



# MedNoc

## Training College



**EFFECTIVE DATE**  
February 24, 2022

# CATALOG

## STUDENT HANDBOOK



# MedNoc

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## Training College

- ❖ **Advanced cardiac life support (ACLS)**
- ❖ **Advanced Certified Medication Aide (ACMA)- Diabetes & Insulin**
- ❖ **Advanced Certified Medication Aide (ACMA)- Respiratory, Naso & Gastro**
- ❖ **Basic Life Support (BLS)**
- ❖ **Certified Billing & Coding Specialist (CBCS)**
- ❖ **Certified Home Health Aide (CHHA)**
- ❖ **Certified Medication Aide**
- ❖ **Certified Medication Aide (CMA)- Update**
- ❖ **Certified Nurse Aide (CNA)**
- ❖ **CNA Test Review**
- ❖ **Electrocardiograph (ECG) Technician**
- ❖ **Licensed Practical Nursing (LPN/LVN)**
- ❖ **MAT Update**
- ❖ **Medical Assistant**
- ❖ **Medication Administration Technician (MAT)**
- ❖ **Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA)**
- ❖ **Optometric/Ophthalmic Technician**
- ❖ **Pharmacy Tech (5weeks)**
- ❖ **Phlebotomy Tech (1 Month)**
- ❖ **Testing Center**



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# INTRODUCTION



**Mr. Paul M. Mungiria, MSN, BSN, AAS, AS, RN, CCRN.**

Mr. Paul Mungiria is the founder and president of MedNoc Training College. Mr. Mungiria also earned a Master of Science in Nursing (MSN) Education and a Bachelor of Science Degree in Nursing (BSN) from Southwestern Oklahoma State University (SWOSU). He also holds an Associate Degree in Applied Science in Nursing and an Associate Degree in Science in Diversified Studies from Oklahoma City Community College (OCCC). Mr. Mungiria is currently a doctoral student.

Mr. Mungiria is a Registered Nurse in the State of Oklahoma. He holds a certification as a Critical Care Registered Nurse (CCRN), and he is a member of the American Association of Critical-Care Nurses. He is also a Certified Home Care Administrator.

Mr. Mungiria is a certified Instructor for Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS) through American Heart Association (AHA). He is also a certified Pediatric advanced life support provider through American Heart Association (AHA). Before becoming a Registered Nurse, he was a Licensed Practical Nurse (LPN) in Oklahoma.

Mr. Mungiria started as a Certified Nurse Aide (CNA), then became a Certified Home Health Aide (CHHA), followed by a Certified Medication Aide (CMA). While in the RN Nursing School, he sat for the PN-NCLEX, passed, and became a Licensed Practical Nurse (LPN). A few months later, he completed the Registered Nurse Education Program and passed RN-NCLEX, becoming a Registered Nurse in Oklahoma.

Mr. Mungiria has worked in various healthcare settings. He spent most of his career as a Registered Nurse working in an Intensive Care Unit (ICU). He has also worked in Emergency Department, Med-Surge, Long-Term Acute Care Hospital, Long-Term Care, and Home Health.

Mr. Mungiria is a very disciplined hard worker. He is very devoted to the success of our students and the delivery of quality service. He believes in creating opportunities for others through education and training. Mr. Mungiria believes in career growth and upward mobility through hard work and discipline. He believes that all students are talented in different ways, and they can start slowly and advance to the highest height of any career ladder.

# Welcome

Welcome to MedNoc Training College (MTC). MedNoc Training College is an institution of learning that offers post-secondary education. Thank you so much for your interest in our programs and giving us this opportunity to serve your career training needs. We welcome you to join and be part of our amazing MedNoc family! MedNoc Training College is an institution of learning devoted to offering career training programs aimed at helping students gain knowledge and skills needed for employment. MTC programs are centered on our students' and the employer's needs. Our courses are short in length; but broad, rich, deep in detail and quality. MTC programs focus on quality, affordability, and timeliness.

MTC programs are offered in different schedules to accommodate the needs of our students. We offer daytime, evening/night, and weekend classes. All programs at MTC are offered at our School and require strict attendance and active participation. These training programs are offered in three phases: The First phase is Lectures, the second phase is skills training in the skills lab, and the third phase is clinical externship/field trips. MTC courses are structured and are led by an instructor who is licensed and or certified in their area of expertise.

MTC programs are approved and licensed by different state agencies. These include the Oklahoma Board of Private Vocational Schools (OBPVS), Oklahoma State Department of Health- Nurse Aide Registry (OSDH-NAR), and the Oklahoma Department of Human Services Developmental Disabilities Services (OKDHS-DDS). MedNoc Training College has partnered with the following organizations to provide state and national certification examinations: D&S Diversified Technologies LLP dba Headmaster LLP, Pharmacy Technician Certification Board (PTCB), National Health Career Association (NHA), and American Allied Health (AAH).

MTC is an organization that has great traditions of success. We hope you will enjoy your time here at MTC, and you will learn and achieve your goals. If you have any questions, concerns, or comments, please feel free to talk to us. Together, we make MedNoc Training College.

Thank you so much for choosing MedNoc Training College. We appreciate this opportunity to serve you. We promise to do our best to help you learn and achieve your career goals. We warmly welcome you to MedNoc Training College.

Sincerely,



**Mr. Paul Mungiria, MSN, BSN, RN, CCRN.**  
**PRESIDENT.**

## **Mission:**

MTC provides Timely, Quality, and Affordable Training centered on our students to enable them to master the knowledge and skills needed to gain employment and render quality service.

## **Vision:**

**Unlocking Our Potential for Better Human Success!** *(MedNoc Training College shall commit and devote its resources to serving and helping students and our staff to achieve their maximum potential for success. We genuinely believe that we are all talented and gifted in different ways. Therefore, our goal is to ensure that we work diligently with each Student to ensure their success).*

## **Motto:**

**Your Source for Affordable and Quality Training!**

## **Values:**

**Honesty**

**Integrity**

**Respect**

**Ethical**

**Excellence**

**Stewardship**

**Ownership**

**Commitment**

**Innovative**

**Professionalism**

**Accountability**

**School's Name:**

MedNoc Training College



MedNoc  
Training College

**School's Address:**

2828 NW 57<sup>th</sup> Street Suite 120,  
Oklahoma City, Oklahoma- 73112.

Office Phone: 405-225-7876, Cell phone: 405-589-2573, Fax: 405-421-9521.

Email: [info@mednoc.com](mailto:info@mednoc.com) Website: [www.mednoc.com](http://www.mednoc.com)

## Hours of Operation:

### Business Office:

Monday-Friday 8:00am- 5:00pm

Saturday 8:00am-12:00pm

Office Phone: 405-225-7876

Cellphone: 405-589-2573

Email: [info@mednoc.com](mailto:info@mednoc.com)

## Contact Information

2828 NW 57<sup>th</sup> Street Suite 120

Oklahoma City, Oklahoma- 73112.

Office Phone: 405-225-7876, Cell phone: 405-589-2573, Fax: 405-421-9521.

Email: [info@mednoc.com](mailto:info@mednoc.com) Website: [www.mednoc.com](http://www.mednoc.com)

## Campus President's Contact Information:

Paul Mungiria, MSN, BSN, RN, CCRN.

2828 NW 57<sup>th</sup> Street Suite 120,

Oklahoma City, Oklahoma- 73112.

Office Phone: 405-225-7876,

Cell phone: 405-589-2573, Fax: 405-421-9521.

Email: [paulmungiria@mednoc.com](mailto:paulmungiria@mednoc.com)

## Legal Control & Ownership

MedNoc Training College (MTC) is a private institution of learning which offers post-secondary career training and education in the healthcare field. MedNoc LLC dba MedNoc Training College is incorporated in Oklahoma by the Secretary of State. The main principal officers are:

Mr. Paul M. Mungiria, MSN, BSN, RN, CCRN.  
President.

Mrs. Ann M. Mungiria, MBA, BBM.  
Vice President.

## Approving and Licensing State Agencies:

| AGENCY                                                                                                                                                                                                                                                                     | PROGRAM(S)                                                                                                                                                                                                                                                                                                                                                   | DATE APPROVAL & LICENSING | STATUS OF APPROVAL & LICENSING |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|
| <p><b>Oklahoma Board of Private Vocational Schools</b></p> <p>3700 N Classen Blvd #250,<br/>Oklahoma City, OK 73118.<br/>Phone: 405-528-3370.<br/><a href="https://obpvs.ok.gov">https://obpvs.ok.gov</a></p>                                                              | <p>The entire School and all the programs offered.</p>                                                                                                                                                                                                                                                                                                       | <p>09/17/2018</p>         | <p>Full</p>                    |
| <p><b>Oklahoma Board of Nursing</b></p> <p>2501 N. Lincoln Blvd, Ste. 207<br/>Oklahoma City, OK 73105<br/>Phone: 405-962-1800 or 405-962-1832<br/><a href="https://nursing.ok.gov/">https://nursing.ok.gov/</a></p>                                                        | <ul style="list-style-type: none"> <li>▪ Licensed Practical Nurse (LPN) Program.</li> </ul>                                                                                                                                                                                                                                                                  | <p>07/28/2021</p>         | <p>Provisional</p>             |
| <p><b>Oklahoma State Department of Health (OSDH)<br/>Nurse Aide (NAR)</b></p> <p>1000 NE 10th Street<br/>Oklahoma City, OK 73117-1207<br/>Phone 405- 271-4085<br/>Website: <a href="http://nar.health.ok.gov">http://nar.health.ok.gov</a></p>                             | <ul style="list-style-type: none"> <li>▪ Certified Nurse Aide (CNA)</li> <li>▪ Home Health Aide (HHA)</li> <li>▪ CMA CEU (Update)</li> <li>▪ Certified Medication Aide (CMA)</li> <li>▪ Advanced Certified Medication Aide (ACMA) Insulin &amp; Diabetes monitoring</li> <li>▪ Advanced Certified Medication Aide (ACMA)-Naso, Gastro &amp; Resp.</li> </ul> | <p>07/15/2016</p>         | <p>Full</p>                    |
| <p><b>Oklahoma State Department of Health (OSDH)<br/>Home Care Administrator Registries (HCR).</b></p> <p>1000 NE 10th Street<br/>Oklahoma City, OK 73117-1207<br/>Phone 405-271-4085<br/>Website: <a href="https://hcar.health.ok.gov">https://hcar.health.ok.gov</a></p> | <ul style="list-style-type: none"> <li>▪ Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA).</li> </ul>                                                                                                                                                                                                                           | <p>07/23/2019</p>         | <p>Full</p>                    |

|                                                                                                                                                                                                                                                                       |                                                                                              |                   |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------|-------------|
| <p><b>Oklahoma Department of Human Services<br/>Developmental Disabilities Services (OKDHS-<br/>DDS)</b></p> <p>P.O BOX 25352<br/>Oklahoma City, Oklahoma-73125-0352<br/>Phone: 405-521-4969<br/>Website: <a href="http://www.okdhs.org">http://www.okdhs.org</a></p> | <ul style="list-style-type: none"> <li>Medication Administration Technician (MAT)</li> </ul> | <p>06/16/2017</p> | <p>Full</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------|-------------|

## State and National Certification Examination:

|                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>AGENCY</b></p> <p style="text-align: center;"><b>NATIONAL COUNCIL OF STATE BOARDS OF NURSING (NCSBN)</b><br/>111 East Wacker Drive, Suite 2900<br/>Chicago, IL 60601-4277<br/>Phone: 312-525-3600<br/>Fax: 312.279.1032<br/>Email: <a href="mailto:info@ncsbn.org">info@ncsbn.org</a><br/>Website: <a href="https://www.ncsbn.org">https://www.ncsbn.org</a></p> |
| <p style="text-align: center;"><b>D&amp;S DIVERSIFIED TECHNOLOGIES LLP DBA HEADMASTER LLP.</b><br/>P.O. Box 6609<br/>Helena, MT 59604<br/>Phone: 800-393-8664<br/>Fax: 406-442-3357<br/><a href="mailto:hdmaster@hdmaster.com">hdmaster@hdmaster.com</a><br/>Website: <a href="http://hdmaster.com">http://hdmaster.com</a></p>                                                                    |
| <p style="text-align: center;"><b>PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB).</b><br/>Partnership Development Manager<br/>Pharmacy Technician Certification Board<br/>2215 Constitution Avenue NW, Suite 101<br/>Washington, DC 20037<br/>Phone: Desk: 202-888-1705<br/>Google Voice: 202-618-0733<br/>Website: <a href="https://www.ptcb.org">https://www.ptcb.org</a></p>                    |
| <p style="text-align: center;"><b>NATIONAL HEALTHCAREER ASSOCIATION (NHA).</b><br/>11161 Overbrook Road,<br/>Leawood, Kansas 66211<br/>Toll-free: 800-499-9092<br/>Local: 913-661-5592<br/>Fax: 913-661-6291<br/>Website: <a href="https://www.nhanow.com">https://www.nhanow.com</a></p>                                                                                                          |
| <p style="text-align: center;"><b>AMERICAN ALLIED HEALTH (AAH).</b></p>                                                                                                                                                                                                                                                                                                                            |



P.O. Box 1487  
Lowell, AR 72745  
Phone: 479-553-7614  
Fax: 479-553-7285  
Email: [Admin@AmericanAlliedHealth.com](mailto:Admin@AmericanAlliedHealth.com)  
Website: [www.AmericanAlliedHealth.com](http://www.AmericanAlliedHealth.com)

## History:

MedNoc Training College, also known as MTC, is a post-secondary institution of learning that offers training in healthcare career programs. MTC is in Oklahoma City, Oklahoma, the United States of America. MedNoc LLC owns MedNoc Training College, a limited liability company registered by the Oklahoma Secretary of State in the State of Oklahoma. MedNoc Training College was first approved and licensed by the Oklahoma State Department of Health-Nurse Aide Registry on July 15<sup>th</sup>, 2016, to offer a Certified Nurse Aide (CNA) program. The School started its first CNA class with only three students.

Below is the MTC's historical data in chronological order from its inception to date. This data contains program approval, date of licensing, and the names of the state agencies and the certification board.

### **07/15/2016:**

MedNoc Training College was approved and licensed by the Oklahoma State Department of Health- Nurse Aide Registry (OSDH-NAR) under the first name to offer a Certified Nurse Aide (CNA) program. The School was initially approved and licensed under the name MedNoc Health Training.

### **08/12/2016:**

OSDH-NAR approved changing the School's name from MedNoc Health Training to MedNoc Health Career Training Courses.

### **09/08/2016:**

MedNoc Health Career Training Courses approval to be a testing site through a partnership with D&S Diversified Technologies LLP (Headmaster) to offer CNA and HHA Oklahoma State Testing was approved.

### **09/23/2016:**

OSDH-NAR approved home Health Aide (HHA) deeming program.

### **09/05/2016:**

The first CNA class began with three students. MTC fully sponsored one of the students, and the other two students had their tuition discounted by 50%. The three students graduated and passed their Oklahoma Nurse Aide Certification Exams.

### **06/16/2017:**

The Medication Administration Technician (MAT) program was approved by the Oklahoma Department of Human Services-Developmental Disabilities Services (OKDHS-DDS).

**09/12/2017:**

MedNoc Health Career Training Courses approval to partner with PTCB was approved.

**10/02/2017:**

The Certified Medication Aide (CMA) program was approved and licensed by the Oklahoma State Department of Health-Nurse Aide Registry (OSDH-NAR).

**10/02/2017:**

MedNoc Health Career Training Courses request to become a testing site for CMA through a partnership with D&S Diversified Technologies LLP (Headmaster) was approved.

**11/02/2017:**

The MedNoc Health Career Training Courses request to become a testing site for NHA was approved.

**02/20/2018:**

MedNoc Health Career Training Courses request to change the name to MedNoc Training College was approved.

**07/24/2018:**

The Oklahoma State Department of Health relicensed MedNoc Training College- Nurse Aide Registry (OSDH-NAR) to offer the following program:

- Certified Nurse Aide (CNA).
- Certified Home Health Aide (CHHA).

**08/08/2018:**

Certified Medication Aide- Continuing Education Unit (CMA- Update) program was approved and licensed by the Oklahoma State Department of Health- Nurse Aide Registry (OSDH-NAR).

**09/17/2018:**

MedNoc Training College and all its programs were approved and licensed by the Oklahoma Board of Private Vocational Schools (OBPVS):

- 1) Certified Nurse Aide (CNA).
- 2) Certified Medication Aide (CMA).
- 3) Certified Medication Aide- Update (CMA- Update).
- 4) Medication Administration Technician (MAT).
- 5) Phlebotomy Technician.
- 6) Medical Assistant.
- 7) Pharmacy Technician.
- 8) Medical Billing and Coding.

- 9) Electrocardiograph (EKG/ECG) Technician.
- 10) Optometric/Ophthalmic Technician.
- 11) Basic Life Support (BLS).
- 12) Advanced Cardiovascular Life Support (ACLS).
- 13) Heart-saver.
- 14) CPR.

**10/11/2018:**

Advanced Certified Medication Aide (ACMA), Diabetes care with Insulin administration program, was approved and licensed by the Oklahoma State Department of Health- Nurse Aide Registry (OSDH-NAR).

**10/29/2018:**

Advanced Certified Medication Aide (ACMA) Respiratory & Gastrostomy/Nasogastric program was approved and licensed by the Oklahoma State Department of Health- Nurse Aide Registry (OSDH-NAR).

**11/27/2018:**

MedNoc Training College was approved to become a testing site for Optometric/Ophthalmology by American Allied Health.

