Technology, Inc Training Center is open Monday through Friday from 8 a.m. to 5 p.m. However, students should check with the appropriate training department to obtain classroom schedules.

# **ACADEMIC PROGRESS AND GRADUATION REQUIREMENTS**

## **ACADEMIC YEAR**

The academic year at HopeCAT begins July 1 and ends June 30. Classes are 36 weeks in length and may begin in one academic year and run through the next. For example, students enrolled in June of one year will achieve their 36th and final week of training in February of the following calendar and academic year.

## **SATISFACTORY PROGRESS STATEMENT**

To maintain satisfactory progress, and to remain enrolled in training, students must maintain the following minimum standards based on a 4-point scale:

- Maintain a minimum G.P.A. of 1.5 at 25% completion, 1.75 at 50% completion and 2.0 for the remainder of the course (cumulative);
- Meet other specified academic and non-academic conditions.

## **UNSATISFACTORY PROGRESS STATEMENT**

Students can be dismissed for unsatisfactory progress related to academics, problems interfering with school work, or other conditions contributing to the inability to progress. Any student who is terminated must demonstrate that the problem leading to the termination has been remedied before applying for reentry.

## **PROBATION**

If a student fails to meet minimum required levels of academic progress, a consultation with the Program Director is scheduled and the student is placed on probation. According to Hope Center for Arts and Technology Inc's Satisfactory Progress Statement (shown at the top of this page), a student who fails to achieve a minimum 1.5 G.P.A. at 25% completion, 1.75 at 50% completion and 2.0 for the remainder of the course (cumulative) will be placed on academic probation. A student will not be allowed to have more than two consecutive probationary periods in any one program of study.

If the student does not meet the minimum levels of academic progress within thirty (30) school days, he/she may be placed on extended probation or terminated by the Training Department Director.

## **APPEALS**

Students wanting to re-enter must appeal in writing and a review of this appeal is conducted by the Training Department Director. If accepted for re-entry, students are placed on probation for a period of sixty (60) days. Students wanting to appeal a negative review must submit a letter to the Executive Director. The letter must describe the circumstances which the student feels warrant further consideration. An appeal decision is made and the student is notified.

## REPORTS OF STUDENT PROGRESS

Report cards are issued, at a minimum, to each student at 25%, 50%, and completion of each major. The grading system is as follows:

### *Letter Grade Points/Definition*

92-100% A	4.0	I	Incomplete
83-91% B	3.0	P	Pass
75-82% C	2.0	U	Unsatisfactory
66-74% D	1.0	S	Satisfactory
65% & below F	0.0 / Failure		

## INCOMPLETES, WITHDRAWALS & REMEDIAL WORK

Students with course incompletes, withdrawals, or doing remedial work must meet the following conditions:

- The student is making satisfactory progress, which may include being on probation.
- The time needed to make up and complete course work is within the maximum time frame for completion of the program.

## MAKE UP WORK

Material missed due to absence will not be retaught. Students will be given the opportunity to make up graded work in each class at the instructor's convenience. Please discuss makeup requirements with your instructor.

### **Make Up Policy (Medical Training Department Programs)**

1. Every other Friday as outlined in the published calendar, students who have not missed any tests in the preceding two-week period will be dismissed at noon. Makeup tests will begin at 1:05p.m.
2. Students absent during a regularly scheduled test will have **ONE** opportunity to make up their test. It is the student's responsibility to schedule a time to make up a missed exam with the appropriate instructor. Exams must be made up on the makeup Friday next attended and within 15 calendar days of the original test date.
3. Ten percent will be deducted from the score of each made up exam quarterly on a sliding scale as follows:

*First Makeup minus 10%*

*Second Makeup minus 20%*

*Third Makeup minus 30%*

The instructor has the right to use an alternate exam.

Any test not made up on the first makeup Friday attended will be recorded as a zero.

There is no charge for makeup work.

## INCOMPLETE GRADE

The incomplete grade “I” is given at the option of the instructor when the student is unable to complete the work of a subject within the allowed time. Unless specified by the instructor, the student has two weeks to make up the incomplete grade or the grade becomes an “F.”

