



Official School Catalog **2026-2027 Edition**

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Ocean, NJ 07712
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This is the official and current MCI Institute Catalog containing a summary of school's policies, rules, regulations and procedures current at the time of publication.

MCI Institute reserves the right to make changes, additions and/or deletions at any time and in any area of the school's policies including, but not limited to modification of curriculum, classroom locations, combining classes, equipment, instructional materials, tuition, fees, academic programs, academic courses, faculty, procedures, rules and regulations

Notice of any change will be delivered in a revised catalog as an addendum or supplement to the school's catalog or in any other written format

It is the student's responsibility to understand all rules and regulations that the school may make known to student body

All didactic and lab classes at MCI Institute are delivered on-campus
All Clinical training is delivered off-campus at Clinical Educational Sites

While not all photographs in this publication, school's web site, printed flyers, brochures or newspaper ads may have been taken at MCI Institute, they do however accurately present the general type and quality of equipment and facilities found at MCI Institute

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Mission Statement

Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state of the art equipment and clinical training in order to perform in the job market of today's health care environment.

Our goal is to ensure that each student will emerge with exemplary skills and the confidence needed to meet the demands of today's growing health field for both providers and patients.

Our commitment to excellence of a teaching and learning environment sustains the knowledge and skills to meet the standards and needs of the community we serve...

School Ownership and History

Medical Career Institute, Inc. d/b/a MCI Institute was founded by Mr. Bogdan Jasinski in New Jersey, February of 2006. The school formed an educational alliance with dedicated members of the community such as physicians, dentists, nurses, ultrasound sonographers, surgical technicians, medical assistants and medical billers and coders whose desire along with the dedicated school personnel is to support their community by educating and inspiring students. All theory and lab training is provided at school and all clinical externship training is provided by healthcare faculties who have demonstrated experience and excellence in teaching and as well as necessary credentials in their fields.

Our School

MCI Institute is located at 901 West Park Ave, Ocean Township, NJ. School occupies approximately 9000 square feet on the second floor of the two-story professional building in Cobblestone Village. The building is fully air conditioned with an elevator and it is environmentally tailored for educational purposes. Parking is available at the school parking lot and numerous varieties of eateries are also within walking distance. The facility meets the requirements for handicapped students. The school's phone number is 732 695-1190.

MCI Institute provides an on-campus classrooms and work-simulated laboratory environment with program-appropriate equipment to further acquaint students with the health care atmosphere that they will encounter in their chosen field of employment specialty. Class size is limited to an average of ten to twenty students per instructor to maximize learning and personal attention. Lunchroom and lavatories are also available for students use.

The method of programs delivery at MCI Institute is residential and designed for individuals with a wide range of academic preparation and educational needs. Our curricula are guided by and meet requirements of national accrediting agencies in preparing students for national tests to achieve their licenses and certificates.

Governing Body

Bogdan Jasinski, MS

Halyna Jasinski, R.N., B.S.N., CST

Approvals and Accreditations

Institutional Accreditation

The institution including all of its programs are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

ABHES

6116 Executive Blvd
Rockville, MD 20852
Phone: (301) 291-7550
Website: www.abhes.org

Programmatic Accreditation

The Surgical Technology program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Students are eligible to sit for the NBSTSA or NCCT certification prior to graduation.

Programmatic Accreditation

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP

9355 – 113th St. N, #7709
Seminole, FL 33775
Phone: (727)-210-2350
Website: www.caahep.org

JRC-DMS

6021 University Blvd., Suite 500
Ellicott City, MD 21043
Phone: (443)-973-3251
Website: www.jrcdms.org

NJ Department of Education

PO Box 500
Trenton, NJ 08625
Phone: (609)376-3500

United States Department of Education

400 Maryland Avenue, SW
Washington, DC 20202

Membership

MCI Institute and/or its staff maintain active memberships in relevant professional organizations, including the Society of Diagnostic Medical Sonography (SDMS), the Association of Surgical Technologists (AST), and the Healthcare Sterile Processing Association (HSPA), to support ongoing professional development, industry engagement, and program quality improvement.

Academic Calendar

MCI Institute observes the following legal holidays and scheduled school closures. Students assigned to clinical/externship experiences are expected to follow the schedule established by their assigned clinical site and may be required to attend during school holidays or closure periods.

Legal Holidays

- Memorial Day
- Labor Day
- Thanksgiving Break (2 days)

Scheduled School Closures / Vacation Periods

- Independence Day Week (July 4th Week)
- Christmas Break (Christmas Day through New Year's Day)

Unannounced School Closure

In the event of an unannounced school closure, students enrolled at the time of closure must contact the New Jersey Department of Labor and Workforce Development, Training Evaluation Unit, within ninety (90) calendar days of the closure. Failure to do so within this timeframe may affect eligibility for available assistance.

Training Evaluation Unit

Email: trainingevaluationunit@dol.nj.gov

Daily Schedules

Program schedules vary depending on the selected program, start date, and cohort schedule. Program completion dates may be adjusted due to observed holidays, scheduled school closures, inclement weather, or other unforeseen circumstances.

Day Schedule

Day classes generally meet Monday through Thursday from 8:30 AM – 2:00 PM.

Evening Schedule

Evening classes generally meet Monday through Thursday from 4:30 PM – 9:30 PM.

Temporary Schedule Adjustments

In the event a temporary schedule adjustment is necessary, changes to contracted class days or hours will be handled in accordance with MCI Institute's Temporary Schedule Adjustments Policy.

Units of Academic Credit

MCI Institute measures academic credit in quarter credit hours, as applicable to the selected program. One quarter credit hour is equivalent to a minimum of:

- **10 clock hours** of lecture;
- **20 clock hours** of laboratory instruction;
- **30 clock hours** of clinical/externship experience; or
- An appropriate combination of these instructional methods.

Clock Hour Definition

A clock hour is based on a 60-minute period of theory instruction, laboratory training, or clinical/externship participation. Scheduled school-based instructional periods may include designated breaks in accordance with applicable clock-hour requirements and institutional scheduling practices.

Program	Quarter Credits	Clock Hours
Diagnostic Medical Sonography	122	1950
Cardiovascular Sonography	122.5	1950
Surgical Technology	81.5	1,300
Sterile Processing Technology	40.0	712

For upcoming class schedules, please visit www.mcinj.edu

School Staff and Faculty

Administration/Staff

School Director	Bogdan Jasinski	<i>Master of Science, Higher School of Engineering of Poland</i>
Director of Education	Dr. Tarek Halim	<i>Bachelor of Medicine and Surgery, University of Assiut</i>
Assistant Director/Compliance	Christina Boyle	<i>Master of Business Administration, Georgian Court University</i>
Admissions/Registrar	Bogdan Jasinski	<i>Master of Science, Higher School of Engineering of Poland</i>
Financial Aid Director	Jess Scherr	<i>Bachelor of Arts, Farleigh Dickerson University</i>

Faculty

Cardiovascular Sonography/ Diagnostic Medical Sonography Program Direct Director/ Instructor	Dr. Kalam Chowdhury, RDMS, RVT, RDCS
Cardiovascular Sonography Instructor	Nivedita Kumar <i>Cardiovascular Sonography, MCI Institute</i>
Cardiovascular Sonography Lab Instructor	Gregory Peluso, BS, RVT <i>Bachelors of Arts, Stockton University</i>
Cardiovascular Sonography Clinical Coordinator/Lab Instructor	Rasa Sakalauskas, RDMS, RVT, RDCS <i>ASA College of Technology, Associate of Science</i>
Diagnostic Medical Sonography Program Instructor/ Cardiovascular Sonography Clinical Coordinator	Camille Abadia, RDMS, RDCS, RVT <i>Bachelors of Science, SUNY</i>
Diagnostic Medical Sonography Clinical Coordinator PD	Patricia Walker, BA, RDMS (AB, OBGYN) <i>Healthcare Training Institute, Ultrasound Certificate</i>
Diagnostic Medical Sonography Program Instructor	Dr. Syeda Kazmi, RDMS
Diagnostic Medical Sonography Lab Instructor	Michelle Martin, RDMS
Diagnostic Medical Sonography Lab Instructor	Amy Knudsen, RDMS
Diagnostic Medical Sonography Lab Instructor	Jenna Newberger, RDMS
Surgical Technology/ Sterile Processing Technology Program Director/Instructor FT	Dr. Tarek Halim, CST <i>University of Assiut, Medical Degree</i>
Surgical Technology Program Director/Clinical Coordinator	Halyna Jasinski, RN, BSN, CST <i>Kean University, Bachelor of Science in Nursing</i>
Surgical Technology Lab Instructor	Anthony Gregorio, CST <i>Surgical Technology, MCI Institute</i>
Surgical Technology Lab Instructor	Jade Gonzalez, CST <i>Surgical Technology, MCI Institute</i>
Sterile Processing Program Instructor	Erica Mosca, CRCST <i>Sterile Processing Technology, MCI Institute</i>

**MCI Institute management team includes:
School Director, Assistant Director, and Director of Education*

Nondiscrimination Statement

MCI Institute is an equal opportunity employer and educational institution. MCI Institute does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by applicable federal or state law in its educational programs, admissions, employment practices, or institutional activities. Applicants and students must be able to meet the academic, technical, clinical, and essential requirements of their selected program, with reasonable accommodations when applicable.

ADA Compliance and Reasonable Accommodations

MCI Institute complies with the Americans with Disabilities Act (ADA) and applicable federal and state nondiscrimination laws. MCI Institute provides qualified individuals with disabilities equal opportunity to apply for and participate in its educational programs. Applicants and students must be able to meet the academic and essential technical requirements of their selected program, with or without reasonable accommodation. Applicants or students requesting an accommodation must submit a completed Request for Reasonable Accommodation Form and supporting documentation, as applicable. Requests for reasonable accommodations are reviewed on an individual basis. MCI Institute will provide reasonable accommodations to qualified individuals with disabilities when appropriate, provided the accommodation does not fundamentally alter the nature or essential requirements of the program or impose an undue hardship on the institution. Accommodation requests may be reviewed by appropriate institutional personnel, which may include the School Director, Director of Education, Program Director, faculty, and/or Clinical Coordinator, as applicable. Applicants and students will be notified in writing of the institution's determination, generally within fourteen (14) calendar days following receipt of a complete accommodation request and all required supporting documentation. Clinical sites and credentialing or certification organizations may maintain separate requirements and procedures. MCI Institute cannot guarantee that accommodations approved by the institution will be accepted by an external clinical site, credentialing organization, or certification agency.

Admission Requirements and Procedures

All applicants must meet the following general admission requirements:

1. Be at least eighteen (18) years of age prior to enrollment.
2. Provide valid government-issued photo identification and any additional identification or documentation required for enrollment.
3. Provide evidence of high school graduation or a recognized high school equivalency credential (GED). Foreign-educated applicants must provide certified English translations, when applicable, and a credential evaluation confirming U.S. educational equivalency.
4. Complete an interview with an Admissions Representative and/or Program Director to review the selected program and applicable admission requirements.
5. Complete and sign all required pre-enrollment documentation.
6. Sign the Enrollment Agreement and pay all applicable application and/or registration fees.
7. Meet all additional admission requirements for the selected program. Depending on the program, requirements may include college education or prerequisite credits, an admissions assessment examination, health clearance and immunizations, a cleared background check, and/or negative drug screening results. Refer to the specific program requirements for additional information.

Final Admission Decision: Meeting the minimum admission requirements does not guarantee acceptance. The School Director and/or Program Director makes the final decision regarding acceptance into the program in accordance with institutional admission requirements.

Program-Specific Admission Requirements

In addition to MCI Institute's general admission requirements, certain programs have additional requirements that must be met prior to acceptance and/or within established program deadlines. Applicants should refer to the applicable program section of this catalog for complete admission requirements. Additional requirements may include prerequisite education or college credits, a minimum college degree, admissions assessments, and other program-specific requirements.

Programs with additional admission requirements include:

- Diagnostic Medical Sonography (DMS)
- Cardiovascular Sonography (CVS)
- Surgical Technology (ST)

Essential Technical Standards

MCI Institute's healthcare programs require students to demonstrate certain cognitive, communication, sensory, and psychomotor abilities necessary to successfully participate in classroom, laboratory, and clinical education and to perform required program competencies safely. Applicants and students must be able to meet the essential technical standards applicable to their program, with or without reasonable accommodation.

Essential abilities may include, as applicable to the program:

1. **Communication:** Ability to communicate effectively in English with patients, instructors, healthcare professionals, and other personnel through verbal and written communication and to understand appropriate instructions and documentation.
2. **Mobility:** Ability to safely perform the physical activities necessary for laboratory and clinical training, which may include standing, walking, sitting, kneeling, bending, positioning, and assisting with patient movement or transfers.
3. **Motor Skills:** Sufficient fine and gross motor ability to safely operate and manipulate equipment, controls, instruments, devices, and other materials required for program competencies.
4. **Sensory Ability:** Sufficient auditory, visual, and other sensory ability to observe patients, recognize relevant clinical information, and safely perform required laboratory and clinical competencies.
5. **Visual Ability:** Ability to observe and interpret information necessary for the selected program, which may include fine print, equipment displays, images, colors, contrast, and variations in shades.
6. **Cognitive Ability:** Ability to understand, retain, analyze, and apply information; follow instructions; exercise appropriate judgment; and respond appropriately in classroom, laboratory, and clinical settings.
7. **Professional and Behavioral Ability:** Ability to interact appropriately with patients, faculty, clinical personnel, and others and demonstrate professional conduct consistent with the requirements of the educational and clinical environment.

Individuals who believe they require a reasonable accommodation to meet an essential technical standard should refer to the ADA Compliance and Reasonable Accommodations policy in this catalog.

Transferability of Credits and/or Clock Hours

MCI Institute uses clock hours and quarter credit hours (see specific program outline) for providing transcripts of all completed courses. However, decision regarding the transferability of issued credit hours for completed courses is at the discretion of the receiving institution. MCI Institute does not provide assurance as to the transferability of credits earned.

Students seeking to transfer course credits from other accredited educational institutions are responsible for having Official Transcripts forwarded to MCI Institute for review. Only courses completed within the last five years and congruent to the selected program for which the student has earned a grade of “C” or above will be evaluated. Submission of school catalog or course syllabus for a review may also be required. The Educational Director makes the final decision as to the acceptance of course transferability.

Advanced Placement/Experiential Learning Policy

Applicants with prior college-level coursework may be eligible for advanced placement or transfer credit when the previous coursework is determined to be equivalent to coursework required within the selected MCI Institute program. Official transcripts and any requested supporting documentation must be submitted for evaluation. Approval of advanced placement or transfer credit is determined in accordance with MCI Institute's Transferability of Credits and/or Clock Hours policy and any applicable programmatic accreditation or regulatory requirements. MCI Institute does not award credit for experiential learning unless specifically permitted by institutional policy and applicable program requirements.

Returning and Transferring Student's Policy

Former MCI Institute students may apply for readmission or request transfer to another MCI Institute program, subject to program availability and applicable admission requirements. Students seeking readmission or transfer to another program must meet the current admission requirements of the program for which they are applying. Previously completed coursework will be reviewed to determine whether it is applicable to the new or returning program. Approval of prior coursework does not exempt a student from attendance or other academic requirements unless specifically approved and documented by MCI Institute. Readmission, program transfer, and acceptance of previously completed coursework are not guaranteed and are subject to review and approval by the appropriate Program Director and/or Director of Education.

Important Disclosures

MCI Institute provides prospective and enrolled students with important information regarding requirements that may affect program completion, clinical eligibility, credentialing, and employment. Students are encouraged to carefully review the following information.

Clinical Education Requirements

MCI Institute programs require participation in clinical and/or externship experiences at affiliated healthcare facilities, physician offices, or other approved clinical training sites. Clinical sites may establish requirements including:

- Criminal background checks and drug screening
- Physical examinations, immunization records, and health clearances
- Proof of health insurance
- CPR certification
- Fit testing, respirator clearance, or other site-specific requirements
- Facility orientation, training modules, and compliance documentation

Clinical sites maintain the right to accept or deny student placement based on their policies, screening criteria, and operational requirements. MCI Institute cannot override a clinical site's placement decision. Failure to satisfy clinical site requirements may delay clinical placement, program progression, or graduation and may affect a student's ability to successfully complete the program.

Credentialing Examination Eligibility

Credentialing and certification agencies establish and control their own examination eligibility requirements. Students are encouraged to review the requirements of the applicable credentialing agency. Criminal or disciplinary history, falsification of records, or other agency-specific requirements may affect examination eligibility. MCI Institute cannot guarantee a student's eligibility when eligibility is determined by an independent credentialing or certification agency.