**11/30/2018:**

MTC was approved as a testing site for ACMA- Diabetes, and Insulin through D&S Diversified Technologies LLP (Headmaster).

**05/11/2019:**

MedNoc Training College submitted an Initial Application to Accrediting Commission of Career Schools and Colleges (ACCSC) for accreditation.

**07/25/2019:**

Home Care Administrator Preparedness Program was approved and Licensed by the Oklahoma State Department of Health- Home Care Registry approved.

**11/ 07/2019:**

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or the “Commission”) accepted the Application for Initial Accreditation-Part I from MedNoc Training College.

**02/05/2020:**

The Oklahoma Board of Nursing approved the MedNoc Training College Step I application for the Practical Nursing Education Program.

**02/05/2020:**

The Oklahoma Board of Nursing approved MedNoc Training College to proceed with the application for the Step II application process and develop the Practical Nursing Program. The school is currently developing the Practical Nursing Program.

**05/07/2020:**

MedNoc Training College submitted a Step II Application to Accrediting Commission of Career Schools and Colleges (ACCSC) for accreditation.

**07/28/2021:**

The Oklahoma Board of Nursing granted MedNoc Training College Provisional Approval to Establish a Practical Nursing Program and begin offering the program in January 2022.

## **Description of MTC Facilities and Equipment:**

MedNoc Training College is located at 2828 NW 57Th Street, Suite 120, Oklahoma City. The School rents several suites in the building to accommodate the needs of our students and its operations. On the first floor, we have the Administration Office, the Lead-Instructor's office, a classroom, and a Relaxation Area for our students. The Relaxation Area is equipped with a Table, Chairs, Microwave, and Refrigerator for students' use. On the second floor, we have the Assistant Lead- Instructor's office, Computer Room, and Testing Room, with working computers all connected to the internet and a printer for students' use. The School has the second Students' Lounge on the second floor as well as several classrooms and a Skills Lab. Classrooms are equipped with chairs, training tables, a mounted TV screen, and a computer. The computers in the classes are also connected to the internet for students to use to foster learning. Students use large flat TV screens to stream PowerPoints and educational videos.

The Skills Lab is equipped with modern training equipment to simulate a real workplace. The skills lab is equipped with a hospital bed, wheelchairs, human-size Manikins, Phlebotomy arm Manikins, EKG machines, BLS, ACLS, and PALS Manikins, and all other equipment for BLS learning such as Pocket Masks, AEDs, Bag masks, Vital Signs equipment, and Medication Carts; to mention a few of the training equipment that the School has.

The school building is Air-Conditioned. The classes have external windows for natural lighting. The building has utilities in good working order, such as running water, electricity, and bathrooms for both men and women on each floor. There is also a bathroom for disabled people on the first floor.

The building has automatic locking doors that lock at 7:00 pm every day and unlock at 7:00 am on Monday through Friday. On Saturday, the doors open from 7:00 am to 3:00 pm and lock all day on Sunday for security. Entering the building Sundays requires a key entry. The school building has security cameras. The building has ample car parking space, enough for our students' faculty, and staff.

## 2022/2023 Holiday Calendar

| <b>2022 HOLIDAY SCHEDULE</b> |          |                  |
|------------------------------|----------|------------------|
| DATE                         | DAY      | HOLIDAY          |
| January 1, 2022              | Saturday | New Year's Day   |
| May 30, 2022                 | Monday   | Memorial Day     |
| July 4, 2022                 | Monday   | Independence Day |
| September 5, 2022            | Monday   | Labor Day        |
| November 24, 2022            | Thursday | Thanksgiving Day |
| December 24, 2022            | Saturday | Christmas' Eve   |
| December 25, 2022            | Sunday   | Christmas Day    |
| December 31, 2022            | Saturday | New Year's Eve   |
| December 1, 2023             | Sunday   | New Year's Day   |
|                              |          |                  |

**NOTE**

*The School will be closed on these Holidays.*

*No activities are scheduled including classes, skills, or labs.*

# MedNOC

| <b>2023 HOLIDAY SCHEDULE</b> |          |                  |
|------------------------------|----------|------------------|
| DATE                         | DAY      | HOLIDAY          |
| January 2, 2023              | Monday   | New Year's Day   |
| May 29, 2023                 | Monday   | Memorial Day     |
| July 4, 2023                 | Tuesday  | Independence Day |
| November 23                  | Thursday | Thanksgiving Day |
| December 24, 2023            | Sunday   | Christmas' Eve   |
| December 25, 2023            | Monday   | Christmas Day    |
| December 31, 2023            | Sunday   | New Year's Eve   |
| December 1, 2024             | Monday   | New Year's Day   |
|                              |          |                  |

**NOTE**

*The School will be closed on these Holidays.*

*No activities are scheduled including classes, skills, or labs.*



# PROGRAMS INFORMATION TABLE

**NOTES:**

- ❖ *FOR PRE-NURSING COURSES AND PRACTICAL NURSING PROGRAM COSTS, PLEASE GO TO PAGES 58-65 OF THIS CATALOG/ STUDENT HANDBOOK.*
- ❖ *The cost listed on this table does not include the cost of the Books.*
- ❖ *The cost of the programs listed in this table is subject to change. The increase or decrease shall not affect the currently enrolled Student.*
- ❖ *The Actor is the person the candidate uses as a resident/patient to demonstrate skills during the State examination.*

| PROGRAM/COURSE TITLE                                                                    | CLOCK HOURS | OCCUPATIONAL CERTIFICATION                     | ISSUING BODY | STATE OF OKLAHOMA OR NATIONAL | COST      |
|-----------------------------------------------------------------------------------------|-------------|------------------------------------------------|--------------|-------------------------------|-----------|
| <b>Certified Nurse Aide (CNA)</b><br><i>(Training cost only)</i>                        | 77          | Long Term Care Aide                            | OSDH-NAR     | Oklahoma                      | \$ 500.00 |
| <i>CNA Exam, Knowledge and Skills***</i>                                                |             |                                                |              |                               | \$ 160.00 |
| <i>CNA Skills Actor's Fee</i>                                                           |             |                                                |              |                               | \$ 20.00  |
| <i>CNA Skills Exam***</i>                                                               |             |                                                |              |                               | \$ 140.00 |
| <i>CNA State Knowledge Exam***</i>                                                      |             |                                                |              |                               | \$ 60.00  |
| <i>CNA Written Exam Single Event ***</i>                                                |             |                                                |              |                               | \$100.00  |
| <i>CNA Skills Exam Single Event***</i>                                                  |             |                                                |              |                               | \$140.00  |
| <b>Certified Home Health Aide (CHHA)</b> <i>(Training Only)</i>                         | 16          | Home Health Aide                               | OSDH-NAR     | Oklahoma                      | \$150.00  |
| <i>CHHA State Exam***</i>                                                               |             |                                                |              |                               | \$140.00  |
| <b>Certified Medication Aide (CMA)</b><br><i>(Training Only)</i>                        | 50          | Certified Medication Aide                      | OSDH-NAR     | Oklahoma                      | \$ 450.00 |
| <i>CMA State Exam***</i>                                                                |             |                                                |              | Oklahoma                      | \$ 160.00 |
| <b>CMA UPDATE</b> <i>(Training cost only)</i><br>+++                                    | 8           |                                                |              |                               | \$75.00   |
| <b>ACMA: Respiratory &amp; Nasogastric/Gastrostomy</b> <i>(Training cost only) +</i>    | 16          | Certified Medication Aide - Gastro & Resp      | OSDH-NAR     | Oklahoma                      | \$190.00  |
| <b>ACMA: Diabetes Care with Insulin Administration</b> <i>(Training cost only) ++</i>   | 16          | Certified Medication Aide – Diabetes & Insulin | OSDH-NAR     | Oklahoma                      | \$190.00  |
| <i>ACMA: Diabetes Monitoring &amp; Insulin Administration State Exam***</i>             |             |                                                |              |                               | \$160.00  |
| <b>Medication Administration Technician (MAT) – Initial</b> <i>(All costs included)</i> | 16          | MAT Certificate                                | OK-DHS-DDS   | Oklahoma                      | \$ 170.00 |
| <b>Medication Administration Technician (MAT) - Update</b> <i>(All costs included)</i>  | 8           |                                                |              |                               | \$ 75.00  |

|                                                                                                                                  |                          |                                           |                                       |          |                         |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|---------------------------------------|----------|-------------------------|
| <b>Phlebotomy Technician</b> <i>(All costs included)</i>                                                                         | 178                      | CPT                                       | NHA                                   | National | \$ 2,115.00             |
| <b>Medical Billing &amp; Coding Specialist</b> <i>(All costs included)</i>                                                       | 195                      | CBCS                                      | NHA                                   | National | \$ 3,595.00             |
| <b>Pharmacy Technician</b> <i>(All costs included)</i>                                                                           | 154                      | CPhT OR ExCPT                             | PTCB OR NHA                           | National | \$ 1,920.00             |
| <b>Medical Assistant</b> <i>(All costs included)</i>                                                                             | 448                      | CCMA                                      | NHA                                   | National | \$ 5,000.00             |
| <b>Optometric/ Ophthalmic Technician</b> <i>(All costs included)</i>                                                             | 226                      | COA                                       | AAH                                   | National | \$ 3,615.00             |
| <b>Electrocardiograph (ECG/EKG) Technician</b> <i>(All costs included)</i>                                                       | 122                      | CET                                       | NHA                                   | National | \$ 1,800.00             |
| <b>Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA)</b> <i>(All costs included)</i>                 | 200                      | Oklahoma Home Care Administrator          | OSDH-Home Care Administrator Registry | Oklahoma | \$ 4,155.00             |
| <b>Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA)- CEU</b>                                        | 12                       | Required Annual CEU Certification renewal | OSDH-Home Care Administrator Registry | Oklahoma | \$ 200.00               |
| <b>BLS (Basic Life Support) Initial</b>                                                                                          | 6                        | BLS                                       | AHA                                   | National | \$ 60.00                |
| <b>BLS (Basic Life Support) Renewal</b>                                                                                          | 6                        |                                           |                                       |          | \$ 60.00                |
| <b>ACLS (Advanced Cardiac Life Support) Initial</b>                                                                              | 16                       | ACLS                                      | AHA                                   | National | \$ 200.00               |
| <b>ACLS (Advanced Cardiac Life Support) Renewal.</b>                                                                             | 8                        |                                           |                                       |          | \$ 150.00               |
| <b>Heartsaver Initial</b> <i>(Training Books Included)</i>                                                                       | 6                        | Heartsaver                                | AHA                                   | National | \$ 80.00                |
| <b>Heartsaver Renewal</b> <i>(Training Books Included)</i>                                                                       | 6                        |                                           |                                       |          | \$ 80.00                |
| <b>Remediation fee:</b> <i>(for Students not meeting the minimum passing requirement of the Program other than PN Students).</i> | 3 Weeks                  |                                           |                                       |          | \$ 250.00               |
| <b>Refresher Courses</b> <i>(for students who have completed their training).</i>                                                | 25% of Program's Clock # |                                           |                                       |          | \$20.00 per Clock hour. |
| <b>OSBI***</b>                                                                                                                   |                          |                                           |                                       |          | \$ 35.00                |
| <b>TB Skin Screen Test***</b>                                                                                                    |                          |                                           |                                       |          | \$ 35.00                |
| <b>Drug Screen***</b>                                                                                                            |                          |                                           |                                       |          | \$ 50.00                |
| <b>Application Fee</b>                                                                                                           |                          |                                           |                                       |          | \$ 25.00                |
| <b>Returned Check***</b>                                                                                                         |                          |                                           |                                       |          | \$ 50.00                |
| <b>Debit/Credit Card processing Fee***</b>                                                                                       |                          |                                           |                                       |          | 4 % of the              |



|                         |  |  |  | Transaction amount |
|-------------------------|--|--|--|--------------------|
| LPN Technology Fee***   |  |  |  | \$ 500.00          |
| LPN Library Fee***      |  |  |  | \$ 500.00          |
| LPN Laboratory Fee***   |  |  |  | \$ 1,000.00        |
| LPN Lab Kit Fee***      |  |  |  | \$ 1,905.00        |
| Name Badge (ID) Fees*** |  |  |  | \$ 15.00           |
| Mathematical Set        |  |  |  | \$ 20.00           |

#### DISCLOSURES

+ ACMA (Resp, Naso & Gastro): The Student is responsible for submitting the end-of-course paperwork required by the Oklahoma Nurse Aide Registry with a \$10.00 fee to the Nurse Aide Registry to be added as ACMA with Resp & Gastro.

+ + ACMA: D.C. with IA: The Student is responsible for submitting the end-of-course paperwork required by the Oklahoma Nurse Aide Registry with a \$10.00 fee to the Nurse Aide Registry to be added as ACMA with D.M. & I.A.

+ + + CMA Update: The Student is responsible for submitting end of course paperwork with a \$10.00 fee to the Nurse Aide Registry to renew the CMA certification.

**NOTE: The \$20.00 Actor's fee is not part of the tuition and must be paid by the Student taking the CNA or HHA skills exam. The fee must be paid on the date of the scheduled certification exam. Students cannot bring their Actors.**

**\*\*\* Note that the fee indicated is Nonrefundable once it has been expended.**

**+ + Note that the \$ 10.00 associated with the end-of-course paperwork is payable to OSDH-NAR and not MedNoc Training College.**

#### KEY

|                  |                                                                         |
|------------------|-------------------------------------------------------------------------|
| <b>ACMA</b>      | Advanced Certified Medication Aide                                      |
| <b>AAH</b>       | American Allied Health                                                  |
| <b>AHA</b>       | American Heart Association                                              |
| <b>CBCS</b>      | Certified Billing Coding Specialist                                     |
| <b>CCMA</b>      | Certified Clinical Medical Assistant                                    |
| <b>CET</b>       | Certified Electrocardiograph Technician                                 |
| <b>CNA</b>       | Certified Nurse Aid                                                     |
| <b>CMA</b>       | Certified Medication Aid                                                |
| <b>CHHA</b>      | Certified Home Health Aide                                              |
| <b>COA</b>       | Certified Optometric Assistant                                          |
| <b>CPhT</b>      | Certified Pharmacy Technician                                           |
| <b>CPT</b>       | Certified Phlebotomy Technician                                         |
| <b>NAR</b>       | Nurse Aide Registry                                                     |
| <b>NHA</b>       | National Health Career Association                                      |
| <b>OBN</b>       | Oklahoma Board of Nursing                                               |
| <b>OHCAPA</b>    | Oklahoma Home Care Administrator Preparedness and Assessment Program    |
| <b>OKDHS-DDS</b> | Oklahoma Department of Human Services-Developmental Disability Services |
| <b>OSDH</b>      | Oklahoma State Department of Health                                     |
| <b>PTCB</b>      | Pharmacy Technician Certification Board                                 |

## **Change of School Tuition and Fees Policy:**

MTC reserves the right to increase its tuition and fees at its discretion. However, any change resulting in increasing school fees and tuition shall not affect the students currently enrolled in any of our Programs or Courses. Furthermore, tuition or fee increases shall not be implemented until approval is received from the Oklahoma Board of Private Vocational Schools. Following the OBPVS approval, the fees or tuition increment changes shall be published in the School Catalog/Student Handbook.



# ADMISSION INFORMATION

Students enrolled at MedNoc Training College must meet general minimum requirements. Also, the Student must meet all specific Program/Course requirements, including prerequisites, education requirements, certification, and age limit. MTC offers post-secondary education aimed at providing training in healthcare careers.

Concurrent enrollment in the Certified Nursing Aide Program is permitted for Highschool students. MTC also provides training to High School seniors who are waiting to complete their secondary education. High school seniors must provide evidence of current High School enrollment to be allowed to enroll at MedNoc Training College. High school seniors below 18 years of age shall have a parent or legal guardian present during enrollment to sign the required enrollment documents. Enrollment for students aged below 18 years does not apply to the Practical Nursing Program.

## General Admission Requirements:

1. Ability to read, write, and comprehend English.
2. Complete application.
3. Submit two forms of identification. One must be the current government-issued photo ID, and the other ID must be a copy of the original Social Security Card.
4. Criminal Background check.
5. Affidavit of lawful presence stating citizenship or alien status.
6. Black scrubs needed to attend classes, skills, and clinical
7. Negative TB Skin Screen Test. If the TB skin screen test is positive, a negative TB Chest X-Ray is required.
8. High School Diploma, GED, or another Equivalency, or higher, except for the CNA program, concurrent students must be approved by MTC as described above.
9. Eighteen years or older, except for CNA.
10. Current BLS/CPR card for all courses more than 40 clock hours.
11. Students below 18 years of age must have a parent or legal guardian physically present to sign the Student's enrollment paperwork. The parent or legal guardian must submit two forms of ID. (One must be a current government-issued photo ID, and the other ID must be a copy of the Original Social Security Card.)
12. Drug test screening may be required for some courses.
13. Physical and mental capability to safely perform duties
14. The Student must demonstrate that they have made adequate arrangements for paying for the training and testing costs. e.g., self-paid or sponsored.
15. During flu season, flu shot records may be required depending on the facility where the Student will be attending clinical training.
16. Some Programs/Courses may require specific immunization shot records or Titers. Please check with our Marketing and Recruitment office or the Admissions and Registration office during enrollment.

## Program Prerequisites:

Each Program offered at MTC may have specific Prerequisites for enrollment. Every program is unique and may have different requirements from another. Therefore, check the course/program prerequisite requirements on this Catalog/Student Handbook under **PROGRAMS OF STUDY** to familiarize yourself with the prerequisite requirement. All Programs require the ability to read and comprehend English. By applying to any of our programs, you acknowledge that you can read and write in English. MTC does not require the Ability as a prerequisite for any program.