## COURSE REPEAT

A student receiving the grade “F” may repeat the course at the discretion of the training director and at the convenience of the school. Upon successful completion of the repeated course, the “F” grade will be replaced with the passing grade.

## MAXIMUM TIME FRAME

Students must complete the major within the maximum time frame. A maximum of 150% of the standard completion time is permitted to complete the required work.

## LEAVE OF ABSENCE

Students must submit a **written** request for a leave of absence to the training director. The training director will respond to the request (approve/disapprove) in writing within one week. Time and classroom/lab work missed must be made up within the 150% maximum time frame.

## TERMINATION BY THE SCHOOL

A **written** termination notice is signed by the training department director. This notice is mailed to the student at the address of record prior to completion. Failure to comply with rules and regulations of the school are cause for termination.

## TERMINATION BY THE STUDENT

A student wanting to terminate must request a withdrawal form from the student advisor and submit it to the training department.

## GRADUATION REQUIREMENTS

The student is responsible for meeting all requirements for graduation. The institution may offer additional assistance to the student, but the final responsibility for meeting the requirements for graduation rests with each student. The following requirements must all be met:

- Satisfactory completion of the required subjects in the prescribed curriculum, including the externship.
- Attainment of a minimum of 2.0 G.P.A. (cumulative).
- Completion of 90% of scheduled class hours.
- Settlement of all financial obligations to the school.

Students meeting all graduation requirements receive a HopeCAT diploma.

## DIPLOMA REQUIREMENTS

A Hope Center for Arts and Technology, Inc. diploma is awarded to students who have completed all graduation requirements noted above.

# CATALOG CANCELLATION OF AGREEMENT

## CANCELLATION OF AGREEMENT

**By Student** – The student may cancel this agreement at any time by notification to the school. No tuition or fees will be charged for cancellation of the Agreement.

**By School** – Students may be asked to withdraw for the following reasons:

1. Failure to make satisfactory academic progress;
2. Failure to comply with published rules and regulations of the school (see handbook and catalog).

### ***Refund and Withdrawal/Termination Policies***

The termination date for refund computation purposes is the date the student requests cancellation. Refunds shall be made within 30 calendar days of the date a student fails to enter, leaves the program or fails to return from an approved leave of absence. All refunds are made to the institutional fund and applied to future students' training. Please see the refund policy below.

## STUDENT COMPLAINT PROCEDURE

Students have the right to express complaints and file grievances. When a problem arises that interferes with training, the student should discuss it with the Student Advisor immediately. If a solution is not found, the problem is brought to the attention of the Executive Director. Hope Center for Arts and Technology, Inc. is licensed by the State Board of Private Licensed Schools. Should the situation remain unresolved, the Executive Director will advise the student to address the complaint in writing to the:

State Board of Private Licensed Schools, Pennsylvania Department of Education,  
333 Market Street, 12<sup>th</sup> Floor, Harrisburg, PA 17126 0333

## REFUND POLICY

The termination date for refund computation purposes is the date the student requests cancellation. Refunds shall be made within 30 calendar days of the date a student fails to enter, leaves the program or fails to return from an approved leave of absence. All refunds are made to the institutional fund and applied to future students' training. Refunds are calculated as follows:

- (1) For a student cancelling after the fifth calendar day following the date of enrollment, but prior to the beginning of classes, monies paid to the school shall be refunded to the institutional fund.
- (2) If a student enrolls and withdraws or discontinues after an eight-week quarter has begun but prior to completion of the eight-week quarter, the following minimum refunds apply:
  - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the eight-week quarter, the tuition charges refunded by the school to the institutional fund shall be at least 75% of the tuition for the eight-week quarter.

(ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the eight-week quarter, the tuition charges refunded by the school to the institutional fund shall be at least 55% of the tuition for the quarter.

(iii) For a student withdrawing or discontinuing after 25% but within 50% of the eight-week quarter, the tuition charges refunded by the school to the institutional shall be at least 30% of the tuition.