Professional Licensure / Credentialing Disclosure

MCI Institute evaluates whether its educational programs meet applicable state educational requirements for professional licensure, certification, or credentialing in the states where enrolled students are physically located, as required. MCI Institute programs are designed to prepare students for entry-level employment and, where applicable, eligibility for nationally recognized credentialing examinations. State, employer, certification, and credentialing requirements may vary by profession and location. Students intending to seek employment outside the state in which they completed their education are encouraged to independently verify applicable licensure, certification, credentialing, and employment requirements in the state where they intend to work. Students who change their physical location during enrollment must notify MCI Institute, as relocation may affect program participation, clinical placement, credentialing requirements, or employment eligibility.

Employment Considerations

Employment requirements vary by employer, healthcare facility, specialty, profession, and state. Factors that may affect employment opportunities include:

- Criminal history or drug screening results
- Background verification
- Physical requirements of the position
- Professional conduct
- Credentialing, certification, or licensure requirements
- Employer-specific hiring standards

MCI Institute does not guarantee employment upon completion of a program. Clinical or externship experiences may provide students with exposure to potential employment opportunities; however, clinical placement does not constitute an offer or guarantee of employment.

Salary and Employment Expectations:

Salary levels and employment opportunities vary based on geographic location, employer, experience, credentials, specialty, and current labor market conditions. MCI Institute does not guarantee a specific salary, wage, position, or level of employment following graduation. Students are encouraged to independently research current employment opportunities and salary information for their intended field and geographic area

Student Physical Location Policy

MCI Institute determines a student's physical location at the time of enrollment through information and documentation provided during the admissions and enrollment process. Students are required to notify MCI Institute in writing of any change to their physical residence or mailing address during enrollment by completing a Student Contact Update Form. A change in physical location may affect a student's ability to participate in the program, complete clinical requirements, or meet applicable state, credentialing, certification, or employment requirements. Students considering relocation during enrollment are encouraged to notify MCI Institute in advance so that any potential impact on program participation or completion can be reviewed.

Student Responsibility

Students are encouraged to independently review requirements applicable to their intended profession and employment location, including credentialing or certification requirements, state-specific requirements, employer hiring standards, physical demands of the profession, and current employment and salary information.

Average Classroom Size

To support an effective learning environment, classroom enrollment generally ranges from eight (8) to twenty (20) students per program. Laboratory class sizes may be smaller depending on the program, course, equipment availability, and instructional requirements.

Orientation

All newly enrolled students are required to attend orientation prior to the start of classes. Orientation is generally conducted on campus prior to the program start date. During orientation, students are introduced to MCI Institute policies, procedures, administrative staff, faculty, and school facilities. Students receive information regarding the Student Handbook, FERPA and student privacy rights, code of conduct, academic integrity, attendance, dress code, school closings, communication, and other student responsibilities. Program materials, including textbooks and uniforms, may also be distributed during orientation, as applicable. Students are provided with information and resources intended to support academic success and satisfactory academic progress.

Program Attendance

Regular and punctual attendance is essential to academic success and professional development. MCI Institute records student attendance for all scheduled instructional and clinical hours in accordance with institutional and applicable regulatory requirements. Attendance records are maintained by the institution and are available for student review. Students are expected to attend all scheduled classes, laboratories, and other required educational activities. Students who miss more than ten percent (10%) of required instructional hours may be required to complete documented make-up hours or activities as approved by the instructor and/or Program Director. Students who will be absent or late are responsible for notifying the school as soon as possible and in accordance with established notification procedures.

Laboratory Attendance

Attendance at all scheduled laboratory classes is expected. Laboratory instruction is an essential component of MCI Institute's healthcare programs and provides students with the hands-on training necessary to develop, practice, and demonstrate required skills and competencies. Because laboratory experiences cannot always be fully replicated through independent study or classroom instruction, even one missed laboratory class may result in a Student Success Meeting with the Program Instructor, Program Director, and/or other appropriate school personnel. The purpose of the meeting is to review the missed laboratory instruction, evaluate the student's academic and skills progression, and determine any required make-up activities or additional support.

Clinical Externship Attendance

Students are required to complete 100% of all assigned clinical and externship hours. Any missed clinical or externship hours must be made up in coordination with the clinical site and with approval from the Clinical Coordinator and/or Program Director. Students are responsible for notifying both MCI Institute and the clinical/externship site of an absence or anticipated lateness in accordance with established procedures. Failure to maintain satisfactory attendance or comply with attendance notification and make-up requirements may result in counseling and/or other action in accordance with MCI Institute's attendance and SAP Policy.

Tardiness and Attendance-Related Professionalism

Tardiness is documented as part of the student's attendance record. Students are expected to arrive on time and remain for the full scheduled instructional period. Students are encouraged to arrive approximately fifteen (15) minutes before the scheduled start of class. Regular punctuality, attendance, and reliability are important components of professional behavior and preparation for the clinical environment. Repeated tardiness, leaving class early without authorization, failure to follow absence notification procedures, or no-call/no-show occurrences may result in a Student Success or Counseling Meeting with the Program Instructor, Program Director, and/or other appropriate school personnel.

The purpose of the meeting is to address the attendance concern, reinforce professional expectations, identify barriers when appropriate, and establish corrective actions necessary to support successful academic and clinical progression. Students should understand that repeated tardiness, unexcused early departures, excessive absenteeism, or no-call/no-show behavior may be considered unacceptable in a clinical or healthcare environment. Such behaviors may disrupt patient care and clinical operations, demonstrate concerns regarding reliability and professionalism, and may jeopardize a student's clinical placement. Clinical sites maintain their own attendance and conduct requirements and may remove or dismiss a student from a clinical experience for failure to meet site expectations. Students arriving after an examination or assessment has begun must follow the instructor's directions regarding testing and any applicable make-up procedures.

For attendance-recording purposes, tardiness is calculated as follows:

1. 1–15 minutes late = 15 minutes of missed time
2. 16–30 minutes late = 30 minutes of missed time
3. 31–60 minutes late = 1 hour of missed time

Missed Instructional Time

Class schedules and instructional hours vary by program. Students should refer to their Enrollment Agreement and applicable program schedule for their assigned class days and hours. A clock hour consists of a 60-minute period that includes a minimum of 50 minutes of faculty-supervised instruction, laboratory activity, examination, or other approved educational activity. Scheduled meal periods are not included as instructional clock hours.

Students are expected to attend and remain for all scheduled instructional and laboratory hours. Missed instructional time is recorded as an absence regardless of the reason for the absence. Students are responsible for all instruction, coursework, assignments, laboratory activities, and competencies missed during an absence. When appropriate, arrangements for approved make-up time or work must be coordinated with the Program Instructor, Program Director, and/or Director of Education in accordance with the Make-Up Time and Work Policy. Completion of make-up time or work does not remove the originally recorded absence from the student's attendance record.

School Closing and Delayed Openings

MCI Institute may delay opening, close the school, or dismiss classes early due to inclement weather, emergencies, unsafe conditions, or other circumstances that may affect the safety of students, faculty, and staff. When possible, decisions regarding school closings or delayed openings will be made prior to the start of scheduled classes. Students will be notified through one or more of the institution's established communication methods, which may include the MCI Institute website, email, school communication systems, social media, and/or local news outlets.

Students are responsible for monitoring school communications when inclement weather or other conditions may affect normal school operations. When a school closing results in missed instructional or laboratory hours, MCI Institute will determine the appropriate make-up schedule or instructional arrangement necessary to ensure required program hours, coursework, and competencies are completed. Students will be notified of any required make-up dates or temporary schedule adjustments. Any make-up or temporary schedule adjustment will be administered in accordance with MCI Institute's applicable attendance, make-up, and scheduling policies.

Temporary Schedule Adjustments

MCI Institute makes every reasonable effort to maintain the class schedule identified in the student's Enrollment Agreement. In limited circumstances, a temporary adjustment to scheduled class days or hours may be necessary. Temporary schedule adjustments will be reviewed by school administration and appropriate program personnel and communicated to affected students prior to implementation. When a temporary adjustment differs from the class schedule identified at enrollment, affected students will be informed of the proposed change and written agreement will be obtained prior to implementation. Temporary schedule adjustments do not change the approved curriculum, required program hours, educational objectives, or credential awarded and do not constitute a permanent change to the program's regularly offered schedule. Documentation of temporary schedule adjustments and applicable student acknowledgments will be maintained by MCI Institute.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is not in attendance. MCI Institute may grant a Leave of Absence for documented circumstances such as medical or health-related needs, pregnancy, family care or emergency, bereavement, military obligations, jury duty, or other circumstances approved by the institution.

Students requesting a Leave of Absence must comply with the following requirements:

1. **Written Request:** The student must submit a written, signed, and dated Leave of Absence Request to the Director of Education. The request must state the reason for the leave and include the requested beginning date and anticipated date of return.
2. **Advance Request:** Whenever possible, the Leave of Absence must be requested and approved in advance. When unforeseen circumstances prevent a student from submitting the request in advance, MCI Institute may consider the request after the leave has begun, provided the circumstances and institutional approval are appropriately documented.
3. **Approval:** Approval of a Leave of Absence is not automatic. MCI Institute must determine that there is a reasonable expectation that the student will return and be able to continue the program.
4. **Maximum Length:** A Leave of Absence, together with any additional approved leaves, may not exceed a total of **180 calendar days within a 12-month period**, in accordance with applicable requirements.
5. **Return to Program:** Upon completion of an approved Leave of Absence, the student will be scheduled to resume training at the appropriate point in the program, subject to course sequencing, program scheduling, and seat availability.
6. **Program Completion:** An approved Leave of Absence may extend the student's anticipated program completion date. Students remain subject to applicable academic progression and maximum time-frame requirements.
7. **Failure to Return:** A student who does not return from an approved Leave of Absence as scheduled and does not receive approval for an applicable extension will be considered withdrawn in accordance with MCI Institute policy and applicable requirements. Any applicable refund and Return of Title IV Funds calculations will be processed in accordance with institutional and federal requirements.
8. **Financial Aid:** Students receiving federal student aid should consult with the Financial Aid Office regarding the potential effect of a Leave of Absence on their financial aid and student loan obligations. When applicable, students will be advised of the consequences of failing to return from an approved Leave of Absence.

MCI Institute will maintain documentation of approved Leave of Absence requests and related determinations in the student's record.

Dress Code

Students are expected to maintain a clean, professional appearance appropriate for a healthcare education and clinical environment. Students who report to class, laboratory, clinical, or externship activities in attire that does not meet applicable dress or safety requirements may be required to correct the issue before participating.

1. Students must wear the designated MCI Institute scrubs with the school logo during scheduled classes, laboratories, and other required activities, unless otherwise directed.
2. Clean, closed-toe professional or clinical footwear must be worn. Footwear must be appropriate for the classroom, laboratory, and clinical environment.
3. Appropriate shirts or undershirts may be worn beneath scrubs as needed, provided they maintain a professional appearance and do not interfere with laboratory or clinical activities.
4. Open-toe shoes, slippers, and other footwear that may present a safety concern are not permitted. Hooded sweatshirts may not be worn during laboratory or clinical activities.
5. Students may be required to wear a clean lab coat, identification badge, or other designated attire or protective equipment based on program or clinical-site requirements.
6. Students assigned to a clinical or externship site must comply with the dress code, identification, grooming, and safety requirements established by that site. Clinical-site requirements may be more restrictive than MCI Institute's general dress code.

General Appearance and Personal Hygiene

Students are expected to maintain a clean, neat, and professional appearance appropriate for healthcare education and clinical environments. Personal appearance and hygiene must support patient safety, infection control, and professional standards.

1. Students are expected to maintain appropriate personal hygiene, including regular bathing and use of deodorant. Strong fragrances, including perfumes, colognes, and heavily scented personal products, should be avoided due to potential sensitivities of patients and others.
2. Fingernails must be clean, well maintained, and of a safe length appropriate for laboratory and clinical activities. Artificial nails, nail enhancements, and nail products may be restricted based on infection-control requirements or clinical-site policies.
3. Hair must be clean, neat, and secured when necessary to prevent interference with patient care, equipment, or laboratory and clinical activities.
4. Facial hair must be clean and neatly maintained and must not interfere with required personal protective equipment (PPE) or applicable safety requirements.
5. Jewelry and accessories must be professional and must not interfere with patient care, infection control, PPE, equipment, or safe performance of required skills.
6. Body piercings and other accessories may be restricted when they present a safety, infection-control, or patient-care concern or when required by a clinical site's policy.
7. Tattoos must not contain content that is discriminatory, threatening, obscene, or otherwise inconsistent with a professional healthcare environment. Students must comply with any additional tattoo-covering requirements established by an assigned clinical or externship site.
8. Scrubs, uniforms, lab coats, and other required attire must be clean, neat, properly fitted, and maintained in professional condition.
9. Religious, cultural, disability-related, or other legally protected accommodations regarding dress or grooming will be addressed in accordance with applicable law and MCI Institute policy.

Students participating in clinical or externship experiences must also comply with the appearance, hygiene, infection-control, and dress requirements of the assigned clinical site. Clinical-site requirements may be more restrictive than MCI Institute's general standards.

Code of Conduct/Professional Behavior Policy

MCI Institute students are expected to conduct themselves in a professional, respectful, ethical, and responsible manner while on school premises, participating in school-sponsored activities, and attending clinical or externship sites. Conduct that violates institutional standards may result in counseling, a Student Success Meeting, a written warning, probation, suspension, dismissal, and/or other appropriate action depending on the nature, severity, and frequency of the conduct. Serious violations may result in immediate suspension or dismissal.

The following conduct is prohibited:

1. **Discrimination and Harassment:** Discriminatory, harassing, threatening, or intimidating conduct based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by applicable law.
2. **Sexual Harassment:** Sexual harassment, including unwelcome sexual conduct, hostile-environment harassment, or quid pro quo harassment.
3. **Academic or Institutional Dishonesty:** Cheating, plagiarism, falsification of records, knowingly providing false information, forgery, alteration or unauthorized use of institutional or clinical documents, or other acts of academic or institutional dishonesty.
4. **Disruptive Conduct:** Intentional or repeated behavior that substantially disrupts or obstructs teaching, learning, laboratory activities, clinical education, administrative functions, or other school-sponsored activities.
5. **Abusive or Unsafe Conduct:** Physical or verbal abuse, threats, intimidation, fighting, bullying, or other conduct that jeopardizes the safety or well-being of students, employees, patients, clinical personnel, or others.
6. **Theft or Property Damage:** Theft, attempted theft, unauthorized possession, misuse, or intentional damage to school, clinical-site, student, employee, patient, or other property.
7. **Failure to Follow Authorized Directions:** Failure to comply with reasonable directions from MCI Institute faculty, administration, clinical personnel, or other authorized individuals acting within the scope of their responsibilities.
8. **Illegal or Prohibited Substances and Conduct:** Possession, use, distribution, or being under the influence of illegal drugs, controlled substances without lawful authorization, or alcohol while participating in school, laboratory, or clinical activities. Smoking and vaping are prohibited where restricted by institutional, clinical-site, or applicable law or policy.
9. **Unauthorized Clinical-Site Activity:** Unauthorized use of clinical-site identification or badges, misrepresentation of student status, or attendance at a clinical or externship site outside of assigned or authorized hours.
10. **Electronic Devices:** Unauthorized or disruptive use of cell phones, smart devices, recording devices, or other electronic equipment during classroom, laboratory, clinical, or externship activities. Students must comply with all clinical-site requirements regarding electronic devices, photography, recording, and patient confidentiality.
11. **Dress, Appearance, and Safety Requirements:** Failure to comply with applicable MCI Institute or clinical-site dress, hygiene, identification, personal protective equipment, or safety requirements.
12. **Violation of Applicable Requirements:** Failure to comply with applicable federal or state law, institutional policies, clinical-site requirements, or applicable regulatory and accrediting requirements.

Students participating in clinical or externship education are also subject to the policies and professional standards of the assigned clinical site. A clinical site may remove a student from the site for violations of its policies or professional standards. Removal from a clinical site may affect the student's ability to progress in or complete the program. MCI Institute reserves the right to take appropriate action when student conduct presents an immediate safety concern or significantly interferes with the educational or clinical environment.

Safety and Security Policies

MCI Institute is committed to maintaining a safe and appropriate learning environment for students, faculty, staff, and visitors. Students are expected to comply with institutional safety procedures, laboratory requirements, clinical-site policies, and applicable local, state, and federal requirements.