## Admission Procedures:

The prospective student must complete and apply for admission and select one or more Programs they intend to study and train. An application can be submitted through:

1. An online application on the MTC website.
2. Walk into School and complete an application during business hours.
3. Request an application form to be faxed, emailed, or mailed to you. The Student can email, mail, fax, or bring the application back to the office.
4. For Practical Nursing Student, you must complete Practical Nursing Application in addition to MTC Application.
  - Email: [info@mednoc.com](mailto:info@mednoc.com).
  - Fax: 405-421-9521.
  - Phone: 405-225-7876.
  - Website: [www.mednoc.com](http://www.mednoc.com).

Once the Student has applied, MTC shall review the application per the admission policy. The following admission procedure shall be followed:

- 1) MTC will email the Student to confirm the receipt of their application within one to two business days after the receipt of the student application.
- 2) MTC shall review the student's application within one business day and inform the Student in writing whether his application has been accepted or rejected or if there is more information needed. Students rejected must be provided with a specific requirement that they could not meet, as outlined in the catalog.
- 3) MTC shall contact the student applicant via a phone call within one business day after accepting the student application and invite them to come to MTC to meet with the admission and enrollment advisors and tour the campus.
- 4) During the meeting, the following information must be discussed:
  - a) Specific course requirements.
  - b) The details of the training program, including the course length, Catalog/Student Handbook, course syllabus, and Schedules,
  - c) Certification that will be achieved.
  - d) The total cost includes tuition and fees.
  - e) Financial assistance availability and options, including payment plans, assistance available for American Indians/Native Americans, workforce, charity, and private loans.
  - f) Criminal background checks requirements for the State of Oklahoma.
  - g) Program requirements, including State and federal requirements.
  - h) Clinical rotation requirements.

- i) Employment & career growth in Oklahoma and beyond.

The prospective Student who has met all the minimum requirements for a specific course of study shall be admitted and required to complete and sign the Enrollment Agreement, Financial Agreement Forms, and all other forms that are required for admission and enrollment into a specific program.

## **Enrollment Orientation for all other Programs other than Pre-Nursing and Practical Nursing:**

Students are required to attend Enrollment Orientation before the commencement of classes. Enrollment Orientation shall be held on Friday of every week. The Enrollment Orientation shall be 3 hours. Students shall be provided with drinks and snacks

| <b>DAY</b> | <b>TIME</b>     |
|------------|-----------------|
| Friday     | 1:00PM - 4:00PM |

### **AGENDA**

- 1) Welcoming students to MTC.
- 2) Campus Tour and meeting the Staff and Instructors.
- 3) Catalog/Student Handbook.
- 4) Enrollment Agreement Form.
- 5) Financial Agreement Form.
- 6) All other needed enrollment Forms.
- 7) Answering students' questions.

## **Enrollment:**

The Student, accepted for admission into any program of study at MedNoc Training College, shall be deemed to have enrolled in the program/course if the Student has completed the following documents:

1. Enrollment Agreement Form.
2. Financial Agreement Form.
3. Students younger than 18 years of age must have a parent or legal guardian present to sign EA and FA forms.
4. A student, who is sponsored by another party, must complete and sign a Waiver of Release of Student Information to allow MTC to share academic progress with the sponsoring party.
5. *Note: Self-sponsored students are not required to sign a Waiver of Release Form that allows MTC to share academic information.*
6. *Additional requirements apply to Pre-Nursing Courses and Practical Nursing Program. For detailed information refer to Practical Nursing Handbook.*

## Student Termination Policy:

- 1) A student has the right to withdraw from the program during the course and receive a refund, as published on the Student Handbook and the school website.
- 2) The student intending to withdraw or cancel their course enrollment is required to submit written notice by 5:00 PM to the college director at [info@mednoc.com](mailto:info@mednoc.com) for proper refund calculations.
- 3) However, to receive the refund as entitled, the student must return all books, folders, and any other item or materials issued by MedNoc Training College, if not purchased. For failure to return the textbooks or binders, the student shall be charged fees to replace the unreturned item as published on the Books Price Policy. The student has the right to keep all items they purchased from school.
- 4) MedNoc Training College may withdraw, dismiss, or terminate a student enrollment from a program for a just cause as outlined in the Student Handbook: These reasons include:
  - a. Unsatisfactory Academic Performance.
  - b. Inadequate attendance such as missing classes, tardy (coming late or leaving early).
  - c. Nonpayment of tuition and fees.
  - d. Failure to return from an authorized Leave of Absence as expected.
  - e. Unwanted behavior and discipline issues.
  - f. Failure to follow and abide by the policies contained in the Practical Nursing Student Handbook.
  - g. Failure to follow and adhere to any MedNoc Training College policies as outlined on the course syllabus and or the Student Handbook in general.
- 5) The student shall receive one verbal warning followed by one written warning and then a dismissal letter.
- 6) It shall only be the College Director or President who shall have the power to terminate the student's enrollment.

## Readmission

- A student, who was enrolled in any program at MedNoc Training College but did not complete the training program due to documented unavoidable circumstances, is eligible for readmission into the upcoming or subsequent classes.
- To be eligible for readmission, the Student must provide documentation showing extreme and unavoidable circumstances that led to the inability to complete the training. A new application, enrollment agreement, other required forms, and fees must be submitted.
- The Student must have been in good academic standing before they stopped attending the class to qualify for readmission. Students who drop or are withdrawn from a program due to documented discipline issues are not eligible for readmission.
- Those students who fail the Oklahoma State Certification or National Certification examinations, exceeding the number of times allowed to retest without further training, may reapply and enroll back into their previous program at MedNoc Training College or apply and enroll in a different program. If the Student is reapplying in a program they were previously enrolled must wait for a minimum of 30 days from the day the Student last tested. The Student wishing to apply and obtain a different program does not have to wait for 30 days. However, the Student must meet with the Lead-Instructor for academic advisement before enrolling.

- The Student whose enrollment and continuance of training was discontinued due to unsatisfactory academic progress may reapply and enroll in the same program or a different one. However, the Student must wait for 30 days and meet with the Lead-Instructor for academic advising before being permitted to enroll.
- The Student who was terminated from any program due to unsatisfactory academic performance or failed the certification exams several times exceeding the allowed attempts must submit the following:
  1. New Application.
  2. New Enrollment Agreement.
- The Student must pay new tuition and fees to be permitted to enroll back into any program.
- The School Director must approve all readmission.
- The Student returning from an authorized leave of absence is not required to reapply for readmission or submit new fees if the return date from the Leave of Absence meets all the policy guidelines as stipulated on the Leave of Absence Policy.
- Students returning from authorized Leave of Absence are not required to submit a new payment.

## **Simultaneous/ Multiple Enrollments:**

Students enrolled in other colleges may enroll in any program offered at MedNoc Training College. Students enrolled in classes at MTC are limited to enrolling in a maximum of three programs simultaneously. The College Director must approve the enrollment of more than one program at a time, excluding CNA and HHA or BLS and any other program. To be approved, the requested multi-Program enrollment may not cause a schedule conflict, and the Student must be in good academic standing. The Student must complete the Financial Agreement and Enrollment Agreement forms for each program. The Student may select several courses on the same Student Application.

## **Background Check:**

The Student enrolled in a program with 40 or more clock hours in length has clinical components, or both are required to submit a Criminal Background Check conducted within the last three (3) months from the date the Student started the program at MedNoc Training College. A Criminal Background Check older than three months (90 Days) from the day the Student began classes shall not be accepted. Students can bring a copy of a Criminal Background Check (by OSBI, FBI, or other accepted national source) or request MedNoc Training College to submit one to OSBI for \$35.00. Students must have a completed Criminal Background Check in their file before they begin clinicals. A student who shall not have submitted a criminal background check before the clinical date shall not be allowed to attend clinical training. Students attending a Program/ Course with 40 clock hours or more without a clinical component must also submit a Criminal Background Check or pay MTC to obtain an OSBI check by the 3<sup>rd</sup> day of class. Failure to do so, the Student shall be sent home.

## **TB Screening:**

MedNoc Training College requires a Negative TB Skin Screen Test conducted within the last six months from the date the Student begins attending clinical. The Student must have Negative TB test results before being permitted to participate in clinical. MTC conducts TB skin screen tests for a cost of \$35.00. Students with a

positive TB Skin Screen Test must have a Negative Chest X-Ray with results interpreted by a physician. MTC shall only accept a Chest X-Ray conducted within the last 12 months from the date the students begin the clinical. A student who fails to submit a record of a Negative TB shall not be allowed to attend the clinical.

## Immunization:

All students enrolled in a program with clinical components must have a flu shot during flu season. If the Student does not have a Flu shot, they must wear a mask at the clinical site throughout. The Student must also sign a waiver acknowledging that they do not want to have a Flu Vaccine and shall adhere to the requirement of wearing a mask at the clinical site. The Student who opts to wear a mask shall provide their masks at a personal expense, not included as part of the program's total cost. Other Immunization Records might be required for specific programs before the Student can attend the clinical. The Student should inquire with the Marketing and Recruitment Office or Admissions and Registration Office during the enrollment on the Immunizations requirement.

The table below shows some of the immunizations that may be required before you are allowed to go to clinicals for some Programs:

|    | IMMUNIZATION                                                                                                                | # OF SHOTS      |                 |                 |       |               |
|----|-----------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-------|---------------|
| 1. | 2 Step Negative tuberculin skin tests (PPD) or Negative Chest X-ray or T-Spot Injection of QuantiFERON- TB Gold test (QFT). | 1 <sup>st</sup> | 2 <sup>nd</sup> |                 |       |               |
| 2. | 2 MMR vaccinations or positive titers                                                                                       | 1 <sup>st</sup> | 2 <sup>nd</sup> | Titer           |       |               |
| 3. | 2 Varicella vaccinations or a varicella titer. Or a written verification of varicella history by a healthcare provider.     | 1 <sup>st</sup> | 2 <sup>nd</sup> | Titer           |       |               |
| 4. | Tetanus, Diphtheria, and Pertussis (Tdap)                                                                                   |                 |                 |                 |       |               |
| 5. | 3 Hepatitis B vaccinations, or 1 Titer, or a Signed Waiver                                                                  | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | Titer | Signed Waiver |
| 6. | Flu Vaccine required during Flu season                                                                                      |                 |                 |                 |       |               |

## Covid-19 Immunization Policy:

MedNoc Training College shall not require students or employees to be immunized with the Covid-19 vaccine. However, if the student Program requires Clinical attendance and the clinical site requires the student to show proof of the Covid-19 Vaccine series, it shall be the student's sole responsibility to ensure they are meeting that requirement to attend clinical training as scheduled. The school shall not waive this Covid-19 Vaccine policy or masking requirement if required by the Clinical Site.

## Mask Wearing Policy:

All students and employees, regardless of their vaccination status, are highly encouraged to wear a mask at all times while on Campus. However, the clinical site may require students to wear masks during the Covid-19 pandemic.



## **Covid-19 Exposure Return to School Policy:**

In the event of a student testing Positive for Covid-19 while attending school, they will be required to quarantine per the current CDC guidelines. However, the student shall be required to return with negative Covid-19 test results. Either a Rapid Test or PCR results will be acceptable.

## **Drug Testing:**

Some clinical sites may require Drug/substance Testing before allowing students to attend clinical sites. Therefore, students are required to remain drug/substance/alcohol-free to participate in the clinical site rotations. Students must check their course requirements to determine if a drug test is required. Students shall pay \$50.00 to MTC for drug test charges for courses that require drug tests. Then, the Director of Admissions and Registrations shall book the appointments with the clinic to have the student drug tested.

## **Basic Life Support:**

Students enrolled in a Program with 40 or more clock hours must have a current BLS Certification. The American Heart Association must issue the Basic Life Support Certification. The School shall only accept a current BLS card issued by the American Heart Association. Students shall not be allowed to attend clinical or externship without a current BLS. Students can obtain their BLS training at MedNoc Training College for \$60.00. MedNoc Training College does not accept a BLS card not issued by American Heart Association.

## **Dress Code:**

Students are required to wear solid black scrubs and a photo name badge to attend classes, skills lab, clinical, and on a test day. MedNoc Training College shall issue the name badge by the first day of class or during enrollment. If a student fails to comply with the dress code requirement, they must be sent home by the instructor.

For all other Programs other than the Practical Nursing Program. MedNoc Training College does not issue students with black scrubs, recommend specific brands, or a scrub shop. It is the responsibility of the Student to buy their scrubs. The scrubs must be solid black, with both pants and shirt matching with no images or writings. Students can purchase black scrubs at their place of choice. For the Practical Nursing Program, students will purchase their uniforms directly from MTC.

Students are required to dress professionally, modestly, and always in consideration of other students, instructors, potential employers, patients, and residents. No cleavage, bare midriffs, sleeveless tops, shorts, shower shoes, slippers, or flip-flops. Shoes covering toes must always be worn, and no curse words or offensive writings on clothing. Students are required to be mindful of their grooming and hygiene.

The Student must always look neat and presentable. Students must cover and conceal tattoos by wearing a white or black long-sleeved undershirt. Excessive body piercings, fake nails, and jewelry must be removed. Wedding bands and single earrings are permitted and may be worn. The school uniform is a requirement. Students are prohibited from wearing caps/hats while at School or clinical sites unless for religious purposes. Students may wear caps/hats with the MTC logo only in School.



# PROGRAMS OF STUDY

## Certified Nurse Aide (CNA)

### Program Description:

The Certified Nurse Aide (CNA) is a 77 clock-hour, Program for the professional Long-Term Care Aide in Oklahoma. This course is led by a licensed nurse who is the instructor. The course focuses on training students to be able to care for residents in Long-Term Acute Hospitals, Residential Homes, and Long-Term Acute Care Hospitals. During this course, the Student will be trained to do the duties and responsibilities of a Certified Nurse Aide. The Student will gain knowledge and clinical skills. The Program is offered in three schedules: Weekday, Evening, and Weekend.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the State certification examination, the graduate shall be certified by the State of Oklahoma as a Long-Term Aide (CNA) and enter the workforce as a Certified Nurse Aide at an entry-level.

**Total Training hours for this program = 77 hours.**

Class and Skills lab=53

Skills check-offs = 8 hours

Clinical =16 hours.

| CNA COURSE SCHEDULE |            |
|---------------------|------------|
| Schedule            | Length     |
| Weekday             | 2 Weeks    |
| Evening             | 3 Weeks    |
| Weekend             | 4 Weekends |

### Admission Requirements

- Student Application.
- Two Forms of identification. (*One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License.*)
- A criminal background check (*Can be done at School for a cost of \$35.00*)
- TB Skin Screen Test. (*Can be done at School for a fee of \$35.00*)
- Current BLS certification before attending clinical. (*Can be done at School for a fee of \$60.00*)
- Affidavit of Legal Presence.
- Drug screening may be required before you are assigned to clinical rotation. Also, immunization records may be required. This information will be communicated in the first two days of class.
- Flu shot is required during flu season. If there is no flu shot, the student must wear a mask at clinical sites.

**Learning Objectives:**

1. The Nursing Assistant in Long-Term Care.
2. Body Systems and Related Conditions.
3. Understanding Residents.
4. Foundations of Resident Care.
5. Confusion, Dementia, and Alzheimer's Disease.
6. Personal Care Skills.
7. Rehabilitation and Restorative Care.
8. Nutrition and Hydration.
9. Caring for Yourself.
10. Foundations for Resident Care.
11. Body Systems and Related Conditions.
12. Personal Care Skills.
13. Nutrition and Hydration.
14. Rehabilitation and Restorative Care.

**Class Examinations/Clinical Skill Examinations:**

1. Students are required to take (10) written exams and make an average score of 80% before being allowed to take a state certification exam.
2. Students must pass all clinical skills and skills checkoffs with a score of 100%.
3. The Student must write 2 Clinical Essays as indicated on the course syllabus and score a minimum of 40 out of 50 points on each.
4. Homework, tests, and popup quizzes shall be given. Therefore, the completion of all assigned daily readings is of paramount importance.
5. If a student is unable to pass state a certification challenge exam, both written and clinical skills, he/she is required to remediate until such a passing score is attained before they are permitted to take the state certification exam.

**CNA State Certification Examination:**

The state certification exam for CNA is made up of two parts:

- a. Knowledge (Written)
- b. Skills

**Knowledge:**

- 72 questions.
- 90 minutes.
- 70% pass.
- Multiple choices.
- Candidates may request an oral test for additional fees.

**Skills:**

- 6 Skills.
- 45 minutes.
- 80% must be achieved on all skills.

- Vital signs must be within 2 points error.

**NOTE: Students have *THREE* attempts to pass the CNA state exam. Failure to pass after the third trial requires students to retake the whole course and submit new payments for both training costs and state exams.**

**NOTE: MedNoc Training College uses Headmaster LLP for the state certification examination. The Handbook from Headmaster will be provided to all students.**

| <b>CNA Tuition and Fees</b> |                     |                  |
|-----------------------------|---------------------|------------------|
|                             | <b>ITEM</b>         | <b>COST</b>      |
| 1                           | Tuition             | \$ 500.00        |
| 2                           | State Exam          | \$ 160.00        |
| 3                           | TB Skin Screen Test | \$ 35.00         |
| 4                           | OSBI                | \$ 35.00         |
| 5                           | BLS Certification   | \$ 60.00         |
| 6                           | Name Badge          | \$ 15.00         |
|                             | <b>Total Cost</b>   | <b>\$ 805.00</b> |

*Note: The \$20.00 actor's fee is not included. The fee must be paid with each skill test event when the student takes the state exam.*

*Note: Students Deeming 16 hours LTC to HHA shall pay an additional \$ 150.00 for HHA training.*

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## **Certified Home Health Aide (CHHA)**

### **Program Description:**

The Certified Home Health Aide (CHHA) is a 16-hour Program tailored to meet the needs of the students who want to be certified as a Home Health Aide and work as Home Health Aides in Oklahoma. The CHHA Program must be completed in two consecutive days. CHHA can work for Home Health Agency, Homecare, and Private duty.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the State certification examination, the graduate shall be certified by the State of Oklahoma as a Certified Home Health Aide (CHHA) and enter the workforce as Certified Home Health Aide at an entry-level position.