(iv) For a student withdrawing from or discontinuing the program after 50% of the eight-week quarter, no refund will be made by the school.

(v) For refund computations, quarters may not exceed 8 weeks.

(vi) For a student leaving the 0.5 quarter externship within the first week, 75% of the tuition charges for the 4-week 0.5 quarter externship period will be refunded to the institutional fund. For a student leaving in the second week, 50% of the tuition charges for the 0.5 quarter externship period will be refunded to the institutional fund. For a student leaving the externship in the third week, 25% of the tuition charges for the 0.5 quarter externship period will be refunded to the institutional fund. For students leaving the externship during the fourth and final week of the 0.5 quarter no refund will be made by the school.

# BOARD OF DIRECTORS

## OFFICERS

<b>Name</b>	Michael P. Walton, Board Chairperson
<b>Title</b>	Chief Executive Officer, Jamestown Coating Technologies

<b>Name</b>	Aaron Pernesky, Board Vice President
<b>Title</b>	Assistant Principal, West Middlesex High School

<b>Name</b>	Amy Atkinson, Board Secretary
<b>Title</b>	Partner, Hemlock Wealth Management

<b>Name</b>	Drew Pierce, Board Treasurer
<b>Title</b>	CEO, Primary Health Network

## MEMBERS

<b>Name</b>	Karen Winner Sed
<b>Title</b>	Chief Executive Officer, Winner International

<b>Name</b>	Joe George
<b>Title</b>	Retired Chairman, Joy Cone

<b>Name</b>	Dr. Lora Adams-King
<b>Title</b>	Superintendent, Farrell Area School District

<b>Name</b>	Connie Nichols
<b>Title</b>	Chair, Education Department, Grove City College

<b>Name</b>	Bill Perrine
<b>Title</b>	Retired President, Sharon Tube Company

<b>Name</b>	Alan Frank, OD
<b>Title</b>	Owner, Sharon Optical

<b>Name</b>	Paul O'Brien
<b>Title</b>	President, Rien Construction

# ADMINISTRATION AND STAFF

## ADMINISTRATION

Tom Roberts, President and Executive Director

## FACULTY

Shawna Purnell, Medical Assistant Instructor

TBA: Clinical Laboratory Assistant

## STAFF

Sarah Scott-Rossi, Student Services Coordinator

# ACADEMIC CALENDAR

## ACADEMIC CALENDAR 2018-2020

<b>Course</b>	<b>Start Date</b>	<b>End Date</b>
Medical Assistant	June 2018	April 2019
Medical Assistant	September 2018	June 2019
Medical Assistant	September 2019	June 2020

## HOLIDAY CLOSINGS

New Year's Day.....	January 1, 2020
Martin Luther King Day.....	January 20, 2020
President's Day.....	February 17, 2020
Good Friday.....	April 10, 2020
Memorial Day.....	May 25, 2020
Independence Day.....	July 4, 2020
Labor Day.....	September 2, 2019
Columbus Day.....	October 14, 2019
Thanksgiving Break .....	November 27-29, 2019
Holiday Break .....	December 22-31, 2019

## **TUITION BY MAJOR\***

Applications, lab fees, technology fees, graduation fees, activity fees, uniforms, educational courses, books and materials are supplied at no cost to students. Costs to the Hope Center for Art and Technology, Inc. are as follows:

MEDICAL ASSISTANT.....\$10,300

**\*Students at Hope Center for Arts and Technology, Inc. attend at no cost for those who qualify.**

## **STUDENT FINANCIAL RESPONSIBILITY**

Students will be responsible for having the following completed, at their own expense, within six months prior to the start of experiential (externship) training:

1. State and/or federal background checks
2. Two-step tuberculosis testing
3. Physical examination
4. Act 33 clearance done

Documentation evidencing completion of the above four requirements will be necessary before externship assignments can be made. Specific externship sites may have additional requirements, such as vaccinations. The externship is a required component of training.