- 1. Alcohol and Drug:** MCI Institute maintains a drug- and alcohol-free educational environment. The unlawful possession, use, distribution, or being under the influence of illegal drugs, controlled substances without lawful authorization, or alcohol is prohibited on MCI Institute property and during school-sponsored, laboratory, clinical, or externship activities. Students must not participate in educational or clinical activities when impaired in a manner that may affect their ability to perform safely.
- 2. Emergency Evacuation:** In the event of a fire, smoke condition, or other emergency requiring evacuation, students, faculty, and staff must immediately follow evacuation instructions and proceed to the designated safe area. Individuals may not re-enter the building until authorized by emergency personnel or MCI Institute administration. Students should refer to MCI Institute's Emergency Preparedness Plan and posted evacuation routes for additional emergency procedures.
- 3. Firearms and Weapons:** Possession or unauthorized use of firearms, weapons, or other dangerous items is prohibited on MCI Institute property and during school-sponsored activities, subject to applicable law. Threatening, displaying, or using any object in a manner intended or reasonably likely to cause serious bodily injury is prohibited and may result in immediate disciplinary action and notification of law enforcement when appropriate.
- 4. Hazardous Waste:** Hazardous materials used for instructional purposes must be stored, handled, and disposed of in accordance with applicable safety requirements and manufacturer instructions. Students must follow faculty instructions and utilize required personal protective equipment (PPE), safety equipment, and established laboratory procedures when working with hazardous materials. Hazardous waste will be managed and disposed of in accordance with applicable requirements.
- 5. Safety Data Sheets (SDS):** Safety Data Sheets (SDS) for applicable chemicals and hazardous materials are maintained and accessible in appropriate laboratory areas. Required safety equipment, including eyewash stations and other applicable emergency equipment, is maintained in designated laboratory areas. Students receive instruction regarding applicable laboratory safety procedures and are responsible for following all safety requirements.
- 6. Health and Immunization Requirements:** Students must satisfy the health, medical clearance, and immunization requirements applicable to their program and assigned clinical or externship sites by established deadlines. Additional health documentation, testing, vaccinations, or other requirements may be required by clinical sites or applicable regulatory requirements.
- 7. Infectious Disease Exposure:** Students who experience or become aware of a potential exposure to a communicable or infectious disease during school, laboratory, clinical, or externship activities must promptly notify the appropriate instructor, Clinical Coordinator, Program Director, and/or clinical-site supervisor. An incident report may be required. MCI Institute will follow applicable institutional procedures, clinical-site protocols, and public-health reporting requirements.
- 8. Exposure to Bloodborne Pathogens:** Students or faculty who experience a needlestick, puncture wound, blood or body-fluid splash to the eyes, nose, mouth, non-intact skin, or other potential exposure to blood or potentially infectious materials during classroom, laboratory, clinical, or externship activities must immediately report the exposure to the appropriate instructor and/or clinical-site supervisor. An incident report must be completed, and the individual must follow applicable MCI Institute and/or clinical-site exposure procedures, including prompt medical evaluation and follow-up when indicated.

Student Pregnancy Policy

MCI Institute does not discriminate against students on the basis of pregnancy, childbirth, related medical conditions, or recovery from these conditions, in accordance with applicable federal and state requirements. Disclosure of pregnancy is voluntary. A student is not required to disclose a pregnancy solely because the student is pregnant. However, students are encouraged to notify appropriate school personnel when pregnancy or a related condition may affect participation in classroom, laboratory, clinical, or externship activities or when a modification or accommodation is requested. Healthcare education may involve exposure to infectious diseases, radiation, chemicals, physical activity, patient-care responsibilities, and other occupational or clinical conditions. Pregnant students are encouraged to consult with their healthcare provider regarding participation in program activities and any medically recommended restrictions. MCI Institute will consider reasonable modifications or accommodations related to pregnancy and related conditions in accordance with applicable requirements. When appropriate, documentation from a healthcare provider may be requested regarding specific restrictions or recommended modifications. A student may continue in the program, request an applicable modification or accommodation, or request a Leave of Absence in accordance with MCI Institute policy. Students remain responsible for meeting applicable academic, clinical, competency, and program completion requirements. Students participating in clinical or externship education must also comply with applicable health and safety requirements of the assigned clinical site. MCI Institute will work with the student and appropriate program personnel to address pregnancy-related needs while maintaining required educational, clinical, and safety standards.

Learning Resources and Computer Use

MCI Institute provides students access to learning resources, computers, and educational materials to support their programs of study. Students may use available learning resources and computers during designated hours and must comply with posted rules and instructions. MCI Institute computers, networks, internet access, and other technology resources are intended primarily for educational, academic, career-development, and other authorized purposes. Students may not install or remove software, alter computer settings or configurations, attempt to gain unauthorized access to systems or networks, or use institutional technology for unlawful, inappropriate, or unauthorized purposes. Students are expected to use institutional technology and learning resources responsibly. Misuse may result in restriction of access and/or disciplinary action in accordance with MCI Institute policy.

Personal Property and Damage to School Property

Students are responsible for safeguarding their personal belongings while on MCI Institute property or participating in school activities. MCI Institute is not responsible for personal items that are lost, misplaced, stolen, or damaged, except as otherwise required by applicable law. Students are expected to use school facilities, equipment, instruments, technology, and other property responsibly and in accordance with faculty instructions and applicable safety requirements. Students may be held financially responsible for the repair or replacement of MCI Institute property that is intentionally damaged or damaged as a result of misuse, negligence, or unauthorized activity. Incidents involving damage to school property will be reviewed by school administration and addressed in accordance with applicable institutional policies.

Graduation Requirements

MCI Institute faculty and administration support students in achieving the educational objectives and requirements of their programs. To be eligible for graduation, a student must:

1. Successfully complete all required courses, laboratory instruction, competencies, and other academic requirements of the program with a minimum passing grade of C (75%), unless a higher standard is established for a specific program or course.
2. Maintain a minimum overall on-campus attendance rate of 90% and satisfy all applicable attendance requirements.
3. Successfully complete 100% of all required clinical and/or externship hours and required clinical competencies, as applicable to the program.
4. Meet all applicable Satisfactory Academic Progress (SAP) and maximum time-frame requirements.
5. Satisfy all additional graduation requirements applicable to the student's specific program.
6. Fulfill all applicable financial obligations to MCI Institute in accordance with institutional policy and applicable requirements.

Students who satisfy all applicable academic, attendance, clinical, administrative, and program requirements will be eligible to receive the appropriate credential awarded by MCI Institute.

Disciplinary Action and Conditions for Dismissal

MCI Institute expects students to maintain satisfactory academic progress, attendance, professional conduct, and compliance with institutional and clinical requirements. When concerns arise, MCI Institute may utilize Student Success Meetings, counseling, written warnings, academic or attendance interventions, probation, suspension, or other corrective measures when appropriate. The institution reserves the right to take more immediate action when the nature or severity of a violation warrants such action.

A student may be subject to suspension and/or dismissal for reasons including, but not limited to:

1. Failure to maintain required academic or Satisfactory Academic Progress standards.
2. Failure to meet institutional or program attendance requirements, including excessive absenteeism or failure to complete required instructional, laboratory, clinical, or externship hours.
3. Exceeding the maximum time frame permitted for program completion.
4. Failure to comply with MCI Institute policies, the Code of Conduct, or applicable clinical or externship-site policies.
5. Academic dishonesty, including cheating, plagiarism, falsification of records, or other forms of dishonesty.
6. Conduct that demonstrates unsafe practices, poor professional judgment, or jeopardizes the health or safety of patients, students, faculty, clinical personnel, or others.
7. Threatening, abusive, disruptive, discriminatory, harassing, or other serious unprofessional conduct.
8. Unauthorized clinical-site activity or serious violations of patient confidentiality, privacy, or clinical-site requirements.
9. Failure to satisfy applicable financial obligations in accordance with institutional policy and applicable requirements.

Serious violations involving safety, violence, threats, substantial misconduct, falsification, or other circumstances warranting immediate intervention may result in suspension or dismissal without prior progressive disciplinary action. Students will be notified of applicable disciplinary decisions and may utilize MCI Institute's established grievance and appeal procedures.

Grievance Policy and Procedures

MCI Institute is committed to maintaining open communication and providing students with a fair and accessible process for raising concerns, complaints, and formal grievances. MCI Institute recognizes that many student questions, concerns, or complaints can be addressed and resolved through routine communication with faculty, Program Directors, or school administration.

1. Informal Resolution

Students are encouraged, when appropriate, to first discuss concerns with the Program Instructor, Program Director or staff member most directly involved. If the concern cannot be resolved at that level, the student may request assistance from the Director of Education and/or School Director. Many student concerns are successfully resolved through informal communication and do not require a formal written grievance. A concern that is satisfactorily resolved informally is not considered a formal grievance. A formal grievance is a written complaint submitted by a student requesting formal institutional review or resolution of an unresolved or significant concern. Students will not be subject to retaliation for raising a concern or participating in the grievance process in good faith.

2. Formal Written Grievance

If a concern is not resolved informally, or the student requests formal review, a written grievance may be submitted to the School Director, preferably within fourteen (14) calendar days of the incident or decision. The grievance should include the student's name and contact information, a description of the concern and individuals involved, relevant dates, available supporting documentation, and the requested resolution. The grievance must be dated and submitted in writing or by email from the student. MCI Institute will provide reasonable assistance or accommodation, when needed, to ensure students can access the grievance process.

3. Institutional Review and Investigation

Upon receipt of a formal grievance, the School Director or designee will review the complaint and gather relevant information, which may include interviews and review of applicable records or documentation. When appropriate, the grievance may be referred to a **Review Committee** of appropriate institutional personnel. To the extent reasonably possible, individuals directly involved in the matter should not serve as the sole decision-maker. Students are expected to cooperate with reasonable requests for information during the review.

4. Written Determination

Following review, MCI Institute will provide the student with a written determination describing the outcome and any applicable action or resolution. The institution will generally provide its determination within fourteen (14) calendar days of receiving a complete formal grievance. When additional time is reasonably necessary due to the complexity of the matter, availability of individuals necessary to the review, weather-related closures, or other unforeseen circumstances, the student will be notified of the delay and provided with an updated anticipated timeframe.

5. Appeal

A student may submit a written appeal within fourteen (14) calendar days of receiving the grievance determination. The appeal should state the reason for reconsideration and include any relevant additional information. The appeal will be reviewed by an appropriate institutional official and/or Review Committee, when reasonably possible by someone other than the original decision-maker. A written appeal determination will generally be provided within fourteen (14) calendar days. The student will be notified if additional time is necessary.

6. Non-Retaliation

MCI Institute prohibits retaliation against a student for raising a concern, submitting a grievance or appeal, providing information related to a grievance, or participating in the grievance process in good faith.

External Complaint Options

Students are encouraged to utilize MCI Institute's grievance procedure so that the institution has an opportunity to address and resolve concerns. However, nothing in this policy prohibits a student from contacting an applicable governmental, regulatory, or accrediting agency regarding a matter within that agency's jurisdiction. Students enrolled in a New Jersey Private Career School may obtain information regarding the State's complaint process through the New Jersey Department of Labor and Workforce Development (NJDOLE). Students may also submit complaints to MCI Institute's applicable institutional or programmatic accrediting agencies in accordance with the complaint procedures established by those agencies.

New Jersey Department of Labor and Workforce Development (NJDOLE)
trainingEvaluationUnit@dol.nj.gov

Accrediting Bureau of Health Education Schools (ABHES)
complaints@abhes.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
<https://www.caahep.org/contact-us-2/complaints>

Reentry Policy

Students seeking to reenter MCI Institute following withdrawal, suspension, or dismissal must submit a written request for reentry to the School Director and/or Director of Education. Reentry is not automatic and is subject to review of the student's prior academic progress, attendance, conduct, financial status, reason for separation, and ability to successfully resume the program.

Depending on the circumstances, the student may be required to meet with appropriate school administration and/or a Review Committee and provide a plan for successful program completion. Students returning after academic or Satisfactory Academic Progress concerns must satisfy applicable SAP and Academic Appeal requirements. Students seeking reentry following conduct-related dismissal may be subject to additional review and conditions prior to approval.

Approved reentry is subject to program scheduling, course sequencing, seat availability, current program requirements, and applicable maximum time-frame requirements. The student will generally be notified in writing of the reentry determination within fourteen (14) calendar days following receipt of a complete reentry request. If additional review time is necessary, the student will be notified.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress Policy

MCI Institute requires students to maintain Satisfactory Academic Progress (SAP) throughout their program of study. SAP is evaluated through established qualitative and quantitative standards, as applicable, and at defined evaluation periods. Students must maintain a minimum cumulative GPA of 2.5 (75%), successfully complete required coursework and educational requirements, and progress toward completion of the program within the established Maximum Time Frame, which may not exceed 150% of the published program length. Students who do not meet applicable SAP requirements will be subject to the warning, probation, appeal, and/or dismissal provisions described in this policy. MCI Institute provides advising and academic assistance to students experiencing difficulty in maintaining satisfactory progress.

Grading System

The competencies taught in the courses offered at MCI Institute will be evaluated by both written examinations and lab evaluations or practical computer application tests. Attendance and class participation are also evaluated. The minimal grade for graduation is 75%.

GRADE	GRADE POINTS	PERCENTAGE
A	(4.0) = Honors	95 - 100
A-	(3.7) = Excellent	90 - 94
B	(3.5) = Very Good	85 - 89
B-	(3.0) = Good	80 - 84
C	(2.5) = Average	75 - 79
D	not used	
F	(0.0)	Below 75
R		Retake
INC		Incomplete
WD		Withdrawal
WP		Withdrawal Passing
WU		Withdrawal Unsatisfactory
S		*Satisfactory
U		*Unsatisfactory

***Clinical Site Overall Performance is evaluated based on rating scale: (S) Satisfactory, (U) Unsatisfactory. This rating scale is not used in the calculation of course Grade Point Average (GPA). Student's Grade Point Average (GPA) is based on the summary of grades received through on-campus testing and dividing it by the total numbers of tests.**

Student Access to Grades and Academic Progress

MCI instructors enter and maintain student grades in the Freedom Student Information System (SIS). Students receive their examination scores immediately after grading and regular updates regarding their academic progress are provided in the form of printed progress reports. Students sign the progress report to acknowledge receipt and receive a copy with their grades as well. Students may request to view their current grades with their instructor at any time. If the instructor is unavailable, the student may ask an MCI Institute administrator to view the grades entered in Freedom SIS with them. Questions or concerns regarding a grade should be directed to the instructor and, when necessary, the Program Director.

SAP Advisory

A student who does not meet the required academic, attendance, or other SAP standards may be placed on SAP Advisory. The student will be notified of the area requiring improvement and may be required to meet with appropriate faculty and/or administration to review academic performance, attendance, and the steps necessary to return to satisfactory standing. During the advisory period, the student may receive academic advising, tutoring, remediation, counseling, or other appropriate assistance. The student's progress will be monitored and reevaluated at the applicable SAP evaluation period. A student who successfully meets the required SAP standards will return to good standing. A student who does not demonstrate satisfactory progress may be subject to Academic Probation and other applicable academic actions described in this policy.

Academic Integrity Policy

MCI Institute expects students to demonstrate honesty, integrity, and ethical behavior in all academic, laboratory, clinical, and externship activities. Cheating, plagiarism, falsification, and other forms of academic dishonesty are prohibited.

- **Cheating** includes, but is not limited to, submitting work that is not the student's own; obtaining or providing unauthorized answers or assistance; using unauthorized materials, devices, or resources during an examination or assignment; or assisting another student in committing academic dishonesty.
- **Plagiarism** is the use of another person's words, ideas, work, or other material without appropriate acknowledgment or attribution and presenting such material as the student's own work.

Other forms of academic dishonesty may include falsifying academic, attendance, laboratory, competency, clinical, or externship records; unauthorized alteration of documents; or knowingly providing false information related to academic or clinical requirements. When academic dishonesty is suspected, the matter will be reviewed by the appropriate faculty member, Program Director, Director of Education, and/or school administration. The student will be provided an opportunity to respond to the concern. Depending on the nature, severity, and frequency of the violation, consequences may include invalidation of the affected assignment or examination, a reduced or failing grade, required remediation, counseling, written warning, probation, suspension, or dismissal from MCI Institute. Students may appeal applicable disciplinary decisions through MCI Institute's established grievance and appeal procedures.

Incomplete Grades

An Incomplete (INC) may be assigned when approved circumstances prevent a student from completing required coursework by the end of a course. Required work must generally be completed within thirty (30) calendar days following the end of the course. Upon completion, the INC will be replaced with the grade earned. If the required work is not completed within the established timeframe, the INC will convert to an F, unless an extension is approved due to documented circumstances. Incomplete grades are considered in SAP evaluations in accordance with institutional policy and are not considered successfully completed coursework until the applicable requirements have been satisfied.

Make-Up Tests and Examination Retakes

Students are expected to complete examinations on the scheduled dates. A student who misses an examination due to documented and approved circumstances may be authorized by the instructor or Program Director to complete a make-up examination. An approved make-up examination must be completed within the timeframe established by the instructor. The instructor may administer an alternate examination covering the same course content. Failure to complete the examination within the established timeframe may result in a grade of zero or a failing grade for the examination. Examination retakes are not automatically permitted and are subject to applicable course and program requirements. When a retake is authorized, the maximum grade recorded for the retaken examination will be 75%.