### **HHA Objectives:**

- Introduction to Home Care.
- Infection Prevention and Safety in the Home.
- Medications in Home Care.
- New Mothers, Infants, and Children.
- Meal Planning, Shopping, Preparation, and Storage.
- The Clean, Safe, and Healthy Home Environment.

**Total Training hours for this program = 16 hours.**

Class: 8 hours.

Skills lab: 8 hours

**Prerequisites:**

1. Current CNA certification or;
2. Currently enrolled in the CNA program.

**Admission Requirements:**

1. Student Application.
2. A CNA certification, with no abuse notations.
3. Two forms of identification. (*One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License*).
4. A signed copy of an Affidavit of Lawful presence stating citizenship or alien status.

**Our CHHA class is designed in the following ways:**

1. Students who are enrolled in our CNA class can take 16 additional hours to become certified in both CNA and CHHA upon passing their CNA & CHHA Oklahoma State Test.
2. If you are already certified as a CNA in Oklahoma with a clean certification, you can enroll at MedNoc Training College for CHHA class. Students attend the CHHA class for 16 hours (2 days) of training. Upon successful completion, you will take your CHHA state test. You will be issued an HHA certification by the Oklahoma State Department of Health-Nurse Aide registry if you pass.
3. A student may become CHHA in Oklahoma after completing a minimum of 75 clock hours in an approved program. (MTC does not offer this option).

**STATE EXAM**

A student already certified as a CNA in Oklahoma is required only to take the skills certification exam to be certified as a Home Health Aide in Oklahoma. The Student enrolled in both CNA and CHHA programs shall only take one exam covering both CNA and HHA. The exam shall be the knowledge and skills exam. The Student must first complete all the hours assigned to the CNA program and then complete 16 hours of HHA. The Student who passes the certification exam becomes CNA/CHHA.

**Skills:**

- 5 Skills.
- 45 minutes.
- 80% must be achieved on all skills.
- Vital signs must be within 2 points margin error.

| <b>CHHA TUITION AND FEES</b> |                          |                  |
|------------------------------|--------------------------|------------------|
|                              | <b>ITEM</b>              | <b>COST</b>      |
| 1                            | Tuition, and Name Badge  | \$ 150.00        |
| 2                            | State Certification Exam | \$ 140.00        |
|                              | <b>Total Cost</b>        | <b>\$ 290.00</b> |

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## Certified Medication Aide (CMA)

### Program Description:

The Certified Medication Aide (CMA) is a 50-clock hour Program designed to prepare students who are already certified as CNAs in Oklahoma to become Certified Medication Aide. The CMA course is designed to meet the Oklahoma State Department of Health- Nurse Aide Registry minimum requirements. The course focuses on the administration of medications safely to the residents and or clients under the supervision of a licensed nurse in Long-Term Care (nursing home), Assisted Living, group homes, jails, or prison. The CMA course is structured and led by a Licensed Nurse who is the instructor.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the State certification examination, the graduate shall be certified by the State of Oklahoma as a Certified Medication Aide (CMA) and enter the workforce as Certified Home Health Aide at an entry-level position.

### CMA LEARNING OBJECTIVES:

- Residents' rights and communication.
- Preparation and administration of medication.
- Observe, report, and document the resident's status.
- Principles of safety, including Infection Control.
- Knowledge of measurement systems.
- Body systems and common Diseases.

**Total Training hours for this program = 50 hours.**

Class, Skills lab, and Skills check-offs =34

Clinical =16 hours.

After the successful completion of our CMA program, the student/trainee will be issued by the School a completion certificate, Verification Form, signed and dated.

| CMA COURSE SCHEDULE |            |
|---------------------|------------|
| Schedule            | Length     |
| Weekday             | 1 week     |
| Evening             | 2 weeks    |
| Weekend             | 3 weekends |

### Prerequisites:

1. Current CNA Oklahoma certification with no abuse notations
2. High School Diploma, GED, or another Equivalency, or higher.
3. Current BLS card needed before attending clinical.
4. Six (6) months of experience as a CNA.
5. Minimum age: 18 Years.

### **Admission Requirements:**

- a) Application form.
- b) Two Forms of identification. (*One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License*).
- c) OSBI Criminal background. (*Offered for a cost of \$35.00*).
- d) Negative TB Skin Screen Test. (*offered for a cost of \$35.00*).
- e) Current BLS required. (*BLS offered for a cost of \$60.00*)
- f) Affidavit of Legal presence status documentation. You must sign and date this document, and it must be presented for testing.
- g) Physical and mental capability to safely perform duties.

### **Class Examinations/Clinical Skill Examinations:**

1. Students are required to take (7) written exams and make an average score of 80% before being allowed to take the state certification exam.
2. Students must pass all clinical skills with a score of 100%.
3. Students must pass the Skills checkoffs with a score of 100%.
4. The Student must write 2 Clinical Essays as indicated on the course syllabus and score a minimum of 40 out of 50 points on each.
5. **Practice Exam I & II:** The Student must score 100% on both Exam I & II. Failure to score 100% must remediate until a score of 100% is achieved.
6. Homework, tests, and pop quiz quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the Student must always be prepared.
7. If a student is unable to pass the state certification challenge exam, both written and clinical skills, they will be required to remediate until such a passing score is attained before they can test for the state certification test.

### **State Certification Examination**

Upon successful completion of the CMA training and competency evaluation program, the Student shall be allowed to take the state exam. The Oklahoma Nurse Aide Registry will register the Student as a CMA and issue a certification if the Student passes the exam.

#### **State Certification Exam Details:**

- Multiple choices.
- 50 questions.
- Must score 70%.
- 60 minutes.
- The trained candidate must attest that they passed medications to 20 consecutive individuals with 100% accuracy during clinical rotation.

**NOTE:** *Students have THREE attempts to pass the CMA state Exam. Failure to pass after the third trial will require students to retake the whole course and submit new payments for training costs and state exams.*



| CMA TUITION AND FEES |                     |                  |
|----------------------|---------------------|------------------|
|                      | ITEM                | COST             |
| 1                    | Tuition             | \$ 450.00        |
| 2                    | State Exam          | \$ 160.00        |
| 3                    | TB Skin Screen Test | \$ 35.00         |
| 4                    | OSBI                | \$ 35.00         |
| 5                    | BLS Certification   | \$ 60.00         |
| 6                    | Name Badge          | \$ 15.00         |
|                      | <b>Total Cost</b>   | <b>\$ 755.00</b> |

## Certified Medication Aide (CMA-Update)

### Course Description:

The CMA-Update course provides a Certified Medication Aide (CMA) or Advanced Certified Medication (ACMA) in Oklahoma with the 8 hours of required continuing education unit (CEU). This CMA- Update course is structured and led by a licensed nurse who is the instructor. The Oklahoma State Department requires the annual CMA Update of Health-Nurse Aide Registry to enable the CMA or ACMA certification holder to renew the CMA or ACMA certification. Upon successful completion of this Course, the student will be awarded a Certificate of Completion and a Training Verification Form. The Student will submit proof of the Certificate of Completion to the Oklahoma Nurse Aide Registry for certification renewal.

### Admission Requirements:

1. A Current CNA certification with no abuse notations.
2. CMA Certification.
3. Two Forms of identification. *(One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License.)*

### Course Objectives: Medication Safety and Effective Care Environment:

- Demonstrate and discuss drug classifications
- Demonstrate and discuss safety precautions when preparing to administer medications.
- Infection Control.
- Medications Rights.
- Discuss routes of medications administration
- Discuss and demonstrate vital sign measurements in relation to medications.

### Mode of Teaching:

The CMA-Update is led by an instructor who is a licensed nurse. The Student is expected to take personal responsibility to enhance their learning. The Student must attend and actively participate in the class lectures, skills lab, and activities planned for the course. The Student cannot miss more than 5 minutes of this class. If a student misses more than 5 minutes of this class, they must reschedule. No refund shall be issued.

This CMA update class will follow the following format:

1. Class lectures.
2. Learning activities.
3. Online Medications Research.
4. Videos.
5. Skills lab.
6. Self-study.

**Exam:**

The students must take a test at the end of CMA Update training and make a minimum score of 80%. If the Student scores less than 80%, they shall have to remediate until a minimum score of 80% is obtained before the certificate of attendance is issued and attendance information submitted to OSDH-NAR.

| <b>CMA UPDATE TUITION AND FEES</b> |                |                        |
|------------------------------------|----------------|------------------------|
|                                    | <b>ITEM</b>    | <b>COST</b>            |
| 1                                  | <b>Tuition</b> | <b><u>\$ 75.00</u></b> |

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## **ACMA: Respiratory & Nasogastric/Gastrostomy**

### **Course Description Respiratory & Nasogastric/Gastrostomy**

The Advanced Certified Medication Aide (ACMA) in Respiratory & Nasogastric/Gastrostomy focuses on training students to administer medications and feedings through NG-tubes and administer Respiratory medications via inhaler and nebulizer safely under the supervision of a licensed nurse. The ACMA-Nasogastric/Gastrostomy/Respiratory program is a 16-clock hour course. The Course must be completed in 2 consecutive days.

Upon successful completion and graduation from this Program, the graduate will be awarded a Certificate of Completion and a Training Verification Form. The student shall be certified by the State of Oklahoma as an Advanced Certified Medication Aide (ACMA)- Respiratory & Nasogastric/Gastrostomy after submitting the Certificate of Completion with Training Verification to the Oklahoma Nurse Aide Registry.

**Total Training hours for this program = 16 hours.**

Class = 10

Skills lab and Skills check offs = 6 hours.

### **Learning objectives:**

1. Gastrointestinal system.
2. Respiratory system.

3. Alternative methods for providing nourishment and medications.
4. G-tube equipment and supplies.
5. Insertion of G-tubes by a licensed nurse and assessment of placement.
6. Procedures and techniques for checking stomach contents prior to the use of the G-tube.
7. Identification of and responses to potential problems associated with the administration of medications and nutrition via G-tubes.
8. Methods for delivery of medications via respiratory System.
9. Equipment and supplies for medication via MDI (metered dose inhalers) and nebulizers.
10. Methods and techniques for administering medications via MDI and nebulizers.
11. Identification of and responses to potential problems associated with the administration of medications via MDI and nebulizers.
12. Return demonstrations of skills.

### **Admission Requirements:**

- 1) Minimum Age: 18 Years.
- 2) CNA Certification: Must be current with no abuse notations.
- 3) Six (6) minimum months of working experience as a CNA.
- 4) CMA Certification in Oklahoma.
- 5) High School Diploma, GED, or another Equivalency, or higher.
- 6) Application form.
- 7) Two Forms of identification. (*One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License.*)
- 8) Affidavit of Legal presence status documentation.
- 9) Payment of the Cost of this Training and State Certification Testing fees.
- 10) Physical and mental capability to safely perform duties.

The Student must complete 16 clock hours of training and score 100% on skills check-offs and 90% or higher on two classroom exams before being issued with a completion form (Verification Form) to enable the student to register for the ACMA GI/RESP State Exam. After successfully completing the ACMA GI/RESP course, the student/trainee will be issued with a verification form signed and dated.

### **State Exam and Certification:**

There is no state exam for ACMA- GI/Resp in Oklahoma. After successfully completing the program, the Student shall complete the Application for Advanced Training Certificate CMA-Naso-Gastro-ODH-Form-506 issued by the School. MedNoc Training College shall mail this form to Oklahoma Nurse Aide Registry within seven business days. After the OSDH-NAR receives the form, the Student will be added as a CMA with Advanced standing.

### **ACMA: Resp, Naso, & Gastro Certification:**

The Student is responsible for submitting the end-of-course paperwork required by the Oklahoma Nurse Aide Registry with a \$10.00 fee to the Nurse Aide Registry to be added as ACMA with Resp & Gastro. The \$ 10.00 associated with the end-of-course paperwork is payable to OSDH-NAR, not MedNoc Training College.

| ACMA NASOGASTRIC/GASTROSTOMY/RESPIRATORY TUITION AND FEES |                   |                         |
|-----------------------------------------------------------|-------------------|-------------------------|
|                                                           | ITEM              | COST                    |
| 1                                                         | Tuition           | \$ 190.00               |
|                                                           | <b>Total Cost</b> | <b><u>\$ 190.00</u></b> |

## ACMA-Diabetes Care with Insulin Administration

### Course Description:

The Advanced Certified Medication Aide (ACMA) – Diabetes Care with Insulin Administration Program is a 16-clock hour course. The ACMA Diabetes and Insulin class is structured and led by a licensed nurse who is the instructor. The course must be completed in 2 consecutive days. The ACMA Diabetes and Insulin course focuses on monitoring and managing diabetes disease, including stable and unstable diabetes. The Student will learn how to observe for signs and symptoms of hyperglycemia and hypoglycemia, check blood sugar by performing a Fingerstick test, and administer insulin. The Student will also learn diabetes care, teaching and administration of oral diabetes medications, infection control, diabetes diet requirements or needs, document, and reporting.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the State certification examination, the graduate shall be certified by the State of Oklahoma as an Advanced Certified Medication Aide (ACMA)-Insulin and Diabetes Monitoring.

**Total Training hours for this program = 16 hours.**

Class =12

Skills lab and Skills check-offs =4 hours.

### Learning Objectives:

- Pathophysiology of diabetes
- Diabetes disease management
- Blood glucose testing and use of equipment
- Stable and unstable diabetes
- Diabetes care by managing glucose levels
- Charting, graphing and record-keeping
- Diabetes medications and adverse reactions (Insulin)
- Diabetic medications and adverse reactions (oral agents)
- Administration of diabetic medications
- Infection control and universal precautions for bloodborne pathogens
- Return demonstrations of skills with the proficiency of 100%

### Admission Requirements:

- a) Minimum Age: 18 Years.
- b) CNA Certification: Must be current with no abuse notations.
- c) Six (6) minimum months of working experience as a CNA.
- d) CMA Certification in Oklahoma.
- e) High School Diploma, GED, or another Equivalency, or higher.
- f) Application form.
- g) Two Forms of identification. (*One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License.*)
- h) Affidavit of Legal presence status documentation.
- i) Payment of the Cost of this Training and State Certification Testing fees.
- j) Physical and mental capability to safely perform duties.

The Student must score 100% on skills check-offs and 90% or higher on two classroom exams before he/she is issued with a Verification Form and allowed to register for the ACMA Diabetes Oklahoma State exam. Students may also be given pop-up quizzes and must score at least 80% on each. The Student who completes the ACMA Diabetes monitoring and Insulin program training will be issued with a signed and dated verification form.

### **State Exam and Certification:**

The Student seeking certification as ACMA Diabetes must score 80% or higher on the Oklahoma State Examination. Students have three attempts to pass the ACMA Diabetes state exam. Failure to pass by the third attempt, the Student is required to retake the whole course and submit new payments for both training costs and state exam. The Student, who passes the Oklahoma state exam for ACMA Diabetes and insulin, shall be registered by the Oklahoma Nurse Aide Registry, and ACMA certification number shall be issued.

\*\*\*\*~**Note:** MedNoc Training College uses Headmaster LLP for the state certification examination. The Handbook from Headmaster will be provided to all students.

### **ACMA: DM & IA Certification:**

The Student is responsible for submitting the end-of-course paperwork required by the Oklahoma Nurse Aide Registry with a \$10.00 fee to the Nurse Aide Registry to be added as ACMA with DM & IA. The \$ 10.00 associated with the end-of-course paperwork is payable to OSDH-NAR, not MedNoc Training College.

| <b>ACMA-GLUCOSE MONITORING &amp; INSULIN ADMINISTRATION TUITION &amp; FEES</b> |                   |                         |
|--------------------------------------------------------------------------------|-------------------|-------------------------|
|                                                                                | <b>ITEM</b>       | <b>COST</b>             |
| 1                                                                              | Tuition           | \$ 190.00               |
| 2                                                                              | State Exam        | \$ 160.00               |
|                                                                                | <b>Total Cost</b> | <b><u>\$ 350.00</u></b> |

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# Medication Administration Technician

## (MAT-Initial)

### Course Description:

The Initial Medication Administration Technician (MAT) is a 16-clock hour Program completed on two consecutive days. The MAT class at MTC is structured and led by a licensed nurse or a pharmacist who is an instructor. The MAT course trains the Student on administering medications safely, Infection Control, Checking Vital Signs, Monitoring Clients, and Documentation. As MAT certified, you can work and pass medications in Assisted Living, Memory Care Facilities, Group Homes, and Homes for Disabled people. You can also provide private care to help a client with medications. The MAT certification does not allow the holder to work in a Long-Term Care facility in Oklahoma. MAT certification must be renewed annually by attending a minimum 6-hour MAT Update class. The Medication Administration Technician (MAT) program is approved by the Department of Human Services (DHS) under the Developmental Disabilities Services (DDS).