Maximum Graduation Time Frame

Students must complete their program within a Maximum Time Frame not exceeding 150% of the program's published length. MCI Institute evaluates student progress at established Satisfactory Academic Progress (SAP) evaluation periods to determine whether the student is progressing at a pace that permits completion within the Maximum Time Frame. A student will not meet SAP requirements when MCI Institute determines that the student cannot successfully complete the program within the Maximum Time Frame. Attempted coursework applicable to the student's program, including repeated courses and other coursework required under the SAP policy, will be considered when determining Maximum Time Frame. A student who does not meet the Maximum Time Frame requirement may submit a SAP appeal when eligible under the institution's SAP appeal policy. Approval of an appeal does not extend the Maximum Time Frame unless the student is placed on an approved academic plan that permits completion within the applicable requirements.

The maximum time frame for students to complete their Academic Program may not exceed 150% of the published length of the program, measured in weeks. For example, if the published length of program is 50 weeks, the maximum time frame to complete the program is 75 weeks ($50 \times 1.5 = 75$). Students not completing a program within 150% maximum time frame will be suspended from the program and may re-enroll under a new contract. The table below indicates the maximum number of weeks allowed for graduation from specific program:

Program	Day Program Length /weeks	Max Time Frame/weeks
Diagnostic Ultrasound Sonography	76	114
Cardiovascular Sonography	76	114
Surgical Technology	55	83
Sterile Processing Technology	26	39

Attendance Requirements for Course/Module Completion

students must complete at least 90% of the scheduled clock hours in each applicable course or module unless a higher attendance requirement applies. For example, a student enrolled in a 175-hour course or module must complete at least 158 clock hours. A course or module in which the student does not satisfy the required attendance standard may need to be repeated. Repeated coursework will be considered when evaluating SAP, including the student's pace of completion and Maximum Time Frame, and grades earned in repeated courses will be treated in accordance with the institution's grading and repeated-course policies. Orientation, Career Development Workshop, National Examination Review, Laboratory Skills Review, and clinical/externship components must be completed at 100% of the required clock hours when included in the applicable program. Approved make-up time must be completed in accordance with MCI Institute's Make-Up Time Policy.

Program	Module 1 Attempted / Required	Module 2 Attempted / Required	Module 3 Attempted / Required	Module 4 Attempted / Required
Diagnostic Ultrasound Sonography	415 / 374	595 / 536	940 / 940	N/A
Cardiovascular Sonography	415 / 374	595 / 536	940 / 940	N/A
Surgical Technology	225 / 203	575 / 518	500 / 500	N/A
Sterile Processing Technology	101 / 91	199 / 179	412 / 412	N/A

SAP Appeal and Probation

A student who does not regain Satisfactory Academic Progress following the applicable SAP warning or advisory period may submit a written appeal when permitted under MCI Institute policy.

The appeal must:

- Explain the circumstances that prevented the student from meeting SAP requirements;
- Describe what has changed that will allow the student to make satisfactory progress at the next evaluation; and
- Include available supporting documentation.

Appeals will be reviewed by the Director of Education and/or the Academic Review Committee. The student will generally receive a written determination within fourteen (14) calendar days after MCI Institute receives a complete appeal. If the appeal is approved, the student may be placed on SAP Probation for one applicable evaluation period. The student may also be required to follow an academic plan designed to support successful program completion within the Maximum Time Frame. At the end of the probationary evaluation period, the student must meet SAP standards or satisfy the requirements of the approved academic plan, as applicable. Failure to do so may result in the loss of Title IV eligibility and may lead to suspension or dismissal in accordance with institutional policy.

Course Failure and Academic Intervention

A student who earns below the minimum passing grade of 75% in a course will meet with the instructor, Program Director, Director of Education, and/or another appropriate institutional official to review the student's performance and determine the appropriate academic action. The student may be assigned tutoring, remediation, additional coursework, an academic improvement plan, course repetition, or another appropriate intervention. Tutoring or remediation does not guarantee that a grade will be changed or that the student will successfully

complete the course or program. Course-level academic intervention is separate from SAP Warning or SAP Probation. A student remains responsible for satisfying all academic, attendance, clinical, conduct, SAP, and Maximum Time Frame requirements.

Academic Suspension or Dismissal

A student may be suspended or dismissed for failing to meet academic, attendance, clinical, conduct, SAP, or Maximum Time Frame requirements, as described in this catalog. Written notice will identify the action taken, its effective date, and any available appeal or reinstatement procedures. A student who does not return by an approved return date, does not successfully complete required repeated coursework, or cannot complete the program within the Maximum Time Frame may be dismissed. Any interruption in attendance will be administered in accordance with applicable institutional, state, accrediting, and Title IV requirements. Suspension does not automatically preserve enrollment status or financial aid eligibility.

Appealing Academic Suspension or Dismissal

A student may submit a written appeal of an academic suspension or dismissal within fourteen (14) calendar days after receiving written notice of the action. The appeal must explain the basis for reconsideration, describe any extenuating circumstances, identify what has changed that will support future success, and include available supporting documentation. The appeal will be reviewed by the Director of Education and/or the Academic Review Committee. When reasonably possible, the appeal reviewer will not be the sole individual responsible for the original decision. The student will generally receive a written determination within fourteen (14) calendar days after receipt of a complete appeal. If additional review time is necessary, the student will be notified.

Failure to appeal within the established timeframe will result in the original decision remaining in effect. The appeal determination is final.

Reinstatement and Course Repetition

If an appeal is approved, the student will receive written reinstatement conditions, which may include repeating a failed course, completing remediation or tutoring, following an academic plan, meeting specified attendance or grade requirements, and satisfying financial obligations. A failed course may be repeated only once unless an exception is approved in writing and is permitted under applicable requirements. Tuition and fees for repeated coursework will be calculated according to the applicable program rate and disclosed to the student before reenrollment. Grades and hours associated with repeated coursework will be treated in accordance with MCI Institute's grading, SAP, and Maximum Time Frame policies. A student who declines or fails to satisfy the conditions of reinstatement may be dismissed.

Federal rules specifically distinguish SAP warning from SAP probation: probation follows an approved appeal, and a student on probation must meet SAP or an approved academic plan by the applicable evaluation point. They also limit a clock-hour program's Maximum Time Frame to 150% of its published length. [34 C.F.R. § 668.34](#)

Clinical Externship Policies and Expectations

Clinical education is a required component of applicable programs and provides students with supervised opportunities to apply classroom and laboratory learning in an approved healthcare setting. Students must complete all required clinical hours and competencies to graduate.

Clinical Eligibility and Requirements

Before placement, students must meet all academic, attendance, health, safety, background-screening, and other eligibility requirements established by MCI Institute and the assigned clinical site. Clinical sites may require medical clearance, proof of immunity, seasonal vaccinations, CPR certification, background checks, drug screening, N95 fit testing, orientation, training, identification badges or other documentation. Requirements vary by site and may change.

Students must complete all requirements by the stated deadlines and remain responsive to communications from MCI Institute and the clinical site. MCI Institute will provide a current checklist before placement identifying applicable documentation, deadlines, and onboarding instructions. Failure to complete a requirement may delay placement, clinical progression, and program completion.

Clinical Placement and Scheduling

MCI Institute coordinates clinical assignments based on program requirements, student readiness, site availability, and the ability of a site to provide an appropriate educational experience. A preferred facility, location, specialty, schedule, or start date is not guaranteed. Placement information is generally provided approximately one to two weeks before the anticipated start date. Clinical start dates, schedules, and assignments may change with limited notice because of onboarding, staffing, site capacity, or other circumstances.

MCI Institute will communicate known changes promptly and make reasonable efforts to support continued student progression. Clinical assignments may be located within the geographic area disclosed during enrollment, including sites up to approximately two hours driving distance from the student's residence. Actual travel time may vary based on traffic, route, schedule, and site location.

Students are responsible for maintaining reliable transportation and must be available for the days and hours required by the assigned clinical site, which may include weekdays, weekends, evenings, and varied shifts. Employment, childcare, transportation difficulties, or other personal obligations do not guarantee an alternate placement or schedule. Requests for reassignment may be considered when supported by significant circumstances and when an educationally appropriate alternative is available. Reassignment is not guaranteed and may delay clinical training and the anticipated graduation date. Students are expected to remain flexible and professional throughout the clinical placement process and comply with all MCI Institute and clinical-site requirements.

Clinical and Externship Expenses

Students are responsible for expenses associated with clinical or externship participation unless MCI Institute expressly identifies an expense as included in tuition or institutional fees. Applicable estimated costs are disclosed separately in institutional or program cost information.

Student expenses may include, but are not limited to:

- Physical examinations and medical clearance
- Bloodwork, laboratory testing, and proof-of-immunity titers
- Immunizations, vaccinations, and required boosters
- Repeat testing or updated medical documentation
- Drug screening and background checks
- CPR certification, N95 fit testing, or other required training
- Uniforms, identification badges, and site-required supplies
- Transportation, gasoline, tolls, parking and other travel-related expenses

A clinical site may require additional or updated testing, vaccinations, documentation, training, or screenings beyond MCI Institute's standard requirements. Students are responsible for completing and paying for site-specific requirements by the stated deadline, including requirements imposed after initial onboarding has been completed.

MCI Institute does not reimburse students for medical, screening, transportation, gasoline, toll, parking, lodging, or other expenses associated with clinical or externship participation. Failure to meet a site requirement may delay or prevent assignment to that site and may affect the student's anticipated completion date.

Employment During Clinical Education

Required clinical and externship experiences are educational and unpaid. Students may not replace or substitute for regular employees or receive compensation for required clinical or externship hours.

A student may maintain outside employment, including employment with a clinical affiliate; however, employment must remain separate from the student's required clinical assignment. Paid work hours may not be reported or counted as required clinical or externship hours.

During required clinical hours, students must function in a supervised student role and complete the activities and competencies required by the program. Outside employment must not interfere with clinical attendance, scheduling, academic progress, or completion of program requirements.

Student Health Insurance and Medical Expenses

MCI Institute strongly recommends that students maintain active personal health insurance throughout enrollment, particularly while participating in laboratory, clinical, and externship activities. A clinical site may require proof of active health insurance as a condition of placement.

MCI Institute does not provide personal health insurance. Students are responsible for expenses arising from illness, accident, injury, exposure, needlestick or sharps injury, or another incident during classroom, laboratory, clinical, or externship participation. These expenses may include emergency care, medical evaluation, testing, treatment, medication, and follow-up care.

A student's decision not to obtain or maintain personal health insurance does not transfer responsibility for medical expenses to MCI Institute. Institutional or professional liability insurance maintained by MCI Institute is not personal health or accident insurance and does not pay a student's individual healthcare expenses.

Student Accident, Injury, Exposure, and Incident Reporting

A student involved in an accident, injury, illness, needlestick, sharps injury, exposure, or other incident during an educational activity must report it immediately to the appropriate MCI Institute instructor or administrator.

If an incident occurs at a clinical site, the student must: Immediately notify the clinical-site supervisor or preceptor; Follow the site's emergency, exposure-control, and incident-reporting procedures; Complete all documentation required by the site; Obtain prompt medical evaluation or treatment when directed; and Notify MCI Institute as soon as reasonably possible and complete an MCI Institute Incident Report.

For a needlestick, sharps injury, or bloodborne-pathogen exposure, the student must immediately follow the clinical site's exposure-control procedures, including required testing, treatment, and follow-up. The student may not return to clinical activities until any required medical clearance is provided. Failure to promptly report an incident, complete required documentation, or follow applicable procedures may affect the student's ability to continue participating in laboratory or clinical activities.

Student Professional Liability Coverage

MCI Institute maintains student professional liability insurance for students while they participate in authorized classroom laboratory, simulation, clinical, and externship activities required by their enrolled program.

Coverage applies only as provided by the terms, conditions, exclusions, and limits of the institution's insurance policy. It does not provide personal health, accident, disability, workers' compensation, automobile, or property insurance and does not pay a student's medical or other personal expenses. Coverage does not extend to unauthorized activities, outside employment, paid work, or services performed independently of an assigned MCI Institute educational activity. Students must comply with MCI Institute and clinical-site policies, remain within the permitted student role, and work under required supervision.

Any incident that may result in a professional liability claim must be reported immediately to the clinical-site supervisor, when applicable, and to MCI Institute administration.

Clinical Site/Agency Performance Evaluations

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a joint effort between school, student and clinical facilities. A designated clinical supervisor, clinical coordinator, or assigned faculty member will monitor students' progress on ongoing bases at the clinical site and submit the Performance Progress Evaluation documents to MCI Institute. Clinical Site Performance Progress is evaluated based on the following rating scale: **(E)** *Exceeds Expectations*, **(S)** *Satisfactory Entry Level Expectations* and **(N)** *Needs Additional Experience to Perform at Entry Level*. The final overall evaluation of the clinical component of the Program will be **"S"** Satisfactory or **"U"** Unsatisfactory; therefore, it will not be used in the calculation of the course Grade Point Average (GPA). If a student fails to achieve (S) Satisfactory Progress at the clinical site, the student may be subject to an extension of the clinical component or dismissal from the program.

Declining of Externship Site

Students who decline an available clinical externship site are required to arrange a clinical experience independently at an approved clinical site/agency and secure clinical externship within forty-five (45) calendar days from the date of the refusal. The chosen Clinical Site must meet the criteria relevant to the program. A written confirmation from the Clinical Site Supervisor showing starting and completion dates of clinical externship as well as daily schedule must be forwarded to Clinical Site Coordinator for approval. Failure to complete externship will result in dismissal of the student from the program.

Clinical Competencies

Each program has a clinical competency(s) that students must successfully pass in order to graduate from the program. Competencies are developed with the curriculum in mind to assess many factors such as students ethical and legal accountability, communication, documentation, technical performance, interpersonal performance, self-awareness and more.

Clinical Externship Attendance

Students are required to complete 100% of all assigned clinical and externship hours. Any missed clinical or externship hours must be made up in coordination with the clinical site and with approval from the Clinical Coordinator and/or Program Director. Students are responsible for notifying both MCI Institute and the clinical/externship site of an absence or anticipated lateness in accordance with established procedures. Failure to maintain satisfactory attendance or comply with attendance notification and make-up requirements may result in counseling and/or other action in accordance with MCI Institute's attendance and SAP Policy.

Clinical Site/Agency Dismissal

Students who are suspended or dismissed from the clinical site may appeal in writing for reinstatement within fourteen (14) calendars days from the notice of suspension. The appeal letter must be addressed to the Educational School Director explaining in full details the basis for appeal, including any extenuating circumstances and a plan for successful completion of the course. The appeal for reinstatement will be evaluated by the Review Committee panel composed of Director and/or Educational Director, Program Supervisor/Faculty Clinical Coordinator and/or Career Counselor. The decision of the Review Committee panel is final and the student will be notified of outcomes in writing within fourteen (14) calendar days from the Committee meeting. Students who have not appealed the suspension within fourteen (14) calendar days will be automatically dismissed. Immediate clinical site dismissals that may result from breach of clinical sites' policies, rules and regulations and codes of conduct can not be appealed and the student will be dismissed from the Program.

Financial Information

Program Costs

Tests and Required Fees include expenses associated with Background Check, Drugs Screenings, Healthcare Provider CPR & AED Certification, Student's Comprehensive General Liability Insurance Policy, certification practice exams and initial testing for credentialing exam. White Lab coats are \$30.00 each and color coordinated (by program) scrubs with imprinted school's logo are \$35.00 a set (one top and one bottom) and must be purchased by the student from MCI Institute as priced. Upon the acceptance to the program, nonrefundable (after 3 business days) \$100.00 administration fee must be submitted within 10 business days. At that time the applicant will also sign an Enrollment Agreement and will be issued the Official School Catalog. The table below indicates programs tuition and expenses.

Program	Tuition	Application	Registration	Books	Supplies	Cert. Exam/Clinical Reqs.	Total
Diagnostic Medical Sonography	\$36,000	\$100	\$200	\$1,535	\$990	\$825	\$39,650
Cardiovascular Sonography	\$36,000	\$100	\$200	\$1,535	\$990	\$825	\$39,650
Surgical Technology	\$26,000	\$100	\$200	\$775	\$1,200	\$325	\$28,600
Sterile Processing Technology	\$11,500	\$100	\$200	\$280	\$400	\$190	\$12,670

Additional Expenses

Before participating in a clinical externship, students must submit a completed physical examination and all required health documentation. Requirements may include, but are not limited to, current immunizations, Hepatitis B documentation, and a two-step tuberculosis (TB/PPD) test. Required forms will be provided by MCI Institute. Students are also responsible for obtaining required attire, including approved white closed-toe professional or clinical shoes and white socks or stockings. Clinical sites may impose additional or updated health, testing, immunization, background screening, equipment, or attire requirements. Students are responsible for all associated costs. MCI Institute does not pay, reimburse, or assume financial responsibility for these expenses.

Payment Plan

According to MCI Institute's payment plan, students must pay administration fee: \$100.00 application and \$200.00 registration fee to reserve a seat in the class scheduled. One (1) week before class start students are to pay for books, uniforms, supplies, and other fees as required by selected program as well as the first installment for tuition based upon weekly or monthly pro-rated schedule. Thereafter, pro-rated payments are due on the first school day of each month with the balance due before starting of clinical externship. If for any reason the student cannot pay on the due date, the payment must be made on the first class they return to.

*** Financial obligations to school must be met before students can begin their Clinical Externship.**

Cancellation Refund Policy

Students must adhere to the following procedures:

- All requests for cancellation by the student must be made in writing, signed and delivered by mail or hand to the Administration Office of MCI Institute 901 West Park Avenue Ocean NJ 07712.
- All monies will be refunded if MCI Institute does not accept the applicant or if the applicant cancels within three (3) business days after both parties signed the Enrollment Agreement.
- Students who cancel after (3) business days, but prior to the first day of class attendance will receive a full refund of all monies paid less a registration fee of \$100.
- MCI Institute reserves the right to postpone and/or cancel the scheduled class. Should MCI Institute cancel and/or postpone scheduled class for more than (30) thirty days, enrolled students may withdraw from the program and receive a full refund. No other compensation will be granted.

Withdrawal from School

To withdraw, a student must obtain a copy of the Withdrawal /Cancellation Form from the administrative office, fill it out sign and return to MCI Institute within one week of withdrawal. A student who withdraws from MCI Institute before the midpoint term of the program or within thirty (30) days will be given a grade of WD (withdrawal) from the program. This withdrawal will not be computed for any grade average. Withdrawal after the midpoint of the program will result in a grade of WP (Withdrawal Passing) or a WU (Withdrawal Unsatisfactory) depending on student's performance. It is the responsibility of the student to withdraw officially by contacting MCI Institute. Students who withdraw with a WU are required to repeat the course. Students who withdraw with WP will be evaluated on an individual basis as to the course of action to be taken. Students will be advised about the maximum graduation time frame at the time of withdrawals.

It is the responsibility of the student to withdraw officially from the MCI Institute. Failure to withdraw formally may result in failing grades, dismissal and additional financial obligations. If student is unable to submit withdrawal form in person, they may be able to fax it.

Withdrawal Refund Policy

Students must adhere to the following procedures:

- Students must complete a withdrawal form available in the Main Office and must submit it to the Administration.
- Refunds are determined for students who withdraw from MCI Institute program prior to their expected graduation date.
- The date of withdrawal is the date that MCI Institute has determined that a student was no longer in school.
- Refunds are made within thirty (30) calendar days of the notification of withdrawal or forty-five (45) days from the last date of recorded attendance.
- The last date of recorded attendance is the last day that student has attended academic activity, which may include class projects, clinical experience or examinations.
- Application and Registration Fees are nonrefundable after instructions have begun.
- Charges for books, uniforms, supplies, testing & licensing are based on the student's receipt of these items
- Refunds are based on the tuition retention policy set forth below.

If Cancellation/Withdrawal occurs:

During the first 5 days of the program.....
During the sixth thru the fifteenth day of the program
During the sixteenth day but prior to 25% of the program.....
After 25% but prior to 50% of the program.....
After completion of more than 50 % of the program.....

MCI Institute will retain:

10% of the tuition
20% of the tuition
45% of the tuition
70% of the tuition
100% of the tuition

**** Students who have a student loan and have withdrawn or have been dismissed from MCI Institute are responsible for notifying the lending institution of their withdrawal or dismissal.**

State Funding/Refund Policies

Payments and refunds for educational programs sponsored by the New Jersey Department of Labor and Workforce Development for the unemployed and vocational rehabilitation of students are monitored and defined by individual contracts from the various counties in the State of New Jersey.

Non-Payment Policy

In the event it should be necessary to enter into a collection process, as a result of non-payment of any money due to the school, there may be a 30% collection costs plus attorney's fee added to the outstanding balance. Additionally, interest will accrue at a rate of 12% annually on any outstanding balance. School reserves the right to assign outstanding balance for collection without prior notice to student.

Return of Title IV Funds Policy

Students receiving Financial Aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. MCI Institute follows the Federal Return of Title IV Funds Policy to determine the amount of Title IV aid a student has received and the amount, if any, which needs to be returned at the time of withdrawal.

Under current federal regulations, the Title IV funds are earned at a fixed rate on a per day basis up to the 60 percent point in the enrollment period. After the 60% point in payment period, a student has earned 100% of the Title IV funds. MCI Institute is required to determine Title IV funds that must be refunded based upon the percentage of payment period attended by the student. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred, but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, MCI Institute has 30 days to return its share of unearned financial aid. If a student is required to return unearned aid, repayment must be made within 45 days.

The return of funds is initiated in the following order:

1. Unsubsidized Direct Loan/Unsubsidized FFEL
2. Subsidized Direct Loan/Subsidized FFEL
3. Federal Perkins Loan
4. Direct PLUS Loan/ FFEL PLUS (Graduate Student)
5. Direct PLUS Loan/FFEL PLUS (Parent)
6. Federal Pell Grant
7. FSEOG
8. Teach Grant
9. Iraq Afghanistan Service Grant

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student must return or repay, as appropriate, the remaining grant and loan funds. The student will be notified of the amount that must be returned or repaid.

Title IV Verification Policy

The U.S. Department of Education may select a student's Free Application for Federal Student Aid (FAFSA) for verification. MCI Institute may also select an application for verification or request additional documentation when information is incomplete, inconsistent, or believed to be inaccurate.

Verification confirms the accuracy of information used to determine eligibility for federal student aid. If selected, the student—and the student's spouse, parent, or other FAFSA contributor, when applicable—must provide all documentation requested by the MCI Institute Financial Aid Office. Required documentation varies and may include verification forms, income or tax documentation, household information, identity documentation, or other records permitted or required by federal regulations.

The Financial Aid Office will notify the student of:

- The documentation required;
- The method for submitting it;
- The applicable submission deadline; and
- Any corrections or additional actions required.

Students must respond promptly and provide complete, accurate, and legible documentation. MCI Institute will resolve required verification items and any conflicting information before determining final eligibility and disbursing applicable Title IV funds. Failure to complete verification within the required timeframe may result in delayed processing, loss of eligibility, or cancellation of federal student aid.

If verification results in a change to the student's eligibility, MCI Institute will make the required FAFSA corrections, adjust the financial aid award, and notify the student as appropriate. If funds have already been disbursed, the student may be responsible for repaying any amount for which the student was not eligible. Verification forms and instructions are provided directly by the MCI Institute Financial Aid Office for the applicable award year. Students should not use forms from a prior award year. This policy is administered in accordance with current U.S. Department of Education requirements. [Federal Student Aid Handbook—Verification, Updates, and Corrections](#)

Title IV Entrance Counseling

All Federal Direct Loan first-time borrowers are required to complete an online entrance counseling session. The entrance counseling session provides information about borrower rights and responsibilities. After reading the information, the student will be quizzed on their knowledge. Once the student completes their online entrance counseling, MCI Institute will be notified.

Title IV Exit Counseling

Federal regulations and MCI Institute policy requires that students who take out a student loan must complete exit counseling before they leave school (graduate). The session provides information about borrower rights and responsibilities regarding loan repayment. You will receive information about the types of loans you received, when and where to make your payments, what to do if you cannot make your payments and what can happen if you do not make your payments. Students do not need to notify MCI Institute once they complete their exit counseling.

Veterans Benefits and Transition Act of 2018

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill ®benefits. MCI Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

MCI Institute will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – e-benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- o the date on which payment from VA is made to the MCI.
- o 90 days after the date MCI certified tuition and fees following the receipt of the certificate of eligibility.

MCI Institute provides student support services designed to promote academic progress, program completion, and preparation for employment. Available services are reviewed during new-student orientation. Students may contact their Program Director, instructor, or administrative staff for assistance or referral to the appropriate staff member.

Academic Advising and Student Support

Students experiencing academic, attendance, clinical, or personal difficulties that may affect their progress are encouraged to seek assistance promptly. Students may contact their instructor, Program Director, Director of Education, or administrative staff for guidance. Available assistance may include academic advising, tutoring or remediation, development of a student success plan, referral to available resources, or other appropriate support. MCI Institute does not provide professional medical, psychological, or mental-health treatment but may provide information about outside community resources when appropriate. Students remain responsible for meeting all academic, attendance, clinical, conduct, and financial requirements.

Tutoring Policy

Students who need additional academic support are encouraged to request tutoring from their instructor. Students must complete a Tutoring Request Form identifying the course and specific topics for which assistance is needed. Requests will be reviewed, and tutoring will be scheduled based on instructor and institutional availability. Tutoring is intended to supplement classroom instruction and does not replace regular attendance, participation, or completion of assigned coursework.

Career Development

Career preparation is incorporated into each program through the Career Development Workshop and other program activities. Students receive guidance on résumé preparation, job searches, employment applications, interview techniques, and professional communication. Students are encouraged to begin preparing for employment before graduation and to request assistance from the main office as needed. Additional support may include résumé review upon completion of coursework, assistance with job applications, program-specific interview tips, interview preparation videos, and individualized feedback. If a student receives interviews but is not selected for employment, staff may review the student's interview approach and discuss areas for improvement. If a student is not receiving interviews or responses from employers, staff may review the student's résumé and application strategies and provide additional assistance. Career development services are intended to support students and graduates in their employment efforts; however, MCI Institute does not guarantee employment or job placement.

Employment Assistance

MCI Institute provides employment assistance to students and graduates. Assistance may include:

- Résumé and cover-letter review
- Employment leads and job-search resources
- Application assistance
- Interview preparation
- Professional references or recommendation letters, when appropriate
- Follow-up regarding employment status

MCI Institute does not guarantee employment, a specific position, salary, work schedule, employer, or geographic location. Employment decisions are made solely by employers, and graduates are responsible for satisfying applicable credentialing, certification, licensure, background-check, and employment requirements.

Financial Aid Assistance

Financial aid assistance is available to eligible students. Financial aid staff may assist students with completing financial aid forms, understanding available aid and repayment responsibilities, and contacting applicable loan servicers or funding agencies. Financial aid eligibility and awards are determined in accordance with applicable federal, state, institutional, and agency requirements. Students are responsible for providing accurate information, meeting required deadlines, and maintaining eligibility.

Transportation Information

MCI Institute does not provide transportation. Students are responsible for arranging reliable transportation to and from the campus, clinical sites, externship sites, and other required program activities. Free parking is available at the campus. Public transportation and local transportation information may be obtained from administrative staff or directly from the applicable transportation provider. Transportation availability, routes, schedules, and costs are controlled by outside providers and are subject to change.

Childcare Information

MCI Institute does not provide childcare. Students are responsible for arranging reliable childcare that permits full participation in all scheduled classes, laboratories, clinical rotations, externships, make-up sessions, and other required activities. Upon request, administrative staff may provide publicly available information about local childcare resources and enrollment-verification letters when appropriate. MCI Institute does not inspect, approve, endorse, or guarantee outside childcare providers.

Disability-Related Assistance

MCI Institute provides reasonable accommodations to qualified students with disabilities in accordance with applicable laws. Students seeking accommodations must follow the procedures outlined in the catalog's Disability Accommodations Policy and are encouraged to submit their request and supporting documentation as early as possible.

Learning and Study Resources

MCI Institute maintains an on-campus Library/Study Room available to enrolled students during designated times, including before and after class and during scheduled breaks. The room provides computers, internet access, educational materials, and other resources related to the institution's programs. Library and computer resources may be used for academic purposes, including educational research, coursework, studying, examination preparation, career development, and employment searches. Internet access is limited to appropriate academic and career-related use. The Library/Study Room does not contain a printer or photocopier. Students who need assistance printing an academic or career-related document may request help from administrative staff. Students who need assistance locating or using learning resources should contact their instructor, Program Director, or administrative staff.

Program-Specific Learning Resources

Each Program Director maintains a list of learning resources relevant to the program's curriculum. These resource lists are available to students upon request and may be updated periodically.

Program-specific learning resources may include:

- Textbooks and reference materials;
- Professional journals and publications;
- Credentialing examination review materials;
- Professional association and industry websites;
- Government and healthcare resources;
- Instructional videos and online learning tools; and
- Other materials selected by program faculty.

Students may request assistance from their instructor or Program Director in identifying resources appropriate to a particular course, subject, assignment, or credentialing examination.

Virtual Learning Resources

Students may use the following websites as supplemental educational resources:

- [Google Scholar](#) – Search tool for scholarly articles, publications, and academic literature.
- [BioDigital Human](#) – Interactive three-dimensional models of human anatomy, diseases, and treatments.
- [Innerbody Anatomy Explorer](#) – Interactive information and illustrations related to human anatomy and body systems.
- [Trip Medical Database](#) – Search tool for clinical research and evidence-based healthcare information.
- [PubMed Central](#) – Free full-text archive of biomedical and life-sciences journal literature maintained by the National Library of Medicine.
- [MedlinePlus Health Topics](#) – Health information regarding diseases, conditions, treatments, medical tests, and wellness topics.
- [MedPix](#) – Medical image and educational case resource maintained by the National Library of Medicine.
- [Occupational Safety and Health Administration](#) – Workplace safety standards, guidance, and resources, including information applicable to healthcare environments.
- [Centers for Disease Control and Prevention](#) – Public-health information regarding diseases, infection prevention, workplace safety, and other healthcare topics.
- [National Institutes of Health](#) – Medical research, health information, and educational resources.
- [Health Resources and Services Administration](#) – Information and resources related to the healthcare workforce.
- [Mayo Clinic](#) – Educational information about diseases, symptoms, tests, and treatments.
- [Encyclopaedia Britannica: Health and Medicine](#) – Reference information related to health, medicine, anatomy, and the human body.

These external websites are independently operated and are not controlled or endorsed by MCI Institute. Availability, content, registration requirements, and fees may change without notice. External resources are supplemental and do not replace assigned textbooks, course materials, instruction, or institutional policies

Student Records

MCI Institute maintains student records in accordance with applicable federal, state, accrediting, and institutional requirements. Paper student records are generally maintained for seven (7) years. Permanent electronic academic records, including transcripts, are maintained indefinitely.

Student records may include, as applicable:

- Academic and attendance records;
- Financial records;
- Enrollment agreements;
- Clinical and externship records;
- Graduate employment and placement records;
- Graduation certificates;
- Medical and health documentation;
- Records of advising, counseling, and student meetings;
- Appeals and their outcomes; and
- Records of disciplinary actions, suspensions, and dismissals.

Student records are maintained by the appropriate administrative offices, including the Director of Education, Registrar, Financial Aid Office, Career Services Office, and/or designated record archives. Records are maintained confidentially and disclosed only as permitted or required by applicable law.

Students may submit a written request to inspect and review their education records. Proper identification may be required before access is provided. MCI Institute will respond to an eligible request within a reasonable period of time, but no later than forty-five (45) days after receiving the request.

Students are responsible for promptly notifying MCI Institute of changes to their legal name, mailing address, telephone number, email address, or other contact information. Supporting documentation may be required for a legal name change. Graduates receive a copy of their academic transcript and a Certificate of Graduation.

Students are encouraged to retain these documents permanently. If MCI Institute closes, student records will be transferred to the appropriate New Jersey state agency or designated records custodian in accordance with applicable school-closure and record-retention requirements.

Transcripts

Graduates receive one copy of their academic transcript upon graduation. Additional official transcripts may be requested for a fee of \$5.00 per transcript. MCI Institute may withhold an official transcript when a student has an outstanding financial obligation to the institution, except when withholding is prohibited by applicable federal or state law. A transcript will not be withheld because of a balance resulting from an error in MCI Institute's administration of Title IV funds or fraud or misconduct by the institution or its personnel.

Students requesting a transcript must submit the required transcript request form, provide proper identification when requested, and supply complete delivery information.

Diagnostic Medical Sonography Program

Diagnostic Medical Sonography

Certificate Program / 121.5 Quarter Credit Hours

Day: 76 weeks / Evening: 76 weeks / 1,950 Clock Hours

The Diagnostic Medical Sonography program at MCI Institute is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). Enrolling students need to refer to credentialing agency requirements in order to check credentialing exam eligibility. The program is designed to prepare the graduate to become skilled entry-level ultrasound technicians, and work effectively in the health care environment. Method of program delivery is residential. Program includes well balanced on-campus classroom hours, on-campus (work-simulated) imaging laboratory component, off-campus integrated patient care clinical experience and clinical externship. Clinical sites include hospitals, imaging centers and doctor's offices.

Program Goals

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Objectives of the Program:

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate ability to work with varying stress levels and work interruptions.
- Demonstrate critical thinking skills during the performance of sonographic procedures.
- Demonstrate correct positioning of patients and proper scanning procedures for sonographic examination.
- Accurately record all anatomic and physiologic information for interpretation by a physician.
- Demonstrate effective communication skills with patients and the healthcare team.
- Demonstrate appropriate patient care and promote overall well-being.
- Act in a professional manner within recognized ethical and legal standards maintaining confidentiality.
- Demonstrate ability to apply knowledge from classroom in clinical setting
- Develop self-evaluation and uphold professional development.