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. The School shall also submit a copy of the graduate's Certificate of Completion and Verification Form to OKDHS-DDS, and the graduate will be Certified by the OKDHS-DDS as a Medication Administration Technician in Oklahoma.

### Objectives:

- Safe Medication Administration.
- Infection Control.
- Vital Signs and Client Monitoring.
- Medication Documentation.
- Legal and Ethical Issues

**Total Training hours for this program:** 16 hours

Class: 12 hours

Skills lab: 4 hours

### Admission Requirements:

1. High School Diploma, GED, or another Equivalency, or higher.
2. CNA Certification. (Must be current with no abuse notations)
3. 18 years of age.
4. Have not had a suspended or revoked Certification in healthcare.
5. Complete an Application.
6. Two forms of government-issued Identification; (*One form of ID with a photograph such as a current State Identification Card or Driver's License and Social Security Card*)
7. A signed copy of an Affidavit of Lawful Presence stating citizenship or alien status.

### Successful Completion:

1. Complete 3 Exams with a minimum score of 85% on each exam.
2. Complete 3 Skills; with a Score of 100% on each skill.
  - A. Vital signs: BP, HR, Temp, RR.
  - B. Handwashing.
  - C. Medications pass to 5 patients on the Med Cart.

**NOTE:** The Student who is unable to obtain a score of 85% after taking the test two times must retake the class on a different date.

**Certificate:**

A student who has met all the requirements and completed MAT Initial or Renewal training shall be issued with Certificate Number C-0226, which is a Certificate of Medication Administration Training by MedNoc Training College. MTC shall submit proof of Completion Certificate to the Department of Human Services (DHS), under the Developmental Disabilities Services division (DDS) Human Resource Development Unit, within three days of the completed training.

| <b>MAT-INITIAL TUITION AND FEES</b> |                         |                         |
|-------------------------------------|-------------------------|-------------------------|
|                                     | <b>ITEM</b>             | <b>COST</b>             |
| 1                                   | Tuition, and Name Badge | \$ 170.00               |
|                                     | <b>Total Cost</b>       | <b><u>\$ 170.00</u></b> |

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## **Medication Administration Technician**

### **(MAT-Update)**

MAT-Update is an 8-hour class required annually to renew MAT certification in Oklahoma. A licensed nurse or a pharmacist instructs the MAT Renewal Course. The Medication Administration Technician update satisfies the required continuing education. The Student must present a copy of the unexpired MAT certificate, and if the MAT certification has expired, it should not be more than 60 days. If the MAT certification has expired more than 60 days, the Student must complete 16 hours of Initial MAT training.

Upon successful completion of this Course, the student will be awarded a Certificate of Completion and a Training Verification Form. The School will submit proof of the Certificate of Completion to the Department of Human Services (DHS), under the Developmental Disabilities Services division (DDS) Human Resource Development Unit, within three days of the completed update.

**Total Training hours for this program = 8 hours**

Class: 5 hours

Skills lab: 3 hours

**Objectives:**

- Safe Medication Administration.
- Infection Control.
- Vital Signs and Client monitoring.
- Medication Documentation

**Admission Requirements:**

1. Unexpired MAT Certificate or if MAT Certification has been expired less than 60 days.
2. If MAT certification has been expired for more than 60 days, the Initial MAT must be taken.
3. Current CNA certification with no abuse notations.
4. Complete the application.
5. Two forms of Identification; One Form of Identification with a photograph such as a current State Identification card or Driver's License and your Social Security card.
6. A signed copy of an affidavit of lawful presence stating citizenship or alien status.

**Successful Completion:**

1. Complete 2 Exams with a minimum Score of 85% on each exam.
2. Complete 3 Skills with a Score of 100% on each skill.
  - A. Vital signs: BP, HR, Temp, RR.
  - B. Handwashing.
  - C. Medications pass to 2 patients on the med cart.

**Certificate:**

A student who has met all the requirements and completed MAT Initial or Renewal training shall be issued with Certificate Number C-0226, Certificate of Medication Administration Training by MedNoc Training College. MTC shall submit to the Developmental Disabilities Services Division (DDSD) Human Resource Development Unit the documentation of the students' completed MAT training within three days of the completed training.

| <b>MAT UPDATE TUITION AND FEES</b> |                         |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | <b>ITEM</b>             | <b>COST</b>     |
| 1                                  | Tuition, and Name Badge | \$ 75.00        |
|                                    | <b>Total Cost</b>       | <b>\$ 75.00</b> |

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## **Pharmacy Technician**

**Program Description:**

The Pharmacy Technician is a 154-clock hour Program designed to prepare students for entry-level employment by teaching knowledge and the skills development required to work as a Pharmacy Technician in the pharmacy. The course prepares the Student to become nationally certified as a Pharmacy technician and gain employment as a nationally certified pharmacy technician. A Nationally Certified Pharmacy Technician can gain employment in any of the following places: Retail or Community pharmacy, hospital pharmacy, clinical pharmacy, industrial



pharmacy, compounding pharmacy, consulting pharmacy, ambulatory care pharmacy, regulatory pharmacy, home care pharmacy.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Healthcareer Association (NHA) or Pharmacy Technician Certification Board (PTCB) National Certification Examination, the graduate shall be certified Nationally as a Certified Pharmacy Technician. After passing either NHA or PTCB National Certification Exam, the Pharmacy Technician graduate will take the Oklahoma Pharmacy Technician Permit Exam under the Pharmacist's supervision during their initial employment. After passing, they will be issued with Oklahoma Pharmacy Technician Permit.

**Total Training hours for this program = 154 hours.**

Class=98.

Clinical =56 hours.

The Pharmacy Technician Course shall emphasize:

- a) Pharmacology and terminology.
- b) Abbreviations.
- c) Drugs classifications.
- d) Accurately prepare and measure medication amounts.
- e) Package and label prescriptions.
- f) Establish and maintain patient records.
- g) Accept payment for prescriptions and process insurance claims.
- h) Manage inventory.
- i) Receive prescription requests from patients and doctors' offices.
- j) Legal and ethical responsibility.
- k) Clerical skills and customer care.

| <b>PHARMACY TECHNICIAN COURSE SCHEDULE</b> |               |
|--------------------------------------------|---------------|
| <b>Schedule</b>                            | <b>Length</b> |
| Weekday                                    | 5 weeks       |
| Evening                                    | 7 weeks       |
| Weekend                                    | 6 weekends    |

**Admission Requirements:**

- a) 18 years of age.
- b) Basic math knowledge at 8th Grade.
- c) If you are 16-17 years of age, you must be currently enrolled in High School.
- d) Student Application.
- e) Two Forms of identification. *(One must be a Social Security Card, and the other must be a photo ID, such as a current State Identification card or Driver's License.)*
- f) Minimum High School Diploma, GED, or another Equivalency or higher.
- g) Background check. *(Can be done at MTC for \$35.00.)*
- h) No history of drug abuse and arrest char with controlled substances.
- i) TB Skin Screening Test. *(Can be done at MTC for \$35.00.)*

- j) Drug Test. (*Can be done at MTC for \$50.00*).
- k) Current BLS card needed before attending clinical. (*Can be done at MTC for \$60.00*).
- l) Mentally and physically able to complete and pass this course.
- m) During Flu Season, a Flu shot record may be required before attending clinical.

### **Class Examinations/Clinical Skill Examinations:**

1. Students will be required to take a minimum of (5) written main exams and make a minimum score of 90% before being allowed to take the National Certification Exam.
2. Students must pass all clinical skills and lab skills with a score of 100%.
3. Students must also make 90% on each chapter exam.
4. Students must write a 5-page clinical paper and score a minimum of 80% per the grading rubric.
5. Homework and popup quizzes will be given.

### **National Certification Exam**

After successful completion of the Pharmacy Technician training program at MedNoc Training College, the Student will be permitted to take the National Certification Exam to be Nationally Certified as CPhT through the Pharmacy Technician Certification Board. The exam will be offered at Pearson VUE Center for PTCB and PSI Testing Center for NHA.

### **Eligibility for Pharmacy Technician National Exam for Pharmacy Technician Certification (CPT):**

- a) MTC Application.
- b) Must be 18 years of age.
- c) Must have a high school diploma, GED, or higher.
- d) Successful completion of the Pharmacy Technician training program within the last 5 years.
- e) Provide evidence that you have successfully performed all skills and passed all the tests.

### **Pharmacy Technician Certification Board:**

1. High School Diploma or Equivalency or higher (e.g., a GED or a foreign diploma) \*.
2. Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
3. Compliance with all applicable PTCB Certification policies.
4. Passing score on the Pharmacy Technician Certification Exam (PTCE).

### **PTCB Exam Details:**

- Multiple choices.
- 90 total questions. Ten unscored randomly distributed in the test.
- 1 hour and 50 minutes
- 10 minutes for the tutorial and post-exam survey.

### **National Health Career Association (NHA)**

- Completion of a Pharmacy Technician Training program.
- High School Diploma or Equivalency or higher (e.g., a GED or a foreign diploma)\*.
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.

**NHA Exam Details:**

- Testing will take place at a PSI Testing Center near you.
- You must present valid identification.
- The test must be completed in one continuous session.

**ExCPT Certification Exam Details:**

- Multiple choices.
- 100 questions, 20 pretest questions
- Exam time: 2 hours, 10 minutes

**OKLAHOMA PHARMACY TECHNICIAN PERMIT**

The Student who has completed the training Program, passed the national certification exam, and gained employment at the pharmacy may request the pharmacist to initiate the process for obtaining the Oklahoma Pharmacy Technician Permit.

| <b>PHARMACY TECHNICIAN TUITION AND FEES</b> |                             |                    |
|---------------------------------------------|-----------------------------|--------------------|
|                                             | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                           | Tuition                     | \$ 1,475.00        |
| 2                                           | Laboratory fees             | \$ 50.00           |
| 3                                           | National Certification Exam | \$ 200.00          |
| 4                                           | TB Skin Screen Test         | \$ 35.00           |
| 5                                           | OSBI                        | \$ 35.00           |
| 6                                           | Drug Test                   | \$ 50.00           |
| 7                                           | BLS Certification           | \$ 60.00           |
| 8                                           | Name Badge                  | \$ 15.00           |
|                                             | <b>Total Cost</b>           | <b>\$ 1,920.00</b> |

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## Phlebotomy Technician

**Program Description:**

The Phlebotomy Technician is a 178-clock hour Program led by a licensed nurse who is the instructor. The Phlebotomy Technician class is structured and designed to teach the knowledge and skill development in performing a variety of blood collection methods, using proper techniques, and following standard precautions. These include vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood culture, and specimen collection on adults, children, and infants.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Healthcareer Association (NHA) National Certification Examination, the graduate shall be certified Nationally as a Certified Phlebotomy Technician.

## Phlebotomy Technician Course Objectives:

- How to identify the patient.
- How to label the specimen.
- How to draw blood from patients and blood donors.
- How to evaluate patients' ability to withstand the procedure.
- How to explain the blood-drawing procedure to patients and answer questions.
- How to perform a basic point of care testing, such as blood glucose levels.
- How to prepare blood, urine, and other specimens for testing.
- How to verify patient/donor identity.
- How to maintain medical equipment such as needles, test tubes, and blood vials.
- How to prevent infection.
- Quality assurance.
- Specimen handling.
- Processing, accessioning, professionalism, legal, ethics, and medical terminology.

**Total Training hours for this program = 178 hours.**

Lectures and Skills Lab = 114 hours.

Clinical =64 hours.

| <b>PHLEBOTOMY TECHNICIAN COURSE SCHEDULE</b> |                      |
|----------------------------------------------|----------------------|
| <b>Schedule</b>                              | <b>Course Length</b> |
| Weekday                                      | 5 weeks              |
| Evening                                      | 7 Weeks              |
| Weekend                                      | 7 Weekends           |

## Admission Requirements:

- 18 years of age.
- MTC Application.
- Two Forms of Government-issued Identification. (*One must be a Photo ID and the other SSN*).
- High School Diploma or Equivalency (e.g., a GED or a foreign diploma) or College Degree \*.
- A criminal background check (*\$35.00 if done at MTC*).
- TB Skin Screening Test. (*\$35.00 if done at MTC*).
- Current BLS card needed before attending clinical. (*\$60.00 if done at MTC*).
- Drug Test.
- Mentally and physically able to complete and pass this course.

## Class Examinations/ Clinical Skill Examinations:

1. Students will be required to take (6) written exams and make an average score of 80% before being allowed to take the national certification exam.
2. Students must pass all clinical skills with a score of 100% accuracy
3. Students must pass checkoffs with a score of 100%.
4. The Student must write a 5-page essay about the clinical experience and score 80% per the grading rubric.
5. The student must complete all 14-chapter exams and score a minimum of 90% on each chapter test.

6. Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must always be prepared.
7. If a student is unable to pass the national certification challenge, they will be required to remediate until such a passing score is attained before they can test for the state certification test.

**National Certification Examination:**

After completing the Phlebotomy Technician training program at MedNoc Training College, the student will be required to take the Certified Phlebotomy Technician (CPT) exam, which a National Certification Exam is offered by National Healthcareer Association (NHA). The exam will be offered at MTC.

**CPT National Certification Exam Details:**

- 100 questions, 20 pretest questions.
- Exam time: 2 hours.
- Pass: 390 out of 500 is a passing score in a scaled scoring system.

| <b>PHLEBOTOMY TECHNICIAN TUITION AND FEES</b> |                             |                    |
|-----------------------------------------------|-----------------------------|--------------------|
|                                               | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                             | Tuition                     | \$ 1,480.00        |
| 2                                             | Laboratory fees             | \$ 260.00          |
| 3                                             | National Certification Exam | \$ 180.00          |
| 4                                             | TB Skin Screen Test         | \$ 35.00           |
| 5                                             | OSBI                        | \$ 35.00           |
| 6                                             | Drug Test                   | \$ 50.00           |
| 7                                             | BLS Certification           | \$ 60.00           |
| 8                                             | Name Badge                  | \$ 15.00           |
|                                               | <b>Total Cost</b>           | <b>\$ 2,115.00</b> |

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**Medical Assistant (MA)**

**Course Description:**

The Medical Assistant is a 448-clock hour Program designed to focus on the clinical aspect of training. The course is structured and led by a licensed nurse as the instructor. The MA course incorporates classroom instruction, including lectures, role-playing, videos, and testing. The Medical Assistant course also includes skills training in the skills lab and clinical internship. At the end of this training, the students should master the knowledge and skills required to pass the National Certified Medical Assistant Exam and gain employment at the entry-level as a Nationally Certified Medical Assistant. As a Certified Medical Assistant, you will work with doctors, nurses, and other healthcare professionals to render care to newborns, children, and adults. You will become part of the health care team involved in treating patients from pediatrics to geriatrics. As a Nationally Certified Medical Assistant, you can typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Healthcareer Association (NHA) National Certification Examination, the graduate shall be certified Nationally as a Certified Clinical Medical Assistant and enter the workforce at the entry-level position.

The MA course emphasis:

1. Communication and interpersonal abilities.
2. Infection control.
3. Demonstrate a blend of varied skills, including administrative.
4. Technical skills and clinical skills.

**Total Training hours for this program = 448 hours.**

Class and Skills Lab =288 hours.

Clinical =160 hours.

| <b>MEDICAL ASSISTANT COURSE SCHEDULE</b> |                      |
|------------------------------------------|----------------------|
| <b>Schedule</b>                          | <b>Course Length</b> |
| Weekday                                  | 13 Weeks             |
| Evening                                  | 13 Weeks             |
| Weekend                                  | 18 Weekends          |

### **Admission Requirements**

- a) 18 years of age.
- b) MTC Application.
- c) Two Forms of Government-issued Identification. *(One must be a Photo ID and the other SSN)*
- d) Minimum High School Diploma, GED, or another Equivalency, or higher.
- e) Background Check *(\$35.00 if done at MTC).*
- f) TB Skin Screening Test *(\$35.00 if done at MTC).*
- g) Drug Test. *(\$50.00 if done at MTC).*
- h) Current BLS certification needed before clinical. *(\$60.00 if done at MTC).*
- i) Signed Affidavit of Legal Presence.
- j) Mentally and physically able to complete and pass this course.

### **Class Examinations/Clinical Skill Examinations:**

- The Student is required to take a minimum of 12 written exams and make an average score of 80%.
- The students must take two final exams and score a minimum of 90% on each before being allowed to take the national certification exam.
- The students must pass all clinical skills with a score of 100% accuracy
- Students must pass checkoffs with a score of 100%.
- The student must write a 7-page essay about the clinical experience and score 80% per the grading rubric.
- The student must complete all 58-chapter exams and score a minimum of 90% on each chapter test.
- Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. The student must always be prepared.
- If a student is unable to pass the national certification challenge exam, they will be required to remediate

until such a passing score is attained before they can test for the state certification test.

### **National Certification Examination:**

After completing the Clinical Medical Assistant training, the student must take the Certified Clinical Medical Assistant (CCMA), a National Certification Exam offered by the National Healthcareer Association (NHA). The exam will be offered at MTC.