At the completion of the program, the student will be able:

- Proficient in performing entry-level ultrasound technician tasks and responsibilities.
- Awarded a Certificate of Completion of Diagnostic Medical Sonography program.
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) Physics and Instrumentation (SPI) exam, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) credential with an Abdomen (AB) specialty, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) credential with an OB/GYN specialty, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Able to seek entry-level employment in facilities such as hospital's ultrasound departments, imaging center, clinics and doctors' offices after passing credentialing exams.

Program Length and Schedule

The Diagnostic Medical Sonography Program is 1,950 clock hours in length and includes; 800 hours of on-campus didactic, 210 hours of on-campus laboratory skills, 150 hours of off-campus integrated clinical patient care training and 790 hours of off-campus clinical externship.

Day Classes: During the first 21 weeks (415 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. During the following 30 weeks (595 hours) classes are scheduled on-campus Monday thru Thursday 5 hours per day from 8:30 a.m. to 2:00 p.m., additionally on Fridays, Saturdays or evenings, students are required to attend 6 hours of Integrated Patient Care clinical training at the off-campus clinical site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires homework hours. Please refer to Program Outline and course syllabus for details.

Evening classes: During the first 21 weeks (415 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. During the following 30 weeks (595 hours) classes are scheduled on-campus Monday thru Thursday 4:30 p.m. to 9:30 p.m. and one day per week students must attend 6 hours of Integrated Patient Care clinical training at the off-campus site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details. **There is no evening clinical externship.**

Additional Admission Requirements

Candidates enrolling to the Diagnostic Medical Sonography program must have at least 40 college credits obtained in the last five years including classes such as English/Communication (two), College Mathematics (two), Medical Terminology, Anatomy and Physiology I & II (with lab), and applied Physics (with lab).

Foreign candidates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets U.S. educational equivalency.

***School Director or Program Director makes the final decision of acceptance or rejection into the program.**

Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. MCI Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Diagnostic Medical Sonography Program and offered by the site.

Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

Credentialing Exams

Upon satisfactory completion of the Diagnostic Medical Sonography Program graduates will be eligible to sit for the credentialing exam offered through the Association of Registered Diagnostic Medical Sonographers (ARDMS), www.ardms.org or the American Registry of Radiologic Technologists (ARRT) www.arrt.org. This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by MCI Institute but by the agencies and are subjects to change by the agency without notice to MCI Institute. Therefore, MCI Institute cannot guarantee that graduates will be eligible to sit for credentialing examination, regardless of their eligibility status upon enrollment. MCI Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with ARDMS.**

Employment

Many Diagnostic Medical Sonographers are employed in hospitals, imaging centers, ambulatory centers, specialty medical offices, and doctor's offices. Their broad educational background plus specialized focus may allow sonographers to function in a number of diverse areas of their field. Some sonographers can be contracting employees; others may travel to healthcare facilities with the mobile sonography units delivering services in an area that do not have access to such services or they work for mobile imaging providers. Number of sonographers with necessary experience may become marketing or sales representatives, instructors or preceptors. For expected salaries please refer to web site: www.salary.com.

Working Conditions

Sonographers typically work in healthcare facilities that are clean. They usually work in controlled, darkened, air-conditioned and relatively quiet environments, but they also may perform procedures at patients' bedsides, operating rooms and other healthcare settings. Sonographers may be on their feet for long periods of time, and may have to lift, push or turn disabled patients as well as equipment. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials. Most sonographers work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

Diagnostic Medical Sonography Program Outline

Course	Module 1 /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours		Quarter Credits
CDW 100	Career Development Workshop Resume, Job search & interviews, Dress code, Professionalism	5	0	5		0.5
MT 200	Medical Terminology Medical words as word root, Prefixes, Suffixes and their meanings	50	0	50		5.0
AP 201	Anatomy and Physiology I Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	50	0	50		5.0
AP 202	Anatomy and Physiology II Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	50	0	50		5.0
MATH 200	Math Skills for Health Care Professionals Math and Conversions	30	0	30		3.0
PC 201	Patient Care & Clinical Readiness Patient Care, Law & Ethics	30	10	40		3.5
PHY 201	General Physics Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity, Magnetism	30	0	30		3.0
PHY 202	Ultrasound Physics & Instrumentation Ultrasound Principles Understanding of Doppler	140	20	160		15.0
	Module 1 Total Hours and Quarter Credit Hours	385	30	415		40.0
	Module 2 /On-campus 20 hours & off-campus 6 hours per week					
DMS 201	General Abdominal & Vascular Abdominal, Small Parts Pathology & Scanning Techniques	145	70	215		18.0
DMS 202	Obstetrics, Gynecology, Fetal Sonography Pathology & Scanning Techniques	150	65	215		18.25
DMS 203	Pediatrics & Fetal Sonography Pathology & Scanning Techniques	30	0	30		3.0
DMS 204	Fundamentals of Vascular Pathology & Scanning Techniques	85	45	130		10.75
DMS 205	Capstone Concluding Session	5	0	5		0.5
	Module 2 Total Hours and Quarter Credit Hours	415	180	595		50.50
	Module 3 /Off -campus typically 32 hours per week					
** DMS 300	**Integrated Clinical /Off-campus Clinical Patient Care 6 hours training is obtained during the week	0	0	150		5.0
DMS 301	Clinical Externship /Off-campus at Clinical Site Scanning Techniques & Tasks	0	0	790		26.0
	Module 3 Total Hours and Quarter Credit Hours		0	940		31.0
	Program Hours and Quarter Credit Hours			1950		121.5

****Integrated Clinical; please refer to course descriptions and course syllabus for details.**

Descriptions of Diagnostic Medical Sonography Courses

Module 1

CDW 100 CAREER DEVELOPMENT WORKSHOP

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focus on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Admission Requirements

MT 200 MEDICAL TERMINOLOGY

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: CDW 100 Career Development Workshop

AP 201 ANATOMY AND PHYSIOLOGY I

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: MT 200 Medical Terminology

AP 202 ANATOMY AND PHYSIOLOGY II

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: AP 201 Anatomy and Physiology I

PC 201 PATIENT CARE & CLINICAL READINESS

This course introduces the students to sonographer's role in the field of medicine. Students will learn the legal concepts associated with the profession, patient care, communications and critical thinking skills, law & ethics. The topics of discussion will also be the history of sonography, safety issues, federal, state and local legal guidelines, medical records and contracts, standards of care and negligence and varieties of consent.

40 Clock Hours (30 lecture, 10 lab skills) **3.5 Quarter Credit Hours**

Prerequisites: AP 202 Anatomy and Physiology II

MATH 200 MATH SKILLS FOR HEALTH CARE PROFESSIONALS

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

30 Clock Hours (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

Prerequisites: PC 201 Patient Care & Clinical Readiness

PHY 201 GENERAL PHYSICS

This course will teach Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity and Magnetism. It will explain the laws of conservation of energy, forms and sources of energy, compare and convert Fahrenheit, Celsius, and Kelvin temperature scales, teach properties of solids, liquids, and gasses, heat transfers, optic applications, discuss principles of electrical safety and problems, elements of the Periodic Table as well as biological effects of radiation.

30 Clock Hours (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

Prerequisites: Math 200 Math Skills for Healthcare Professionals

PHY 202 ULTRASOUND PHYSICS AND INSTRUMENTATION

This course will teach students the fundamentals of ultrasound wave physics in order to obtain the best image possible. Students will learn about sound waves, sound wave propagation, pulse-echo principle, tissue acoustic impedance, absorption and scatter, transducer frequency, beam profile, and color Doppler and spectral waveforms. Scientific notation, ratios, and graphs are emphasized as they are the fundamental principles underlying ultrasound physics. Included in this topic is a review of the operating manual for the ultrasound machine. Emphasis will be placed on information and techniques for the ARDMS registry examination.

160 Clock Hours (140 lecture, 20 lab skills) **15.0 Quarter Credit Hours**

Prerequisites: PHY 201 General Physic

Module 2

DMS 201 GENERAL ABDOMINAL & VASCULAR ABDOMINAL, SMALL PARTS

This course will teach the anatomy and physiology of the abdominal organs including laboratory values and sonographic appearance. Systems covered include the liver, pancreas, biliary system, spleen, urinary tract, adrenal glands, retroperitoneal, and gastrointestinal tract. Pathology pertaining to each organ is studied as well as its corresponding sonographic appearance. Lecture time is complimented with hands-on laboratory scanning.

215 Clock Hours (145 lecture, 70 lab skills) **18.0 Quarter Credit Hours**

Prerequisites: PHY 202 Ultrasound Physics and Instrumentation

DMS 202 OBSTETRICS, GYNECOLOGY, FETAL SONOGRAPHY

This course will teach the normal and abnormal sonographic appearance of the female reproductive system. Lecture topics include anatomy and physiology, signs, symptoms, and sonographic appearance of pathological conditions of the female pelvis. The student will learn the role of ultrasound in obstetrics including fetal assessment of the first, second, and third trimester. The sonographic appearance of congenital anomalies, chromosomal defects, and fetal pathologies including evaluation of the amniotic fluid and placenta are presented. Simulated scanning with our simulated computer program will provide experience in the performance of ultrasound in this area.

215 Clock Hours (150 lecture, 65 lab skills) **18.25 Quarter Credit Hours**

Prerequisites: DMS 201 General Abdominal & Vascular Abdominal

DMS 203 PEDIATRICS & FETAL SONOGRAPHY

Course of study reviews anatomy and physiology of neonatal structures which includes pathology specific to the neonate and pediatric patient. Topics will include the pediatric abdomen and common causes for surgical intervention. The neonatal and pediatric kidneys and adrenal glands will be discussed as well as congenital anomalies of the female pelvis. Other topics to be included are the neonatal hip and spine and their respective pathologies, as well as neonatal echoencephalography.

30 Clock Hours (30 lecture, 0 Lab skills) **3.0 Quarter Credit Hours**

Prerequisites: DMS 202 Obstetrics, Gynecology, Fetus

DMS 204 FUNDAMENTALS OF VASCULAR SONOGRAPHY

This course will cover the peripheral arterial and venous vascular systems. Focus is placed on vascular anatomy and pathology. The cerebrovascular component covers both the extracranial and intracranial arterial systems. Atherosclerosis and stroke are studied as well as the types and symptoms of stroke. Duplex and color flow principles are taught and practiced in the lab. Spectral waveform analysis is examined in normal and pathological states. An in-depth look at transcranial doppler and spectral waveform analysis is reviewed. Clinical applications as applies to the peripheral arterial system are examined. The upper and lower extremity peripheral venous anatomy and physiology is studied as well as venous flow characteristics, disease, and pathology.

130 Clock Hours (85 lecture, 45 lab skills) **10.75 Quarter Credit Hours**

Prerequisites: DMS 203Pediatrics

DMS 205 CAPSTONE

Concluding Session, clinical readiness review component

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Module I and Module II

Module 3

DMS 300 INTEGRATED CLINICAL

During the Integrated Clinical component of this program the student is exposed to patient care environment at the approved clinical site. The student will have exposure and hands-on experience in dealing with the patient's physical and psychological needs. Emphasis is placed on developing compassionate, ethical and competent workplace skills required within a healthcare facility. Just and legal principles are explored through real life situations. Student is typically required to attend Integrated Clinical during one day (6 hours) per week. Integrated Clinical (DMS 300) starts during (DMS 201) General Abdominal & Vascular Abdominal course.

150 Clock Hours (0 lecture, 150 clinical) **5.0 Quarter Credit Hours**

Prerequisites: Module I

DMS 301 CLINICAL EXTERNSHIP

This course is providing students with practical training at the off-campus Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. The main focus of the training is placed on the student performing ultrasound examinations of the abdomen, obstetrics and gynecology, small parts, and vascular systems as well as how to obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. Students will learn and develop scanning techniques, imaging protocols and taking care of sensitive equipment through hands-on experience at the hospitals, imaging centers or private practice

790 Clock Hours (0 lecture, 790 clinical) **26.0 Quarter Credit Hours**

Prerequisites: Module I, Module II, DMS 300,

Cardiovascular Sonography Program

Cardiovascular Sonography

Certificate Program / 122.0 Quarter Credit Hours

Day: 76 weeks / Evening: 76 weeks / 1,950 Clock Hours

The Cardiovascular Sonography program at MCI Institute is programmatically accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). Enrolling students need to refer to credentialing agency requirements in order to check credentialing exam eligibility. The program is designed to prepare the graduate to become skilled entry-level cardiovascular technicians, and work effectively in the health care environment. Method of program delivery is residential. It includes well balanced on-campus classroom hours, on-campus (work-simulated) imaging laboratory component, off-campus integrated patient care clinical experience and clinical externship. Clinical sites include hospitals, imaging centers and doctor's offices.

Program Goals

To prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult echocardiography and to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for non-invasive vascular study.

Objectives of the Program:

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate ability to work with varying stress levels and work interruptions.
- Demonstrate critical thinking skills during the performance of sonographic procedures.
- Demonstrate correct positioning of patients and proper scanning procedures for sonographic examination.
- Accurately record all anatomic and physiologic information for interpretation by a physician.
- Demonstrate effective communication skills with patients and the healthcare team.
- Demonstrate appropriate patient care and promote overall well-being.
- Act in a professional manner within recognized ethical and legal standards maintaining confidentiality.
- Demonstrate ability to apply knowledge from classroom in clinical setting
- Develop self-evaluation and uphold professional development.

At the completion of the program, the student will be able:

- Proficient in performing entry-level ultrasound technician tasks and responsibilities.
- Awarded a Certificate of Completion of Cardiovascular Sonography program.
- Establish eligibility to test for the Registered Diagnostic Medical Sonographer (RDMS) Physics and Instrumentation (SPI) exam, administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Adult Echocardiography credentialing examination administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS).
- Establish eligibility to test for the Registered Vascular Technology credentialing examination administered by the Association of Registered Diagnostic Medical Sonographers (ARDMS)."
- Able to seek entry-level employment in facilities such as hospital's ultrasound departments, imaging center and doctors' offices after passing credentialing exams.

Program Length and Schedule

The Cardiovascular Sonography Program is 1,950 clock hours in length and includes; 810 hours of on-campus didactic, 200 hours of on-campus laboratory skills, 150 hours of off-campus integrated clinical patient care training, 790 hours of off-campus clinical externship.

Day Classes: During the first 21 weeks (415 hours) of the program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. During the following 30 weeks (596 hours) classes are scheduled on-campus Monday thru Thursday 5 hours per day from 8:30 a.m. to 2:00 p.m., additionally on Fridays, Saturdays or evenings, students are required to attend 6 hours of Integrated Patient Care clinical training at the off-campus clinical site accumulating 150 required clock hours. The final 25 weeks (790 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern typically 32 hours per week. In addition, each course requires homework hours. Please refer to Program Outline and Course syllabus for details.

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Additional Admission Requirements

Candidates enrolling to the Cardiovascular Sonography program must have at least 40 college credits obtained in the last five years including classes such as English/Communication (two), College Mathematics (two), Medical Terminology, Anatomy and Physiology I & II (with lab), and applied Physics (with lab). Foreign candidates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets U.S. educational equivalency.

***School Director or Program Director makes the final decision of acceptance or rejection into the program.**

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Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. MCI Institute carries no responsibility for these requirements and/or charges.

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Credentialing Exams

Upon satisfactory completion of the Cardiovascular Sonography Program graduates are eligible and encouraged to sit for the National Credentialing Exam administered by the American Registry for Diagnostic Medical Sonographers (ARDMS) www.ardms.org. This credential is a nationally recognized voluntary certification that will enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by MCI Institute but by the agency and are subjects to change by the agency without notice to MCI Institute. Therefore, MCI Institute cannot guarantee that graduates will be eligible to sit for credentialing examination, regardless of their eligibility status upon enrollment. MCI Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with ARDMS.**

Employment

Many Cardiovascular Sonographers are employed in hospitals, imaging centers, ambulatory centers, specialty medical offices, and doctor's offices. Their broad educational background plus specialized focus, allows sonographers to function in a number of diverse areas in their field. Some sonographers are contract employees and travel to healthcare facilities in an area or work with mobile imaging providers and travel to provide service in areas that do not have access to such services. Number of sonographers with necessary experience will become instructors and preceptors. For expected salary please refer to web site: www.salary.com.