### **Medical Assistant NHA Certification Exam:**

- 150 scored questions total, of which 30 are pretest questions.
- Exam time: 3 hours
- Pass: 390 out of 500 is a passing score in a scaled scoring system.
- Must be 18 years of age.
- Proof of completion of a Medical Assistant Training program in the last five years from an approved school.

| <b>MEDICAL ASSISTANT TUITION AND FEES</b> |                             |                    |
|-------------------------------------------|-----------------------------|--------------------|
|                                           | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                         | Tuition                     | \$ 4,325.00        |
| 2                                         | Laboratory fees             | \$ 260.00          |
| 3                                         | National Certification Exam | \$ 220.00          |
| 4                                         | TB Skin Screen Test         | \$ 35.00           |
| 5                                         | OSBI                        | \$ 35.00           |
| 6                                         | Drug Test                   | \$ 50.00           |
| 7                                         | BLS Certification           | \$ 60.00           |
| 8                                         | Name Badge                  | \$ 15.00           |
|                                           | <b>Total Cost</b>           | <b>\$ 5,000.00</b> |

## **Medical Billing and Coding Specialist**

### **Course Description**

The Medical Billing and Coding is a 195-Clock hour Program that offers the skills needed to solve insurance billing problems, manually and electronically file claims, complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course provides instruction in the following areas: Current Procedural Terminology (CPT); Healthcare Common Procedure Coding System (HCPCS); specialty fields such as surgery, radiology, and laboratory; International Classification of Diseases (ICD); and basic claims processes for medical insurance and third-party reimbursements.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Healthcareer Association (NHA) National Certification Examination, the graduate shall be certified Nationally as a Certified Billing Coding Specialist (CBCS).

**Total Training hours for this program = 195 hours.**

| <b>MEDICAL BILLING AND CODING COURSE SCHEDULE</b> |                      |
|---------------------------------------------------|----------------------|
| <b>Schedule</b>                                   | <b>Course Length</b> |
| Weekday                                           | 6 Weeks              |
| Evening                                           | 6 Weeks              |
| Weekend                                           | 12 weekends          |

### **Objectives:**

- Learn how to find the service and codes using manuals (CPT, ICD-10, and HCPCS manuals).
- Identify and select the right diagnostic and procedural code for third-party insurance reimbursement.
- Be able to complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures.
- Understand HIPAA and Electronic Data Interchange (EDI).
- Be able to trace delinquent, denied claims, and utilize insurance problem-solving skills.

### **Admission Requirements**

- a. Mentally and physically able to complete and pass this course.
- b. 18 years old.
- c. MTC Application.
- d. Two Forms of Government-issued Identification. (*One must be a Photo ID and the other SSN*).
- e. Minimum High School Diploma, GED, or another Equivalency, or higher.
- f. Background check. (*\$35.00 if done at MTC*).
- g. TB Skin Screening Test. (*\$35.00 if done at MTC*).
- h. Drug Test. (*If done at MTC for \$50.00*).
- i. Current BLS certification needed before clinical. (*\$60.00 if done at MTC*).
- j. Signed Affidavit of Legal Presence
- k. Mentally and physically able to complete and pass this course.

### **Class Examinations/Clinical Skill Examinations:**

1. The Student is required to take a minimum of 12 exams and make an average score of 80%.
2. The students must take 2 final exams and score a minimum of 90% on each before being allowed to take the national certification exam.
3. The students must pass all coding and billing skills with a score of 100% accuracy
4. Students must pass checkoffs with a score of 100%.
5. The student must write a 7-page essay about their experience and score 80% per the grading rubric.
6. The student must complete all 27-chapter exams and score a minimum of 90% on each chapter test.
7. Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must always be prepared.
8. If a student is unable to pass the national certification, they will be required to remediate until such a passing score is attained before he/she can test for the state certification test.



### **National Certification Examination:**

After successfully completing the Medical Billing and Coding Specialist training program at MedNoc Training College, you will be required to take the CBCS, which is a National Certification Exam offered by the National Healthcareer Association (NHA). The exam will be offered at MTC.

### **Medical Billing and Coding National Certification Exam Details:**

- 100 questions, 20 pretest questions.
- Exam time: 2 hours.
- Pass: 390 out of 500 is a passing score in a scaled scoring system.

| <b>MEDICAL BILLING AND CODING TUITION AND FEES</b> |                             |                    |
|----------------------------------------------------|-----------------------------|--------------------|
|                                                    | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                                  | Tuition                     | \$ 3,000.00        |
| 2                                                  | Laboratory fees             | \$ 150.00          |
| 3                                                  | National Certification Exam | \$ 250.00          |
| 4                                                  | TB Skin Screen Test         | \$ 35.00           |
| 5                                                  | OSBI                        | \$ 35.00           |
| 6                                                  | Drug Test                   | \$ 50.00           |
| 7                                                  | BLS Certification           | \$ 60.00           |
| 8                                                  | Name Badge                  | \$ 15.00           |
|                                                    | <b>Total Cost</b>           | <b>\$ 3,595.00</b> |

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## **Optometric/ Ophthalmic Technician**

### **Course Description:**

The Optometric/Ophthalmic Technician is a 226-clock hour Program. The course is structured and led by a licensed/certified instructor. The Optometric/ Ophthalmic Technician assists an eye care practitioner in their practice of ophthalmology and optometry, which focuses on primary eye medical problems. Optometric/Ophthalmic Technicians fulfill numerous functions such as acquiring health histories from patients, explaining how to use contact eyeglasses lenses, maintaining equipment, measuring vision, performing diagnostic examinations, and providing eye medication as directed by the physician. The program is designed to offer the student an opportunity to choose between becoming a nationally certified Optometric or Ophthalmic Technician or both. This course provides the certified Optometric/Ophthalmic Technician with extended opportunities in the field of eye care.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the American Allied Health (AAH) National Certification Examination, the graduate shall be certified Nationally as a Certified Optometric Technician (COA).

**Total Training hours for this program = 226 hours.**

Lectures and Skills Lab = 130 hours.

Clinical =96 hours.

## Course Objectives:

- 1) To train the students to assist the Eyecare practitioner.
- 2) To acquire knowledge of certain techniques to carry out early detection of visual defects.
- 3) To train the student in Power checking, Ophthalmic lens grinding, manufacturing units, etc.
- 4) The student is trained to gain knowledge of the morphology of the Eye, errors of refraction, and common Eye Diseases.
- 5) To train the student to know and acquire the knowledge of lenses, ophthalmic blanks, frames, etc.
- 6) To train the student in fitting and checking prescribed glasses according to power.
- 7) To prepare the students to conduct a vision survey in the community.
- 8) To make the student participate in Health Education programs for the prevention of Eye diseases and early detections. Additional responsibilities may include the following:
  - Arranging instruments for operation under supervision.
  - Performing ophthalmic clinical photography.
  - Maintenance and handling of the equipment.
  - Assisting ophthalmic staff.

| <b>Optometric/Ophthalmic Technician Course Schedule</b> |                      |
|---------------------------------------------------------|----------------------|
| <b>Schedule</b>                                         | <b>Course Length</b> |
| Weekday                                                 | 7 Weeks              |
| Evening                                                 | 6 Weeks              |
| Weekend                                                 | 12 Weekends          |

## Admission Requirements:

- Minimum High School Diploma, GED, or another Equivalency, or higher.
- Mentally and physically able to complete and pass this course.
- MTC Application.
- Two Forms of Government-issued ID. (*One must be a photo ID, and the other must be an original SSN*)
- A Criminal Background check (*Offered at MTC for \$35.00*).
- TB Skin Screening Test. (*Offered at MTC for \$35.00*).
- Drug Test. (*Offered at MTC for \$50.00*).
- Current BLS certification needed before clinical. (*Offered at MTC for \$60.00*).
- Signed Affidavit of Legal Presence.
- Mentally and physically able to complete and pass this course.

## Class Examinations/Clinical Skill Examinations:

1. Students will be required to take (10) written exams and make an average score of 80% before being allowed to take the national certification exam.
2. Students must pass all clinical skills with a score of 100% accuracy
3. Students must pass checkoffs with a score of 100%.
4. The student must write a 5-page essay about the clinical experience and score 80% per the grading rubric.
5. The student must complete all 57-chapter exams and score a minimum of 90% on each chapter test.
6. Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned

daily will be of paramount importance. This means that the student must always be prepared.

7. If a student is unable to pass the national certification challenge exam, both written and clinical skills, they will be required to remediate until such a passing score is attained before they can test for the state certification test.

### **National Certification Examination:**

After completing Optometric/Ophthalmic Technicians training at MedNoc Training College, you will be required to take the Certified Optometric/Ophthalmic Technicians), which is a National Certification Exam offered by American Allied Health (AAH). The exam is offered at MTC.

### **Optometric/Ophthalmic Technicians Certification Exam:**

- One hundred fifty questions in the multiple-choice and true/false format.
- Scored items total of which, 30 are pretest questions.
- Exam time: 2 hours.
- 75% to pass.
- There is no limit to how many times one may retake the exam. AAH provides the first retake at no additional cost, and subsequent retakes will require a \$30.00 retake fee.

| <b>OPTOMETRIC/ OPHTHALMIC TECHNICIAN TUITION AND FEES</b> |                             |                    |
|-----------------------------------------------------------|-----------------------------|--------------------|
|                                                           | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                                         | Tuition                     | \$ 3,000.00        |
| 2                                                         | Laboratory fees             | \$ 200.00          |
| 3                                                         | National Certification Exam | \$ 220.00          |
| 4                                                         | TB Skin Screen Test         | \$ 35.00           |
| 5                                                         | OSBI                        | \$ 35.00           |
| 6                                                         | Drug Test                   | \$ 50.00           |
| 7                                                         | BLS Certification           | \$ 60.00           |
| 8                                                         | Name Badge                  | \$ 15.00           |
|                                                           | <b>Total Cost</b>           | <b>\$ 3,615.00</b> |

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## **Electrocardiograph Technician (ECG/EKG)**

### **Course Description:**

The EKG Program is a 122-clock hour. The Electrocardiograph (EKG) Technician performs electrocardiograms according to physician's orders and established practices and procedures. The EKG Technician's tasks and responsibilities may include processing and assembling equipment, maintaining inventory, and processing data reports. The EKG Technician performs diagnostic tests to assess the patients' heart rhythms and heart rate. EKGs are also performed before and after operations, during physical examinations of patients with a history of heart disease, when patients are experiencing chest pains, and when the doctor deems it necessary. The well-trained EKG technician is an integral part of managing patients with heart disease.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Healthcareer Association (NHA) National Certification Examination, the graduate shall be certified Nationally as a Certified Electrocardiogram Technician.

**Total Training hours for this program** = 122 hours.

Lectures and Skills Lab = 66 hours.

Clinical =56 hours.

**Learning Objectives:**

1. Define the role of the Electrocardiograph technician.
2. Describe the state requirements related to ECG practice.
3. Describe legal and ethical issues related to ECG practices.
4. Demonstrate practical customer service skills.
5. Maintain a safe environment and infection control.
6. Describe the Anatomy and Physiology of the Cardiovascular System.
7. Incorporate pharmacology within fieldwork.
8. Review Basic Electrophysiology (i.e., Four characteristics of cardiac cells, identify nodes, measure heart rate, review ECG waveforms and interpretations)
9. Chart and Read ECGs.
10. Recognize interference, loose leads, and other malfunctions
11. Recognize responding/reporting to emergencies.

| <b>EKG TECHNICIAN COURSE SCHEDULE</b> |                      |
|---------------------------------------|----------------------|
| <b>Schedule</b>                       | <b>Course Length</b> |
| Weekday                               | 3 weeks and 2 days   |
| Evening                               | 3 weeks and 2 days   |
| Weekend                               | 4 Weekends           |

**Admission Requirements:**

- MTC Application.
- Two Forms of Government-issued ID. (*One must be a photo ID and the other original SSN*).
- Minimum High School Diploma, GED, or another Equivalency, or higher.
- A Criminal Background check (*Offered at MTC for \$35.00*).
- TB Skin Screening Test. (*Offered at MTC for \$35.00*).
- Drug Test. (*Offered at MTC for \$50.00*).
- Current BLS certification needed before clinical. (*Offered at MTC for \$60.00*).
- Signed Affidavit of Legal Presence.
- Mentally and physically able to complete and pass this course.

**Class Examinations/Clinical Skill Examinations:**

1. Students will be required to take (17) written exams and make an average score of 80% before being allowed to take the national certification exam.
2. Students must pass all clinical skills with a score of 100% accuracy
3. Students must pass checkoffs with a score of 100%.
4. The student must write a 5-page essay about the clinical experience and score 80% per the grading

rubric.

5. The student must complete all 17-chapter exams and score a minimum of 90% on each chapter test.
6. Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must always be prepared.
7. If a student is unable to pass the national certification challenge exam, they will be required to remediate until such a passing score is attained before they can test for the state certification test.

### **National Certification Examination:**

After completing the Electrocardiograph (EKG) Technician training program at MedNoc Training College, you will be required to take the CET, which is a National Certification Exam offered by the National Healthcareer Association (NHA). The exam will be offered at MTC.

### **CET Certification Exam Details:**

The CET exam is offered through the National Healthcareer Association.

- 100 questions, 20 pretest questions.
- Exam time: 2 hours.
- Pass: 390 out of 500 is a passing score in a scaled scoring system.

| <b>EKG TECHNICIAN TUITION AND FEES</b> |                             |                    |
|----------------------------------------|-----------------------------|--------------------|
|                                        | <b>ITEM</b>                 | <b>COST</b>        |
| 1                                      | Tuition                     | \$ 1,200.00        |
| 2                                      | Laboratory fees             | \$ 215.00          |
| 3                                      | National Certification Exam | \$ 190.00          |
| 4                                      | TB Skin Screen Test         | \$ 35.00           |
| 5                                      | OSBI                        | \$ 35.00           |
| 6                                      | Drug Test                   | \$ 50.00           |
| 7                                      | BLS Certification           | \$ 60.00           |
| 8                                      | Name Badge                  | \$ 15.00           |
|                                        | <b>Total Cost</b>           | <b>\$ 1,800.00</b> |

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## **Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA)**

### **Course Description:**

The Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) is a 200-clock hour Program designed to train and prepare individuals to master the knowledge and skills needed to pass the Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) and become certified in the State of Oklahoma as Homecare Administrator. This course is for individuals that do not have any experience working in home health or hospice. Upon completion of the training, the individuals are eligible to take the OHCAPA examination. After successful completion of the state examination, the individual can apply for a home care administrator certificate. The course is taught by an instructor certified as a Home Care Administrator in Oklahoma.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) examination, the graduate shall be certified in the State of Oklahoma as a Certified Home Care Administrator.

The Oklahoma Home Care Administrator Preparedness and Assessment program shall emphasize the following:

- A. Administrative Skills, Duties, and Responsibilities
- B. Administrative Procedures and Strategic Planning.
- C. Community Relations and Public Information
- D. Fiscal and Information Data Management
- E. Human Relations.
- F. Legal and Ethics.

### Learning Goals/Purpose and Objectives

- 1) The student shall acquire knowledge and the understanding of the Administrative Skills, Duties, and Responsibilities of a Homecare Administrator.
- 2) The student shall acquire knowledge and understanding of Administrative Procedures and Strategic Planning to be a successful Homecare Administrator.
- 3) The Student shall acquire knowledge and understanding of Community Relations and Public Information required to be an active Homecare Administrator.
- 4) The Student shall acquire knowledge and understanding of Fiscal Management and Information Data Management
- 5) The Student shall gain knowledge and understanding of Human Relations.

The Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) Program is offered in four schedules:

- A. Weekday
- B. Evening
- C. Weekend
- D. Online/Hybrid

**Total Training hours for this program = 200 Clock Hours**

Class and Skills Lab =160 Clock hours

Externship =40 Clock hours

| <b>OHCAPA SUMMARY</b> |                   |                        |                      |
|-----------------------|-------------------|------------------------|----------------------|
| <b>Schedule</b>       | <b>Class Time</b> | <b>Day of the Week</b> | <b>Course Length</b> |
| Weekday               | 8:00am-5:00pm     | Monday-Friday          | 5 Weeks              |
| Evening               | 5:30pm-10:00pm    | Monday-Friday          | 9 Weeks              |
| Weekend               | 8:00am-5:00pm     | Saturday -Sunday       | 10 Weekends          |
| Online/Hybrid         | 8:00am-3:00pm     | Friday                 | 5 Weeks              |

### Prerequisites for Training for Home Care Administrator

- A. This rule allows individuals to work in private state-licensed agencies who are not Medicare-certified  
Rule Chapter 664-5-1:

Applicants shall be a graduate of a high school accredited at the time of graduation by the State Department of Education or its equivalent in that high school's state or shall have achieved a passing score on the General Education and Development (GED) examination or shall have met the criteria for an adult high school diploma.

B. To work in a Medicare-certified agency, you must follow **Title 42 § 484. Condition of participation: Personnel qualifications.** Home Care Administrator staff is required to meet the following standards:

(a) Standard: Administrator, home health agency.

1. For individuals that began employment with the HHA before January 13, 2017, a person who:
  - (i) Is a licensed physician;
  - (ii) Is a registered nurse; or
  - (iii) Has training and experience in health service administration and at least 1 year of supervisory administrative experience in home health care or a related health care program.
2. For individuals that begin employment with an HHA on or after January 13, 2017, a person who:
  - (i) Is a licensed physician, a registered nurse, or holds an undergraduate degree; and Has experience in health service administration, with at least 1 year of supervisory or administrative experience in home health care or a related health care program.

### Admission Requirements

- a) MTC Application.
- b) Two Forms of Government-issued Identification. (*One must be a Photo ID and the other SSN*)
- c) Minimum High School Diploma GED or another Equivalency, or higher.
- d) Background check. (*\$35.00 if done at MTC*).
- e) TB Skin Screening Test (*\$35.00 if done at MTC*).
- f) Drug Test. (*\$50.00 if done at MTC*).
- g) Current BLS certification needed before clinical. (*\$60.00 if done at MTC*).
- h) Signed Affidavit of Legal Presence.
- i) Mentally and physically able to complete and pass this course.