Working Conditions

Sonographers typically work in healthcare facilities that are clean. They usually work in controlled, darkened, air-conditioned and relatively quiet environments, but they also may perform procedures at patients' bedsides, operating rooms and other healthcare settings. Sonographers may be on their feet for long periods of time and may have to lift, push or turn disabled patients as well as equipment. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials. Most sonographers work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

Cardiovascular Sonography Program Outline

Course	Module 1 /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours		Quarter Credits
CDW 100	Career Development Workshop Resume, Job search & interviews, Dress code, Professionalism	5	0	5		0.5
MT 200	Medical Terminology Medical words as word root, Prefixes, Suffixes and their meanings	50	0	50		5.0
AP 201	Anatomy and Physiology I Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	50	0	50		5.0
AP 202	Anatomy and Physiology II Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	50	0	50		5.0
PC 201	Patient Care & Clinical Readiness Patient Care, Basic Skills in Taking Vital Signs, Law & Ethics	30	10	40		3.5
MATH 200	Math Skills for Health Care Professionals Math and Conversions	30	0	30		3.0
PHY 201	Physics Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity, Magnetism	30	0	30		3.0
PHY 202	Ultrasound Physics & Instrumentation Ultrasound Principles Understanding of Doppler	140	20	160		15.0
	Module 1 Total Hours and Quarter Credit Hours	385	30	415		40.0
	Module 2 /On-campus 20 hours & Off-campus 7 hours per week					
CVT 201	Pharmacology General and Cardiovascular Pharmacology	50	0	50		5.0
CVT 202	Vascular Sonography Peripheral & Cerebral Vascular, Pathology & Scanning Techniques	150	80	230		19.0
CVT 203	ECG & Advanced Anatomy, Physiology & Electrophysiology of the Heart Advanced Anatomy and Physiology, Electrophysiology of the Heart	60	20	80		7.0
CVT 204	Adult Cardiac Sonography EKG, Echo Stress, Holter Monitor, Bio-prostatic Valves, Ultrasound Evaluations, Pathology & Scanning Techniques	140	65	205		17.25
CVT 205	Fetus, Neonates and Pediatric Cardiac Sonography Ultrasound Evaluations, Pathology & Scanning Techniques	20	5	25		2.25
CVT 206	Capstone Concluding Session	5	0	5		0.50
	Module 2 Total Hours and Quarter Credit Hours	425	170	595		51.0
	Module 3 /Off Campus typically 40 hours per week					
* *CVT 300	**Integrated Clinical /Off-campus Clinical Patient Care 6 Hours training is obtained during the week	0	00	150		5.0
CVT 301	Clinical Externship /Off-campus at Clinical Site Scanning Techniques & Tasks	0	0	790		26.0
	Module 3 Total Hours and Quarter Credit Hours		0	940		31.0
	Program Hours and Quarter Credit Hours			1950		122.0

****Integrated Clinical; please refer to course descriptions and course syllabus for details.**

Descriptions of Cardiovascular Sonography Courses

Module 1

CDW 100 CAREER DEVELOPMENT WORKSHOP

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focus on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon.

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Admission Requirements

MT 200 MEDICAL TERMINOLOGY

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: CDW 100 Career Development Workshop

AP 201 ANATOMY AND PHYSIOLOGY I

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: MT 200 Medical Terminology

AP 202 ANATOMY AND PHYSIOLOGY II

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: AP 201 Anatomy and Physiology I

PC 201 PATIENT CARE & CLINICAL READINESS

This course introduces the students to sonographer's role in the field of medicine. Students will learn the legal concepts associated with the profession, patient care, communications and critical thinking skills, law & ethics. The topics of discussion will also be the history of sonography, safety issues, federal, state and local legal guidelines, medical records and contracts, standards of care and negligence and varieties of consent.

40 Clock Hours (30 lecture, 10 lab skills) **3.5 Quarter Credit Hours**

Prerequisites: AP202 Anatomy and Physiology II

MATH 200 MATH SKILLS FOR HEALTH CARE PROFESSIONALS

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

30 Clock Hours (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

Prerequisites: PC 201 Patient Care & Clinical Readiness

PHY 201 GENERAL PHYSICS

This course will teach Introduction to General Physics, Newton's Law of Motion, Gravitation Thermodynamics, Energy & Sound Waves, Electricity and Magnetism. It will explain the laws of conservation of energy, forms and sources of energy, compare and convert Fahrenheit, Celsius, and Kelvin temperature scales, teach properties of solids, liquids, and gasses, heat transfers, optic applications, discuss principles of electrical safety and problems, elements of the Periodic Table as well as biological effects of radiation.

30 Clock Hours (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

Prerequisites: Math 200 Math Skills for Healthcare Professionals

PHY 202 ULTRASOUND PHYSICS AND INSTRUMENTATION

This course will teach students the fundamentals of ultrasound wave physics in order to obtain the best image possible. Students will learn about sound waves, sound wave propagation, pulse-echo principle, tissue acoustic impedance, absorption and scatter, transducer frequency, beam profile, and color Doppler and spectral waveforms. Scientific notation, ratios, and graphs are emphasized as they are the fundamental principles underlying ultrasound physics. Included in this topic is a review of the operating manual for the ultrasound machine. Emphasis will be placed on information and techniques for the ARDMS registry examination.

160 Clock Hours (140 lecture, 20 lab skills) **15.0 Quarter Credit Hours**

Prerequisites: PHY 201 General Physic

Module 2

CVT 201 PHARMACOLOGY

This course covers the indications, contraindications, mechanism of action, normal dosages, side effects and patient considerations of drugs that affect the cardiovascular system.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: PHY 202 Ultrasound Physics and Instrumentation

CVT 202 VASCULAR SONOGRAPHY

This course will cover the systemic, peripheral arterial and venous vascular systems. The cerebrovascular component covers both the extracranial and intracranial arterial systems. Atherosclerosis and stroke are studied as well as the types and symptoms of stroke. Duplex and color flow principles are taught and practiced in the lab. Spectral waveform analysis is examined in normal and pathological states. An in-depth look at transcranial doppler and spectral waveform analysis is reviewed. Clinical applications as applied to the peripheral arterial system are examined. The upper and lower extremity peripheral venous anatomy and physiology is studied as well as venous flow characteristics, disease, and pathology. Lecture time is complimented with hands-on laboratory scanning.

230 Clock Hours (150 lecture, 80 lab skills) **19.0 Quarter Credit Hours**

Prerequisites: CVT 201 Pharmacology

CVT 203 ECG & ADVANCED ANATOMY, PHYSIOLOGY & ELECTROPHYSIOLOGY OF THE HEART

Advanced Anatomy and Physiology, electrophysiology of the Heart. This course introduces students to several common cardiovascular diseases likely to be encountered with a patient. Students will develop a comprehensive understanding of the pathophysiology and assessment of cardiovascular disorders. Hands-on scanning of appropriate anatomy will be performed in the lab.

80 Clock Hours (60 lecture, 20 Lab skills) **7.0 Quarter Credit Hours**

Prerequisites: CVT 202 Vascular Sonography

CVT 204 ADULT CARDIAC SONOGRAPHY

This course introduces students to ultrasound examination of the heart aka echocardiography. They will learn echocardiographic imaging principles, imaging views, findings of normal/abnormal structure and functions of the heart. They will also learn about cardiac hemodynamics, ventricular functions, ischemic heart diseases, valvular heart diseases, cardiomyopathies, hypertensive heart diseases, pericardial diseases, tumors of the heart, diseases of the aorta, congenital heart diseases, normal and abnormal electrical activities of the heart, stress echocardiography, contrast echocardiography, advanced techniques and procedures in adult cardiac sonography, basic knowledge about transesophageal, intraoperative sonography and cardiac transplant, cardiac trauma, athlete's heart and the heart in pregnancy. This course will also provide information about, M-mode 3D/4D echocardiography, systemic diseases affecting heart and their echocardiographic findings.

205 Clock Hours (140 lecture, 65 lab skills) **17.25 Quarter Credit Hours**

Prerequisites: CVT 203 ECG

CVT 205 FETUS, NEONATES, AND PEDIATRIC CARDIAC SONOGRAPHY

This course provides students with a general overview of cardiac scanning related to fetus, neonates and pediatrics.

25 Clock Hours (20 lecture, 5 lab skills) **2.25 Quarter Credit Hours**

Prerequisites: CVT 204 Adult Cardiac Sonography

DMS 205 CAPSTONE

Concluding Session, clinical readiness review component

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Module I and Module II

Module 3

CVT 300 INTEGRATED CLINICAL

During the Integrated Clinical component of this program the student is exposed to patient care environment at the approved clinical site. The student will have exposure and hands-on experience in dealing with the patient's physical and psychological needs. Emphasis is placed on developing compassionate, ethical and competent workplace skills required within a healthcare facility. Just and legal principles are explored through real life situations. Student is typically required to attend Integrated Clinical during one day (6 hours) per week. Integrated Clinical (CVT 300) starts during (CVT 202) Vascular Sonography.

150 Clock Hours (0 lecture, 150 clinical) **5.0 Quarter Credit Hours**

Prerequisites: Module I, Module II

CVT 301 CLINICAL EXTERNSHIP

This course is providing students with practical training at the off-campus Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. The main focus of the training is placed on the student performing ultrasound examinations of the abdomen, obstetrics and gynecology, small parts, and vascular systems as well as how to obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. Students will learn and develop scanning techniques, imaging protocols and taking care of sensitive equipment through hands-on experience at the hospitals, imaging centers or private practice

790 Clock Hours (0 lecture, 790 clinical) **26.0 Quarter Credit Hours**

Prerequisites: Module I, Module II, CVT 300,

Surgical Technology Program

Surgical Technology

Certificate Program / 81.5 Quarter Credit Hours

Day class 55 weeks / Evening class 55 weeks / 1,300 Clock Hours

The Surgical Technology Program at MCI Institute is accredited through the Accrediting Bureau of Health Education Schools (ABHES). Students are trained to become multi-faceted members of the surgical team to work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgical procedures. Method of program delivery is residential. It includes well balanced on-campus time for lectures and demonstrations and on-campus (work-simulated) operating room laboratory for mock practice surgical procedures, proper scrub area and storage area. The off-campus Clinical Externship module of the curriculum is structured to include supervised hands-on training (requiring competencies logs and evaluations) at clinical externship sites such as hospitals, outpatient surgical centers, and endoscopy/colonoscopy clinics.

Objectives of the program:

- Teaching courses in terminology, anatomy, physiology, math, law, ethics, patient needs, patient care concepts, pharmacology, microbiology and surgical procedures.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge of surgical instruments and equipments, operating room design and set up for surgical procedures, surgical scrubbing, gowning and gloving, setting up the sterile field, following aseptic techniques, assisting other team members in the field, passing and retrieving instrument during surgery, counting surgical items for patient safety, end of the procedures room clean up and proper technique of handling of sharps and biohazard materials.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical site (hospitals and surgical centers).

At the completion of the program the diligent student will be:

- Proficient in performing entry-level surgical technician's tasks and responsibilities.
- Awarded a Certificate of Completion of an accredited Surgical Technology program.
- Establish eligibility to test for the Certified Surgical Technologist (CST) credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- Able to seek entry-level employment in facilities such as hospital's operating rooms, labor and delivery, endoscopy/colonoscopy clinics, outpatient surgical centers after passing credentialing exam.

Program Length and Schedule

The Surgical Technology Program is 1,300 clock hours in length and includes; 505 hours of on-campus didactic, 295 hours of on-campus laboratory skills, 500 hours of off-campus clinical externship.

Day Classes: During the first 40 weeks of the day program classes are scheduled at 5 hours per day, Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. The final 15 weeks (500 hours) of the program, students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical Externship days or hours may vary depending on individual sites and hours of operation however, students are required to extern for a minimum of 32 hours per week. In addition, each course requires homework. Please refer to Program Outline and Course Syllabus for details.

Evening Classes: During the first 40 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 15 weeks (500 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical externship days or hours may vary depending on the site hours of operation. However, students are required to extern for a minimum of 32 hours per week. In addition, each course requires homework. Please refer to Program Outline and Course Syllabus for details.

There is no evening Clinical Externship.

Additional Admission Requirements

All candidates enrolling to the Surgical Technology program must be a college graduates with a minimum of an associate degree. Foreign graduates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets at least U.S. equivalency.

***School Director or Program Director makes the final decision of acceptance or rejection into the program.**

Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. MCI Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Perioperative Nursing Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

Credentialing Exams

Upon satisfactory completion of the Surgical Technology Program, the graduates are eligible for and are encouraged to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) www.nbstsa.org credentialing exam. This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by MCI Institute but by the agencies and are subjects to change by the agency without notice to MCI Institute. Therefore, MCI Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrollment. MCI Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with NBSTA.**

Employment

Many Surgical Technicians are employed in hospital's operating rooms, labor and delivery rooms, ambulatory care centers and Central Sterile Processing Departments. Some are employed directly by surgeons in the private scrub role, while others with additional training work as Surgical First Assistants. They are also utilized in clinics, plastic and general surgery centers, and animal surgery centers, in offices of ophthalmologists, physicians, and dentists. Their broad educational background, plus specialized focus, allows surgical technicians to function well in a number of diverse areas of their field. Employment possibilities in addition to operating room technicians include surgery schedulers, materials management, central service managers, organ/tissues procurement and preservation, cardiac characterization laboratories, product development, research, and marketing and sales. A number of Operating Room technicians are instructors and preceptors in the Operating Room/surgical technology fields. For expected salary please refer to web site: www.salary.com.

Working Conditions

Surgical Technologists work in clean, well lit and cool, controlled and relatively quiet environments. They may be required to stand for long periods of time, and it is vital their attention be focused on the tasks at hand. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials and may have to lift, push or turn disabled patients as well as equipment. Most operating room technicians work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

Surgical Technology Program Outline

Course	Module 1 /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours		Quarter Credits
CDW 100	Career Development Workshop Resume, Job search & interviews, Dress code, Professionalism	5	0	5		0.5
MT 101	Medical Terminology Medical words as word root, Prefixes, Suffixes and their meanings	60	0	60		6.0
AP 102	Anatomy and Physiology I Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	60	0	60		6.0
AP 103	Anatomy and Physiology II Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	60	0	60		6.0
MS 104	Math Skills for Health Care Professionals Math and Conversions	50	0	50		5.0
	Module 1 Total Hours and Quarter Credit Hours	235	0	235		23.5
	Module 2 /On-campus 20 hours per week					
ST 201	Foundations of Surgical Technology I Orientation to Surgical Technology & the Profession, Hospital Organization, Principles of Microbiology and Sterilization.	80	45	125		10.0
ST 202	Foundations of Surgical Technology II Surgical Pharmacology, Patient Care and Safety Concepts, Wound Care, Surgical Equipment & Instruments, Basic Case Prep and Procedures	80	40	120		10.0
ST 203	Surgical Procedures I General Surgery, OB/GYN, Ophthalmic, Otorhinolaryngologic	40	80	120		8.0
ST 204	Surgical Procedures II Oral and Maxillofacial, Plastic and Reconstructive, Genitourinary Orthopedic	40	80	120		8.0
ST 205	Surgical Procedures III Cardiothoracic, Peripheral Vascular, Neurosurgery	30	50	80		5.5
	Module 2 Total Hours and Quarter Credit Hours	270	295	565		41.5
	Module 3 Off-campus 40 hours per week expected					
ST 301	Clinical Externship STEP I /Off-campus at Clinical Site Acclimatization to the Operating Room, Shadowing Scrub Nurse or Technician, Observing and/or Beginning to Scrub Minor Cases	0	0	200		6.5
ST 302	Clinical Externship STEP II /Off-campus at Clinical Site Scrubbing more Complex Cases, Assisting with Surgical Technologist's Tasks	0	0	150		5.0
ST 303	Clinical Externship STEP III /Off-campus at Clinical Site Scrubbing more independently in Minor and Advanced Cases, Performing Surgical Technologist's Pre-operative and Post-operative Tasks	0	0	150		5.0
	Module 3 Total Hours and Quarter Credit Hours	0	0	500		16.5
	Program Hours and Quarter Credit Hours			1300		81.5

Descriptions of Surgical Technology Courses

Module 1

CDW 100 CAREER DEVELOPMENT WORKSHOP

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focus on effective resume writings, employment applications, and professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon. .

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Admission Requirements

MT 101 MEDICAL TERMINOLOGY

This course introduces the students to medical terminology. Students will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. The study of medical terminology will continue throughout the course.

60 Clock Hours (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

Prerequisites: CDW 100 Career Development Workshop

AP 102 ANATOMY AND PHYSIOLOGY I

This course is designed to focus on basic body composition, structural organization of the body and functions of different body systems. Topics of the course include cytology, fluid and electrolyte imbalance, body fluids pH, integumentary system, muscular system, skeletal system, central and peripheral nervous system, specialized sensory organs.

60 Clock Hours (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

Prerequisites: MT 101 Medical Terminology

AP 103 ANATOMY AND PHYSIOLOGY II

This course will cover regional study anatomy of cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system, endocrine glands, and renal system, male and female reproductive systems. Students will also learn about blood composition.