### Class Examinations/Clinical Skill Examinations:

- The Student is required to take a minimum of 10 written exams and achieve an average score of 80%.
- There will be a test after each chapter and a Final Exam after each Unit.
- Instructors shall schedule unit Exams.
- The students must take 2 OHCAPA Challenge exams and score a minimum of 90% on each before being allowed to take the OHCAPA Certification exam.
- The students must pass Complete all four Master Projects with a score of 90% on each.
- Students must pass checkoffs with a score of 100%.
- 5-page essay about the clinical experience and score 80% per the grading rubric.
- The student must complete all 10 Quizzes and score a minimum of 90% on each.

- Homework, tests, and popup quizzes might be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must always be prepared.
- If a student is unable to pass the OHCAPA Certification challenge exam, he/she will be required to remediate until such a passing score is attained before he/she can test for the state certification test.

### **Certification Examination:**

After completing the Oklahoma Home Care Administrator Preparedness Program at MedNoc Training College, the student is required to take the Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA). Upon passing OHCAPA, the student shall complete the Home Care Administrator Certificate Application pay \$140.00 to the Oklahoma State Department of Health, Protective Health Services, Home Care Administrator Registry to be issued with certification.

### **OHCAPA State Certification Exam:**

- Contact HCP to register for the exam at the HCP test site.
- The following documents must be presented at the HCP Test Site:
  - Training Completion Certificate issued by their training program, or
  - A letter from the OSDH waiving training, or
  - A provisional certificate issued by OSDH.
  - Two forms of Government issued Original Identification Card.
    - Photo ID (*States or other current photo identification issued by a U.S. government entity*).
    - Original Social Security Card.
- A list of HCP test sites can be found at [www.okhcp.com](http://www.okhcp.com).
- The test fee is \$100 to be paid to the test site upon registration.
- 70 Multiple-choice items.
- 70% to pass the OHCAPA exam.
- 90 minutes to complete.
- Candidates can take the written examination online or in paper/pencil format.
- OHCAPA candidates may also request that the written examination be administered orally. Candidates who wish to take the written exam in paper/pencil format or for the written examination orally must notify the HCP test site coordinator upon registration. (Note: The HCP test site reserves the right to charge up to \$20 in addition to the regular OHCAPA) testing fees for each oral test administration).

### **Retake the OHCAPA Exam:**

- 3 Attempts to pass.
- 3 day waiting period between each testing event.
- Failing after the third attempt, the candidate must retrain to be eligible for testing.

### **Certificate by the completion of the OHCAPA:**

An individual who has completed the Department-approved preparedness program and the OHCAPA or who is otherwise deemed to meet the preparedness program standards and passed the OHCAPA may apply for a home care administrator certificate. An individual shall apply for an initial home care administrator certificate within six (6) months after passing the OHCAPA. Failure to apply during the required time frame results in the individual having to meet the deeming criteria and repeating the OHCAPA.



| TUITION AND FEES |                           |                    |
|------------------|---------------------------|--------------------|
|                  | ITEM                      | COST               |
| 1                | Tuition                   | \$ 3,500.00        |
| 2                | Name Badge                | \$ 15.00           |
| 3                | Textbook & Binder         | \$ 400.00          |
| 4                | OHCAPA Certification Exam | \$ 100.00          |
| 5                | TB Skin Screen Test       | \$ 35.00           |
| 6                | OSBI                      | \$ 35.00           |
| 7                | Drug Test                 | \$ 50.00           |
| 8                | BLS Certification         | \$ 60.00           |
|                  | <b>Total Cost</b>         | <b>\$ 4,155.00</b> |

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## Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA) CEU

### Course Description:

The Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) Continuous Education (CEU) course enables OHCAPA certified individuals to meet the 12-clock hour annual CEU State of Oklahoma requirement to renew their OHCAPA certification. Upon successful completion of this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. The Student will submit proof of the Certificate of Completion to the Oklahoma Nurse Aide Registry for certification renewal.

| TUITION AND FEES |         |           |
|------------------|---------|-----------|
|                  | ITEM    | COST      |
| 1                | Tuition | \$ 200.00 |
| 2                | Total   | \$ 200.00 |

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## Basic Life Support (BLS): Initial & Renewal

### Course Description:

The Basic Life Support for Healthcare providers is a 6-clock hour course offered through the American Heart Association. This BLS class is structured and led by an American Heart Association trained and certified Instructor. The course is designed to provide training for both BLS Initial and Renewal classes. The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compression, deliver appropriate ventilations, and provide early use of an AED following American Heart Association lifesaving protocols.

During training, the students are led by the Instructor to participate in simulated clinical scenarios and learning stations. After completion of the program, the students are tested on BLS skills, on both adults and infants, as well as on their knowledge by taking 25 multiple choice exams. Both Initial and Renewal shall take the same amount of time to complete to ensure quality learning and mastering of skills and knowledge. Upon successful completion of this program, the student shall be certified by the AHA and be issued a BLS Certificate/Card.

The student is required to have the current BLS textbook to be allowed in the class.

| <b>BASIC LIFE SUPPORT –INITIAL &amp; RENEWAL TUITION AND FEES</b> |                   |                 |
|-------------------------------------------------------------------|-------------------|-----------------|
|                                                                   | <b>ITEM</b>       | <b>COST</b>     |
| 1                                                                 | Tuition           | \$ 60.00        |
|                                                                   | <b>Total Cost</b> | <b>\$ 60.00</b> |

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## **Heartsaver/CPR- Initial & Renewal**

### **Course Description:**

The Heartsaver/CPR is a 6-clock hour training class. The Heartsaver course is offered through the American Heart Association (AHA) and taught by an AHA-trained and approved instructor. The training of this course mainly focuses on Cardiopulmonary Resuscitation (CPR) as a lifesaving technique that is used in many emergencies, including heart attack or near drowning, in which someone’s breathing, or heartbeat has stopped. The American Heart Association recommends that everyone who is either an untrained bystander or medical personnel alike begin CPR with chest compressions as soon as they notice someone is unresponsive and not breathing. The student is required to have the current BLS textbook to be allowed in the class. Upon successful completion of this program, the student shall be certified by AHA and be issued a Heartsaver Certificate/Card.

| <b>HEARTSAVER/CPR TUITION AND FEES: Initial or Renewal</b> |                   |                 |
|------------------------------------------------------------|-------------------|-----------------|
|                                                            | <b>ITEM</b>       | <b>COST</b>     |
| 1                                                          | Tuition           | \$ 80.00        |
|                                                            | <b>Total Cost</b> | <b>\$ 80.00</b> |

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## **Advanced Cardiovascular Life Support (ACLS)**

### **ACLS - Initial**

### **Course Description:**

The Advanced Cardiovascular Life Support (ACLS) course is a 16-clock hour course offered through the American Heart Association by an American Heart Association trained and approved Instructor. The ACLS course is structured and only offered in the class where the AHA Instructor leads the course throughout the training period. This advanced course highlights the importance of BLS, high-performance team dynamics, communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac

arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS). The student is required to have the current ACLS textbook to be allowed in the class. Upon successful completion of this program, the student shall be certified by the AHA and be issued ACLS Certificate/Card.

| ACLS - INITIAL TUITION AND FEES |                   |                         |
|---------------------------------|-------------------|-------------------------|
|                                 | ITEM              | COST                    |
| 1                               | Tuition           | \$ 200.00               |
|                                 | <b>Total Cost</b> | <b><u>\$ 200.00</u></b> |

## ACLS - Renewal

### Course Description:

The Advanced Cardiovascular Life Support (ACLS) Renewal course is an 8-hour class led by an AHA instructor. The ACLS Renewal course is only offered in the class where students are guided and trained to renew the ACLS Certification according to the American Heart Association training guidelines. This ACLS Renewal course highlights the importance of BLS, such as high-quality CPR, high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS). The student is required to have the current ACLS textbook to be allowed in the class. Upon successful completion of this program, the student shall be certified by the AHA and be issued an ACLS Certificate/Card.

| ACLS - RENEWAL TUITION AND FEES |                   |                         |
|---------------------------------|-------------------|-------------------------|
|                                 | ITEM              | COST                    |
| 1                               | Tuition           | \$ 150.00               |
|                                 | <b>Total Cost</b> | <b><u>\$ 150.00</u></b> |

## PRACTICAL NURSING PROGRAM

### Program Description:

The Practical Nursing Program is a 1,556 clock hour program completed in 12 months. The Practical Nursing curriculum plan is structured to prepare students to meet Quality and Safety Education for Nurses (QSEN) and graduate from the PN Program, pass the PN NCLEX, and become a Licensed Practical Nurse. The curriculum is developed to teach and train Practical Nursing students to acquire the knowledge and skills needed to meet the Oklahoma Board of Nursing requirements to be licensed as a Practical Nurse and gain entry-level employment as a Licensed Practical Nurse.

The PN curriculum is integrated into two major components:

1. Pre-Nursing courses.
2. Practical Nursing Core courses.

The student must complete all the Pre-Nursing Courses before enrolling in the Practical Nursing core courses. These courses include: Medical Terminology, Pharmacology Nursing, Human Anatomy & Physiology I, and Human Anatomy & Physiology II.

The students who have completed their Pre-Nursing Courses and achieved a minimum grade of C in each course shall be permitted to enroll in the Practical Nursing Core Courses: These courses include:

1. Fundamentals of Nursing
2. Med-Surgical Nursing
3. IV Therapy, Mental Health Nursing
4. Maternal, Infant & Pediatrics- Nursing
5. Leadership Nursing
6. PN-Transitioning To Nursing Practice.

Upon successful completion and graduation from this Program, the student will be awarded a Certificate of Completion and a Training Verification Form. After passing the National Council Licensure Examination Practical Nursing (NCLEX-PN), the graduate shall be Licensed by the State Board of Nursing as a Licensed Practical Nurse.

To adequately address our students' learning needs, the PN Curriculum encompasses the following:

- a) Practical Nursing Theory:** This learning framework is conducted in a classroom setting by incorporating lectures, learning activities, class assignments, homework, learning groups, writing essays, quizzes, and exams.
- b) Practical Nursing Simulation Laboratory Skills:** The students learn Practical Nursing skills application through simulation, demonstration, practice, and evaluation. The student learning in the Skills Lab is guided, monitored, and evaluated by the course instructors. Students' achievement of mastery of practical nurse skills is evaluated through the performance of skills checkoffs. The student must pass skills checkoffs by achieving 95%. Students have three attempts to achieve the minimum required grade on skills check-offs.
- c) Practical Nursing Clinical Skills/Knowledge:** The clinical learning is conducted in a clinical facility, such as: Long-Term Care, Acute Hospital, Clinics, Medical Office, Long-Term Acute Care Hospital, Home Health setting, and Specialized Health care facilities. The students learn to apply the theoretical knowledge, and clinical skills learned in the classroom and skills in laboratory settings. During clinical learning, the students are guided by their clinical instructors, who assign them to preceptors. The students are evaluated by their clinical instructor during pre-conference, post-conference, and writing of clinical patient care plans.
- d) Practical Nursing Service Learning:** Students are required to complete 24 hours of unsupervised Service Learning in the form of volunteerism. The Service learning is divided into four sessions of eight-hour service learning during the PN nursing program. The Service learning must be conducted based on the following learning modules: Fundamentals, Med-Surgical, Maternal and Pediatrics, and Mental Health. Each service-learning is conducted in a different environment, and the student is required to write a five-page essay and score a minimum of 80% on each module to pass the program. Students may not complete service learning in their place of employment.

#### **PRACTICAL NURSING PROGRAM OBJECTIVES**

1. The graduate shall apply the nursing process as a systematic problem-solving method to provide effective

- care to culturally diverse individuals, families, and groups.
2. The graduate shall use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing.
  3. The student shall pass and complete the LPN program.
  4. The graduate student shall be prepared and equipped with the knowledge and skills required to take the NCLEX-PN licensing examination.
  5. The graduate of the program shall be competent to enter the workforce at entry-level as a Licensed Practical Nurse.
  6. The graduate of the LPN program shall deliver basic patient care under the direction of the physician, registered nurse, advanced practice nurse.
  7. The graduate shall have the skill to implement therapeutic communication skills in a healthcare setting.
  8. Communicate effectively using interpersonal skills combined with information technology.
  9. The graduate of the LPN program shall enter the workforce and practice nursing by providing a safe and effective caring environment.
  10. The program shall establish a firm foundation of nursing principles and skills.
  11. The graduate shall be able to assist in the assessment of the physiological, psycho-social, socio-economic, and cultural needs of patients in the various stages of their lifespan.
  12. The graduate shall practice practical nursing based on legal and ethical behaviors.
  13. The graduate shall practice practical nursing by participating under the supervision of the registered nurse in the development and evaluation of the health care plan for patients and families.
  14. The graduate shall demonstrate caring, accountability, honesty, professionalism, and integrity behaviors required for a licensed practical nurse.
  15. The graduate shall be practice nursing within the legal and professional framework.
  16. The graduate nurse shall understand the Oklahoma Nursing Practice Act and adhere to its requirements.

### **PRACTICAL NURSING PROGRAM OUTCOMES**

1. The PN Program graduate will engage in critical thinking to make patient-centered care decisions and deliver quality, patient-centered, and evidence-based nursing care across the lifespan and diverse population.
2. The graduate of the PN Program will provide a safe, effective care environment.
3. The graduate of the PN Program will be prepared for employment entry-level as LPN/LVN.
4. The PN Program will maintain a completion and graduation rate of at least 80%.
5. The PN Program shall maintain a first-time NCLEX Pass Rate of at least 80%.
6. The graduates of our PN program shall maintain an Employment Rate of 80%.
7. The graduate of the PN program shall practice nursing in accordance with the Oklahoma Nursing Practice Act.

### **PRACTICAL NURSING PROGRAM OPTIONS**

The Practical Nursing Educational Program is a full-time program offered on campus during weekdays (Monday to Friday). Students are required to attend school for learning activities five (5) days a week. The program has three entries for new cohorts: January, May, and September of each year. The students admitted into the PN Program shall have a minimum of 18 years of age, proof of High School Diploma, or its equivalency, or GED or Higher. Additionally, to be admitted, the Practical Nursing student shall be a Certified Nurse Aide (Long-Term Aide) in the State of Oklahoma and have a current Basic Life Support card (BLS) from American Heart Association.

| <b>Start Month</b> | <b>Start Week</b>                                  | <b>School Days</b> | <b>Class Schedule Time</b> | <b>Lunch Break</b>   | <b>Daily Clock Hours</b> | <b>Daily Clinicals Hours (8.0hrs)</b> | <b>Length In Months</b>                     |
|--------------------|----------------------------------------------------|--------------------|----------------------------|----------------------|--------------------------|---------------------------------------|---------------------------------------------|
| <b>January</b>     | <i>First Monday of the first week of January</i>   | Monday to Friday   | 8:00 am to 3:00pm          | 12:00 pm to 12:30 pm | 6.5                      | 5:30am-3:30pm<br>or<br>1:30pm-11:30pm | 12 months<br><br><i>January to December</i> |
| <b>May</b>         | <i>First Monday of the first week of May</i>       | Monday to Friday   | 8:00 am to 3:00pm          | 12:00 pm to 12:30 pm | 6.5                      | 5:30am-3:30pm<br>or<br>1:30pm-11:30pm | 12 months<br><br><i>May to April</i>        |
| <b>September</b>   | <i>First Monday of the first week of September</i> | Monday to Friday   | 8:00 am to 3:00pm          | 12:00 pm to 12:30 pm | 6.5                      | 5:30am-3:30pm<br>or<br>1:30pm-11:30pm | 12 months<br><br><i>September to August</i> |

**NOTE:** *If the start date of the PN Program falls on a holiday published in this handbook, the class shall start the following day, and if the said holiday falls on a Sunday, the first start date will be the first Tuesday.*

**NOTE:** *Most classes run from 8:00 am to 3:00 pm, but some classes may run up to 6:00 pm.*

**NOTE:** *Clinicals times may vary and start at 5:30 am-3:30 pm or 1:30 pm-11:30 pm on weekdays or weekends, depending on the clinical facility.*

**NOTE\*:** *For all online classes, attendance will be taken daily based on participation. Also, some programs/courses may require visible contact during the videoconferencing of the class session per your course syllabus.*

## ADMISSION REQUIREMENTS

The Practical Nursing Program uses either Direct or Indirect methods of admission to process and admits applicants into the PN Educational Program.

### DIRECT ADMISSION TO PRACTICAL NURSING PROGRAM

To be admitted directly into the PN Program, the applicant must meet the following admission requirements:

- 1) Must be admitted in MTC by meeting all General Admission requirements as stipulated in the school Student Handbook.
- 2) Must be at least 18 years old.
- 3) Must have a minimum of High School Diploma, GED or another Equivalency, or a higher degree such as Associate, Bachelor's, Master's, or Doctoral degree with a minimum GPA of 2.0.
- 4) A current Certified Nurse Aide (CNA) certification with no abuse notations.
- 5) A current Certified Home Health Aide (CHHA) certification with no abuse notations.
- 6) A current Basic Life Support (BLS) from American Heart Association (AHA). *(Students may be admitted without a BLS card. However, the student must submit a BLS card to the Office of Director of Admissions & Registration prior to the commencement of the PN Program).*
- 7) Must read, write, understand, and comprehend in English.
- 8) Proof of completion of all the Pre-Nursing Courses with a passing grade of at least C in each course. A student who has completed the Pre-Nursing courses from an accredited institution of higher learning, including Technology Centers, may transfer any of the courses categorized as the Pre-Nursing course if a minimum grade of C were achieved.
  - Medical Terminology.
  - Human Anatomy and Physiology I.
  - Human Anatomy and Physiology II.
  - Pharmacology.