60 Clock Hours (60 lecture, 0 lab skills) **6.0 Quarter Credit Hours**

Prerequisites: AP 102 Anatomy and Physiology I

MS 104 MATH SKILLS FOR HEALTH CARE PROFESSIONALS

Students will be taught basic math in a friendly and non-intimidating approach. Fundamental math principles, systems of measurements, conversions and statistics are covered with focus on how the information applies to real-world patient care. Students will learn how to solve problems, the different parts of equations, how to move decimal points, and more.

50 Clock Hours (50 lecture, 0 lab skills) **5.0 Quarter Credit Hours**

Prerequisites: AP 103 Anatomy and Physiology II

ST 201 FOUNDATIONS OF SURGICAL TECHNOLOGY I

This course introduces the student to surgical technology profession, hospital organization, principles of microbiology and sterilization. Importance of aseptic procedures and techniques, universal precautions and different methods of sterilization of instruments are covered. Principles of Microbiology, infection and how the chain of infections can be broken to prevent the process of infection. Basic case prepping and procedures, patient care and safety concepts in the Operating Room, different methods of hemostasis, emergency situations and knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient are taught.

125 Clock Hours (80 lecture, 45 lab skills) **10.25 Quarter Credit Hours**

Prerequisites: MS 104 Math Skills for Health Care Professionals

ST 202 FOUNDATIONS OF SURGICAL TECHNOLOGY II

This course introduces the student to surgical pharmacology, patient care and safety concepts, wound care, surgical equipment and instruments. Surgical wounds, wound management, minimally invasive endoscopic and robotic-assisted surgery, surgical equipment and instruments of different surgical specialties are also covered. Basic case prepping and procedures, patient care and safety concepts in the Operating Room, different methods of hemostasis, emergency situations and knowledge of radiological and chemical injuries and biological warfare to the treatment of the patient are taught.

120 Clock Hours (80 lecture, 40 lab skills) **10.0 Quarter Credit Hours**

Prerequisites: ST 201 Foundations of Surgical Technology I

ST 203 SURGICAL PROCEDURES I

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as General Surgery, Obstetrical and Gynecological, Ophthalmic and Otorhinolaryngologic. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

120 Clock Hours (40 lecture, 80 lab skills) **8.0 Quarter Credit Hours**

Prerequisites: ST 202 Foundations of Surgical Procedures II

ST 204 SURGICAL PROCEDURES II

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as Oral, Maxillofacial, Plastic, Reconstructive, Genitourinary and Orthopedic. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

120 Clock Hours (40 lecture, 80 lab skills) **8.0 Quarter Credit Hours**

Prerequisites: ST 203 Surgical Procedures I

ST 205 SURGICAL PROCEDURES III

In this course students will study procedures and instrumentation and how to prepare the operating room for various surgical specialties such as Cardiothoracic, Peripheral Vascular and Neurosurgery. Students will learn how to scrub for different procedures. They will study the clinical indications of surgery, surgical steps and possible complications associated with individual surgical interventions.

80 Clock Hours (30 lecture, 50 lab skills) **5.5 Quarter Credit Hours**

Prerequisites: ST 204 Surgical Procedures II

CLINICAL EXTERNSHIP

This off-campus Clinical Externship module of the curriculum is structured to include supervised hands-on training at Clinical Externship sites such as hospitals, and in some cases or phases of training at outpatient surgical centers, and endoscopy/colonoscopy clinics. Students are required to keep weekly case logs and competencies. Meetings with Clinical Coordinator or Program Director at the end of each step will take place to evaluate student's performance and progress.

ST 301 Step I. At this phase of training students will be shadowing and observing an experienced mentor, acclimating and adjusting to the operating room environment as well as learning the routines of the surgical team. Eventually students will be allowed to begin (under the supervision of the surgical team member) scrubbing for minor cases. Some students may have to complete hands-on working experience in the Central Sterile Processing Department. Students will be trained on decontamination, sterilization and disinfection.

200 Clock Hours (0 lecture, 200 clinical) 6.5 Quarter Credit Hours

Prerequisites: ST 205 Surgical Procedures

ST 302 Step II. At this phase of training students will be expected to show more confidence with scrubbing (under the supervision of the surgical team member) for minor cases while beginning to scrub for more complex cases. Students will receive training on aseptic technique during surgery, case planning and intra-operative routines for different surgical specialties and for different surgeons

150 Clock Hours (0 lecture, 150 clinical) 5.0 Quarter Credit Hours

Prerequisites: ST 301 Clinical Externship

ST 303 Step III. At this phase of training students are expected to (while still under the supervision of the surgical team member) perform tasks at hand in the operating room and work more independently. Students will be performing preoperative, intra-operative and postoperative tasks, scrubbing minor, advanced and different specialty cases. Toward the end of this phase of clinical externship students will sit for national certification exam for Surgical Technologists. Upon completion students are required to demonstrate entry-level proficiency in all areas of general surgery and most of the specialties.

150 Clock Hours (0 lecture, 150 clinical) 5.0 Quarter Credit Hours

Prerequisites: ST 302 Clinical Externship

Sterile Processing Technology Program

Sterile Processing Technician

Certificate Program / 40.0 Quarter Credit Hours

Day: 26 weeks / Evening: 26 weeks / 712 Clock Hours

The Sterile Processing program at MCI Institute is based on the Certified Registered Central Service Technician (CRCST) training requirements and complies with its policies and procedures in preparing students for the certification exam mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. Method of program delivery is residential. This program prepares graduates to work as a skilled Registered Central Service Technicians in hospitals, ambulatory surgery centers and endoscopy colonoscopy clinics. Essential functions of a Registered Central Service Technicians are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with medical instruments and equipment.

Objectives of the program:

- Teaching courses in terminology, anatomy, physiology, law, ethics, federal & state regulations and standards, cleaning, decontamination, sterilization, packaging, storage, inventory management, safety and ambulatory surgery practices.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge and proper use of decontamination and sterilization equipment, proper chemical disinfection, flash sterilization, high and low temperature sterilization of basic and complex surgical instrumentation, communication and human relation skills.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical sites (hospitals and surgical centers).

At the completion of the program the diligent student will be:

- Proficient in performing entry-level Sterile Technician tasks and responsibilities.
- Awarded a Certificate of Completion.
- Establish eligibility to test for the Certified Registered Central Processing Technician's credentialing exam administered by The International Association of Healthcare Central Service Material Management
- Able to seek an entry-level employment in facilities such as hospitals and outpatient surgical centers, dental clinics and endoscopy/colonoscopy suites after passing credentialing exams.

Program Length and Schedule

The Sterile Processing Technology Program is 712 clock hours in length and includes; 252 hours of on-campus didactic, 60 hours of on-campus hands-on laboratory skills, 400 hours of off-campus clinical externship.

Day Classes: During the first 16 weeks of the day program classes are scheduled at 5 hours per day Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. The final 10 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

Evening classes: During the first 16 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 10 weeks (400 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday and usually during the day. Clinical externship days or hours may vary depending on individual sites hours of operation however, students are required to extern for a minimum of 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

Additional Admission Requirements

All candidates will also be required to have cleared background check, negative drug screening results and completed health clearance and immunizations.

***School Director or Program Director makes the final decision of acceptance or rejection into the program.**

Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test **or** QuantiFERON-TB Gold; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. MCI Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Clinical Assistant Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

Credentialing Exams

Upon satisfactory completion of Sterile Processing Technology Program graduates are eligible to sit for the Certified Registered Central Service Technician (CRCST) certificate exam to become a Registered Central Service Technicians. This credential is mandated in the State of New Jersey by Department of Health and Senior Services in order to enter the profession. However, registration or credentialing requirements for taking and passing examinations are not controlled by MCI Institute but by the agencies and are subject to change by the agency without notice to MCI Institute. Therefore, MCI Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrollment. MCI Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with CRCST at www.crcst.org

Employment

Many of Sterile Processing Technicians are employed in hospital's Central Sterile Processing Departments and Ambulatory Care Centers. They may also be utilized in clinics, surgery centers, and offices of ophthalmologists, physicians or dentists. Their broad educational background, plus specialized focus, allows Sterile Processing Technicians to function well in a number of diverse areas of their field as well as cross-train to Surgical Technology Program. Employment possibilities in addition to Central Sterile Processing Departments may include material management, product development, research or sales. Essential functions of a Sterile Processing Technician are; to sterilize, package, test and operate medical equipment and surgical instruments, stock and maintain equipment processing rooms, prepare surgical carts with surgical supplies and instrument trays as well as prepare and maintain records and logs associated with instruments and equipment.

For expected salary please refer to web site: www.salary.com.

Working Conditions

Sterile Processing Technicians work in well lit, cool and controlled environment. They may be on their feet for long periods of time and may have to lift and push equipment and supplies. They may at times be exposed to communicable diseases, unpleasant sights, odors and gases, heat and steam, biohazard materials and chemicals. It is vital their attention be focused on the tasks at hand. Most technicians work a regular 40-hour / week: although they may be "part-time", work nights, weekends and holidays on a rotating basis depending on the facility.

Sterile Processing Technology Program Outline

Courses	Module 1 /On-campus, 24 hours per week	Lecture Hours	Lab Hours	Total Hours		Quarter Credits
CDW 100	Career Development Workshop /on-campus Externship rules, Resume, Job search & interviews, Dress / Professionalism	5	0	5		0.5
MT 100	Medical Terminology with Basic A&P Medical words as word root, prefixes, suffixes and their meanings Body Organization, Cells, Tissue, and Systems	96	0	96		9.5
	Module 1 Total Hour and Quarter Credit Hours	101	0	101		10.0
	Module 2 /On-campus 24 hours per week					
SPT 201	Microbiology & Infection Prevention Bacterial & Non-bacterial Microorganisms, Microscope, Protecting Patients & Employees	24	6	30		2.5
SPT 202	Federal & State, Regulations & Standards Rules & Responsibilities in SPD, Tools for Cleaning, Decontamination, Point of Use Preparation & Transport	30	0	30		3.0
SPT 203	Cleaning & Decontamination Protocols, Agents, Chemical Disinfection, Basic & Complex Surgical Instruments Handling	37	18	55		4.5
SPT 204	Sterilization, Packaging & Storage Package Selection, Flash, High & Low Temperatures Sterilization	24	24	48		3.5
SPT 205	Inventory Management Perpetual & Alternative Inventory Control, Patient Care Equipment, Tracking Systems, Quality Assurance	12	12	24		1.5
SPT 206	Safety & Ambulatory Surgery Practices Communication & Human Relation Skills, SPD in other Practices	12	0	12		1.0
	Module 2 Total Hours and Quarter Credit Hours	139	60	199		16.0
	Module 3 /Minimum 25 hours per week					
SPT 301	National Examination Review /on-campus Simulated credentialing exams & comprehensive overview of the subject	12	0	12		1.0
SPT 303	Clinical Externship /Off-campus at Clinical Site Sterile Processing Tasks	0	0	400		13.0
	Module 3 Total Hours and Quarter Credit Hours	12	0	412		14.0
	Program Hours and Quarter Credit Hours			712		40.0

Descriptions of Sterile Processing Technology Courses

Module 1

CDW 100 CAREER DEVELOPMENT WORKSHOP

This course emphasizes on the introduction to healthcare career, importance of study skills, time management, note-taking and test-taking skills, sitting and passing credentialing exam, developing professional habits and attitudes as well as constructive criticism in order to achieve professional success. Professional Development and Job Search focus on effective resume writings, employment applications, professional appearance and job lead sources. During mock interviews most common questions and answers, phone etiquette, follow-up skills and thank you notes are pressed upon.

5 Clock Hours (5 lecture, 0 lab skills) **0.5 Quarter Credit Hours**

Prerequisites: Admission Requirements

MT 100 MEDICAL TERMINOLOGY WITH BASIC ANATOMY & PHYSIOLOGY

This course introduces the students about medical terminology. They will learn definitions of word root, suffix, prefix and combining vowel. Emphasis will be placed on common medical terms associated with various body systems, medical procedures of different medical specialties and common medical abbreviations. Basic body composition, structural organization, cells, tissue and functions of different body systems are also covered.

96 Clock Hours (96 lecture, 0 lab skills) **9.5 Quarter Credit Hours**

Prerequisites: CDW 100 Career Development Workshop

Module 2

SPT 201 MICROBIOLOGY & INFECTION PREVENTION

This course will teach a basic understanding of Microbiology and Microorganisms, how to stop spreading of infection and protect both patients and employees from harmful microorganisms. Focus is placed on how microorganisms grow, live, and survive, and how they are transmitted from person to person and place to place. This section will also explain the role of Central Service Technicians in a healthcare facility's infection prevention and control efforts. Personal hygiene, and personal protective equipment, standard precautions, key elements in the Bloodborne Pathogens Standard published by Occupational Safety and Health Administration (OSHA), Use of Bacterial & Non-bacterial Microscope will also be explained.

30 Clock Hours (24 lecture, 6 lab skills) **2.5 Quarter Credit Hours**

Prerequisites: MT 100 Medical Terminology with Basic Anatomy and Physiology

SPT 202 FEDERAL & STATE REGULATIONS & STANDARDS

This course is designed to provide students with understanding of the major agencies and associations that regulate and/or set work practice standards for the Central Service Department. Focus is placed on differences between regulations and voluntary and regulatory standards, basic review of U.S. Food and Drug Administration (FDA) regulations, role and responsibilities of other federal and state governmental agencies that impact Central Service. Rules & Responsibilities in SPD, Tools for Cleaning, role of water quality on in cleaning and decontamination process and other cleaning inputs such as chemicals, brushes, etc., Decontamination, Point of Use Preparation & Transport will also be covered.

30 Clock Hours (30 lecture, 0 lab skills) **3.0 Quarter Credit Hours**

Prerequisites: SPT 201 Microbiology & Infection Prevention

SPT 203 CLEANING & DECONTAMINATION

This chapter will teach the students different methods and processes of cleaning basic and complex surgical equipment and instrumentation depending on size, shape, composition, complexity and tolerance for moisture or heat sensitivity, removing of visible soil or microorganisms that are too small to be seen with the naked eye. Cleaning Protocols, selection of cleaning agents like water, detergents, enzymes, and enzymatic detergents, chemical disinfection, basic & complex surgical instruments handling will be taught.

55 Clock Hours (37 lecture, 18 lab skills) **4.5 Quarter Credit Hours**

Prerequisites: SPT 202 Federal & State Regulations & Standards

SPT 204 STERILIZATION, PACKAGING & STORAGE

This chapter will teach students understanding the importance of packaging selection and applications for sterilization. Reusable and disposable materials, package closure methods, preparing pack contents for packaging, labeling and storage, transport, flash, high & low temperature sterilization processes are being taught.

48 Clock Hours (24 lecture, 24 lab skills) **3.5 Quarter Credit Hours**

Prerequisites: SPT 203 Cleaning & Decontamination

SPT 205 INVENTORY MANAGEMENT

This chapter's focus is on managing the items needed for patients, primarily on the acquisition, storage, management, and distribution of disposable supplies throughout the healthcare facility. It will teach students understanding inventory management concepts and will provide them with information about commercially sterilized products. Perpetual & alternative inventory control, management of patient care equipment, tracking systems of instruments, equipment and supplies, and quality assurance and control indicators will be covered.

24 Clock Hours (12 lecture, 12 lab skills) **1.5 Quarter Credit Hours**

Prerequisites: SPT 204 Sterilization, Packaging & Storage

SPT 206 SAFETY & AMBULATORY SURGERY PRACTICES

This chapter will teach students about common and special safety and hazards protocols and will help to prepare them for events that the facility may be called to respond to and provide support in case of the national disaster. Effective communication & human relation skills will be discussed. Sterile Processing for Ambulatory Surgery and other practices from acute care hospitals to clinics and dental offices will also be taught.

12 Clock Hours (12 lecture, 0 lab skills) **1.0 Quarter Credit Hours**

Prerequisites: SPT 205 Inventory Management

Module 3

SPT 301 NATIONAL EXAMINATION REVIEW

This course is a comprehensive overview of the Program. Students will be given a final exam encompassing information of all materials covered. Strategies will be introduced how to pass the IAHCMM certification exam.

12 Clock Hours (12 lecture, 0 lab skills) **1.0 Quarter Credit Hours**

Prerequisites: SPT 206 Safety & Ambulatory Surgery Practices

SPT 303 CLINICAL EXTERNSHIP

This course is providing students with practical training at the Clinical Education Site. At first, students may be shadowing an experienced mentor and eventually they will be performing tasks at hand in their fields of specialty and work more independently. Student will be trained on decontamination, sterilization and disinfection. Entry-level sterile processing technician's responsibilities will be practiced, reading data log print-outs from sterilizers (Cycle Parameters), practicing how to do envelope wrap and square wrap, proper placement of bacterial filters in rigid sterilizing containers, learning how to heat-seal peel-pack for steam and peel-pack for low-sterilization, placement of internal and external indicators.

400 Clock Hours (0 lecture, 400 clinical) **13.0 Quarter Credit Hours**

Prerequisites: Module I, Module II, and SPT 301 National Examination Review.