### INDIRECT ADMISSION TO PRACTICAL NURSING PROGRAM

To be indirectly admitted into the Practical Nursing Program, the student shall first be admitted into the Pre-Nursing Program to complete the required Pre-Nursing Courses and achieve a minimum grade of C in each of the courses prior to enrolling into the PN Core Courses. Once the student has completed all the Pre-Nursing courses, they will be admitted into the Practical Nursing Program based on maximum achieved points. The applicant shall meet the following admission requirements:

1. Must be admitted in MTC by meeting all General Admission requirements as stipulated in the school Student Handbook.
2. Must be at least 18 years old.
3. Must have a minimum of High School Diploma, GED or another Equivalency, or a higher degree such as Associate, Bachelor's, Master's, or Doctoral degree with a minimum GPA of 2.0.
4. A current Certified Nurse Aide (CNA) certification with no abuse notations. *(Students may be admitted without a CNA Certification. However, the student must submit their CNA certification to the Office of Director of Admissions & Registration prior to the commencement of the Practical Nursing Program).*
5. A current Certified Home Health Aide (CHHA) certification with no abuse notations. *(Students may be admitted without a BLS card. However, the student must submit their*

(CHHA) certification to the Office of Director of Admissions & Registration prior to the commencement of the Practical Nursing Program).

6. A current Basic Life Support (AHA). (Students may be admitted without a BLS card. However, the student must submit their BLS card to the Office of Director of Admissions & Registration prior to the commencement of the Practical Nursing Program).
7. Must read, write, understand, and comprehend in English.
8. The following Pre-Nursing courses shall be completed before enrolling in the Practical Nursing Core Courses.
  - Medical Terminology.
  - Human Anatomy and Physiology I.
  - Human Anatomy and Physiology II.
  - Pharmacology.

## BREAKDOWN OF COURSES BY LEVEL

### PRE-NURSING COURSES

| COURSE NAME                          | Service Learning | Classroom Clock Hours | Skills Lab Clock Hours | Clinical Clock Hours | Total Clock Hours |
|--------------------------------------|------------------|-----------------------|------------------------|----------------------|-------------------|
| Medical Terminology                  | 0                | 45                    | 0                      | 0                    | 45                |
| Human Anatomy and Physiology I       | 0                | 76.5                  | 13.5                   | 0                    | 90                |
| Human Anatomy and Physiology II      | 0                | 76.5                  | 13.5                   | 0                    | 90                |
| Pharmacology Nursing                 | 0                | 70                    | 0                      | 0                    | 70                |
| <b>Pre-Nursing Total Clock Hours</b> | <b>0</b>         | <b>268</b>            | <b>27</b>              | <b>0</b>             | <b>295</b>        |

### PRACTICAL NURSING CORE COURSES

| COURSE NAME                                | Service Learning | Theory Clock Hours | Skills Lab Clock Hours | Clinical Clock Hours | Total Clock Hours |
|--------------------------------------------|------------------|--------------------|------------------------|----------------------|-------------------|
| Fundamentals of Nursing                    | 0                | 125                | 42                     | 80                   | 247               |
| Intravenous Therapy Nursing                | 0                | 28                 | 20                     | 0                    | 48                |
| Medical-Surgical Nursing I                 | 0                | 112                | 40                     | 104                  | 256               |
| Medical-Surgical Nursing II                | 8                | 116                | 34                     | 96                   | 254               |
| Maternal, Infant & Pediatrics- Nursing     | 8                | 92                 | 16                     | 48                   | 164               |
| Mental Health- Nursing                     | 8                | 72                 | 0                      | 32                   | 112               |
| Leadership-Nursing                         | 0                | 50                 | 0                      | 40                   | 90                |
| PN-Transitioning to Nursing Practice       | 0                | 90                 | 0                      | 0                    | 90                |
| <b>Category Clock Hours</b>                | <b>24</b>        | <b>685</b>         | <b>152</b>             | <b>400</b>           | <b>1,261</b>      |
| <b>PRACTICAL NURSING TOTAL CLOCK HOURS</b> | <b>24</b>        | <b>953</b>         | <b>179</b>             | <b>400</b>           | <b>1,556</b>      |



**PRE-NURSING COURSES ESTIMATED COST:**

The Tuition and Fees shall be charged at the rate of \$15.00 per clock hour assigned to each course.

|    | PRE-NURSING CORE COURSES      | COST               | BOOK PRICE       |                                                                                    |
|----|-------------------------------|--------------------|------------------|------------------------------------------------------------------------------------|
| 1. | Anatomy and Physiology I      | \$ 1,350.00        | \$ 249.00        | <i>(Anatomy &amp; Physiology I &amp; II)<br/>A &amp; P Lab Manual &amp; E-Labs</i> |
| 2. | Anatomy and Physiology II     | \$ 1,350.00        | \$ 171.00        |                                                                                    |
| 3. | Medical Terminology           | \$ 675.00          | \$ 133.95        |                                                                                    |
| 4. | Pharmacology of Nursing       | \$ 1,050.00        | \$ 172.99        |                                                                                    |
| 5. | <b>TOTAL TUITION AND FEES</b> | <b>\$ 4,425.00</b> | <b>\$ 726.94</b> |                                                                                    |

**PRACTICAL NURSING COURSES ESTIMATED COST:**

The Tuition and Fees shall be charged at the rate of \$15.00 per clock hour assigned to each course to cover the itemized list shown in the table below.

|    | PRACTICAL NURSING CORE COURSES                                                                                                                                                                                                                                                             | COST                |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. | Tuition for PN Core Courses:<br>❖ Fundamentals of Nursing.<br>❖ Intravenous Therapy.<br>❖ Medical-Surgical Nursing I.<br>❖ Medical-Surgical Nursing II.<br>❖ Maternal and Pediatrics- Nursing.<br>❖ Mental Health- Nursing, Leadership-Nursing.<br>❖ PN-Transitioning To Nursing Practice. | \$ 10,000.00        |
| 2. | Textbooks and Learning Materials for PN Program Core Courses Fee.<br><i>(Students will be provided all the required textbooks and learning materials by the school)</i>                                                                                                                    | \$ 5,000.00         |
| 3. | Technology Fee                                                                                                                                                                                                                                                                             | \$ 500.00           |
| 4. | Library Fee                                                                                                                                                                                                                                                                                | \$ 500.00           |
| 5. | Laboratory Fee                                                                                                                                                                                                                                                                             | \$ 1,000.00         |
| 6. | Laboratory Kit Fee                                                                                                                                                                                                                                                                         | \$ 1,905.00         |
| 7. | PN School Uniform                                                                                                                                                                                                                                                                          | \$ 440.00           |
| 8. | Name Badge                                                                                                                                                                                                                                                                                 | \$ 15.00            |
| 9. | <b>TOTAL TUITION AND FEES</b>                                                                                                                                                                                                                                                              | <b>\$ 19,360.00</b> |

**OTHER ESTIMATED CHARGES (without other arrangements):**

|   | ITEM CHARGED                      | COST             |
|---|-----------------------------------|------------------|
| 1 | Drug Screen                       | \$ 50.00         |
| 2 | Criminal Background Check         | \$ 35.00         |
| 3 | Immunizations <i>(Estimated)</i>  | \$ 250.00        |
| 4 | TB Skin Test <i>(single step)</i> | \$ 35.00         |
| 5 | <b>TOTAL TUITION AND FEES</b>     | <b>\$ 370.00</b> |

# BOOK POLICIES

## Textbooks Policy For Practical Nursing

Students are required to have the assigned textbooks, access codes, and other assigned study materials for each course on the first day of class. The cost of all required Practical Nursing textbooks, access codes, and study materials for students enrolled in the PN Core Courses shall be charged as part of the program's fees and tuition. Students may pick up the books and study materials from the bookstore one week before the PN Educational program's commencement if they have paid their fees. The bookstore will be accessible Monday to Friday, 9:00 am-5:00 pm. The student may separately buy the recommended books. MTC does not charge students the cost for PN Recommended books.

Students enrolled in Pre-Nursing Courses, or any other course may purchase books and other required materials from MedNoc Training College Bookstore or any other place of their choice. Students may also rent the required textbooks from MedNoc Training College. A student who purchases books/binders/folders or other materials and supplies at MTC may retain, dispose of, donate, or potentially sell an item back to MTC or any other person at their discretion.

To rent a book/binder or folder, the student pays the full purchase price before starting class. The purchase price may be refunded to the student or other payors if specific conditions are met.

- 1) Rented books/binders/folders must be returned by the student to MedNoc Training College within seven (7) days after the completion of the program.
- 2) Failure to return a rented item(s) by the deadline or in re-useable condition will invalidate (cancel) the potential cost to be returned.
- 3) Books/binders/folders rented by the student must be returned in the same condition as when issued to a student.
- 4) MTC shall not accept the return of a book/binder/folder damaged in any form including, being colored in, or highlighted, with holes punched, written in using pencil or ink, otherwise marked, or with a missing or water-damaged page(s).
- 5) If MTC declines to accept the return of a book/folder/binder for any of the reasons listed or cannot otherwise provide the item to a future student, the student or payor will have none of the book prices returned.

A student who purchased a book from MedNoc Training College or any other place may offer to sell it back to the school. MTC shall determine the buy-back price if, like the rented materials described above, the item is returned to MTC in re-useable condition and the edition has not become outdated. A future student who wants to buy the used books/binders/folders must pay the cost of the book as listed in the current Book Prices Table. MTC shall approve using a textbook that is not more than three editions older than the current version. MTC may also issue students any of the three-latest editions.

The book title, author, and publisher must be the same as the book issued for the course by the school. Students have the right to purchase the latest textbook edition at their own expense, either at MTC or from any other source. The School reserves the right to change the assigned textbooks and all learning materials assigned to this Program

## Textbooks Policy For All other Programs

Students are required to have the assigned books and other assigned written materials for each program that they are enrolled in with them by the first day of class. Students may purchase books and other required materials from MedNoc Training College or any other place of their choice. Students may also rent the required textbooks from MedNoc Training College.

A student who purchases books/binders/folders or other materials and supplies at MTC may retain, dispose of, donate, or potentially sell an item back to MTC or any other person at their discretion

To rent a book/binder or folder, the student pays the full purchase price before starting class. The purchase price may be returned to the student or other payors if specific conditions are met. Rented books/ binders/folders must be returned by the student to MedNoc Training College within seven (7) days after the completion of the program. Failure to return a rented item(s) by the deadline or in re-useable condition will invalidate (cancel) the potential cost to be returned. Books/binders/folders rented by the student must be returned in the same condition as when issued to a student.

MTC shall not accept the return of a book/binder/folder damaged in any form including, being colored in, or highlighted, with holes punched, written in using pencil or ink, otherwise marked, or with a missing or water-damaged page(s). If MTC declines to accept the return of a book/folder/binder for any of the reasons listed or cannot otherwise provide the item to a future student, the student or payor will have none of the book prices returned.

A student who purchased a book from MedNoc Training College or any other place may offer to sell it back to the school. MTC shall determine the buy-back price if, like the rented materials described above, the item is brought back to MTC in re-useable condition and the edition has not become outdated. A future student who wants to buy the used books/binders/folders must pay the cost of the book as listed in the current Book Prices Table.

MTC shall approve using a textbook that is not more than three editions older than the current version. MTC may also issue students any of the three latest editions. The book title, author, and publisher must be the same as the book issued for the course by the school. Students have the right to purchase the latest textbook edition at their own expense, either at MTC or from any other source. The School reserves the right to change the assigned textbooks and all learning materials assigned to any Program

## Estimated Cost for Books For All other Programs

| <b>BOOK TITLE</b>                                                                                                                                                         | <b>ESTIMATED PRICE OF A NEW TEXTBOOK</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Anatomy and Physiology I & II                                                                                                                                             | \$ 249.00                                |
| Anatomy and Physiology II & II Lab Manual & E-Labs                                                                                                                        | \$ 171.00                                |
| Medical Terminology                                                                                                                                                       | \$ 133.95                                |
| Pharmacology of Nursing                                                                                                                                                   | \$ 172.99                                |
| CNA Binder                                                                                                                                                                | \$ 50.00                                 |
| CNA Textbook                                                                                                                                                              | \$ 50.00                                 |
| CMA Binder                                                                                                                                                                | \$ 50.00                                 |
| CMA Textbook                                                                                                                                                              | \$ 50.00                                 |
| BLS Textbook                                                                                                                                                              | \$ 30.00                                 |
| ACLS Textbook                                                                                                                                                             | \$ 50.00                                 |
| MAT Binder                                                                                                                                                                | \$ 50.00                                 |
| MAT Textbook                                                                                                                                                              | \$ 50.00                                 |
| Phlebotomy Textbook                                                                                                                                                       | \$ 150.00                                |
| Phlebotomy NHA Study Guide Textbook                                                                                                                                       | \$ 80.00                                 |
| Pharmacy Technician Textbook                                                                                                                                              | \$ 150.00                                |
| Pharmacy Technician Study Guide Textbook                                                                                                                                  | \$ 80.00                                 |
| Medical Assistant                                                                                                                                                         | \$ 250.00                                |
| Medical Assistant NHA Study Guide Textbook                                                                                                                                | \$ 100.00                                |
| Medical Billing and Coding Textbooks                                                                                                                                      | \$ 100.00 - \$500.00                     |
| Medical Billing and Coding NHA Study Guide                                                                                                                                | \$ 80.00                                 |
| EKG Textbook                                                                                                                                                              | \$ 150.00                                |
| EKG Study Guide Textbook                                                                                                                                                  | \$ 80.00                                 |
| Certified Medical Administrative Assistant Textbook                                                                                                                       | \$ 180.00                                |
| Certified Medical Administrative NHA Assistant Study Guide                                                                                                                | \$ 80.00                                 |
| Optometric/Ophthalmic Textbook                                                                                                                                            | \$ 200.00                                |
| Optometric/Ophthalmic NHA Study Guide                                                                                                                                     | \$ 60.00                                 |
| Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) Program Textbook                                                                                        | \$ 400.00                                |
| Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA) Program Binder                                                                                          | \$ 70.00                                 |
| <b>BOOKS RENTAL</b>                                                                                                                                                       |                                          |
| <b>Students may rent books published on this table at a cost of 50% of the book price.</b>                                                                                |                                          |
| <b>NOTE: The price of the books as published on this table is subject to change without notice. When a price increases by more than 15%, the Catalog will be updated.</b> |                                          |

# FINANCE POLICY

## Tuition and Fees Payment Policy:

Tuition and Fees must be paid in full by the first day of class unless a payment arrangement is made before the start of the Program with either the Vice President or Director of Admissions and Registration. A payment arrangement is a legally binding contract that requires a written Financial Agreement to be executed by the Student and MTC as part of the Enrollment Agreement. For a payment arrangement (including any delay in paying the required down-payment), the Student must pay a down-payment in an amount that varies by Program-length, or have already executed a payment arrangement, as follows:

| <b>PROGRAM LENGTH</b>           | <b>MINIMUM DOWN-PAYMENT</b>      | <b>FREQUENCY, AMOUNT &amp; TIMING OF FUTURE PAYMENTS</b>                                                                                                                    |
|---------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Less than 80 Clock Hours</b> | <b>60% of Total Program Cost</b> | Balance Due divided by Total Number of Weeks of the Program, Payments are due by 4:00 PM each Monday. Then entire Program Cost must be paid by the last day of the Program. |
| <b>80 Clock Hours or More</b>   | <b>50% of Total Program Cost</b> |                                                                                                                                                                             |

Interest on Unpaid Balances: If a student owes a fee balance beyond 30 days after program completion, they shall be charged a ten percent (10%) interest fee on the total balance owed. The 10% interest charge shall recur every month on the balance owed, including the added unpaid interest fees incurred monthly until both the fees and the interest fees are paid in full. A student account not paid in full, including the recurring monthly fees, shall be forwarded to collection three (3) months after the Program's completion date in which the Student was enrolled. If the student debt is sent to collection, the Student shall be charged all the fees, including the collection cost. In the event MTC takes legal action against the Student for failure to pay; the Student shall be liable for all legal fees and court costs if the judgment is rendered in favor of MTC the college.

A student shall be deemed to have enrolled in a program of study on the date the Student or their legal Guardian signed the Enrollment Agreement. According to this Refund Policy, a student may cancel their enrollment or withdraw from a program and receive a refund. Likewise, if the Student owes the School, they shall be required to pay the balance owed within thirty (30) days after terminating their enrollment.

The Student who fails to attend the Program or the Course they enrolled in shall be deemed as "Never Attended" and withdrawn administratively by the School after 25% of the Program's clock hours have been completed. The Refund for a "Never Attended" student shall be issued per the Refund Policy. Likewise, the Student shall be charged up to the date the School administratively withdrew them.

The Student whose signature appears on the Enrollment Agreement assumes the legal responsibility of financial agreement if, by the time the signature was affixed, the Student was 18 years and or older.

A student who is less than eighteen (18) years of age must have a parent or their Legal Guardian sign their Enrollment Agreement. The parent or legal Guardian whose signature appears on the Enrollment Agreement assumes legal responsibility for the minor Student's financial account and must pay all the fees and tuition as stipulated in the Agreements.

The Student who attended and received the training shall be held legally responsible for paying their tuition and fees. A student of legal age shall assume the legal responsibility if the sponsoring entity, company, or person fails to meet the obligation to pay the tuition and fees on behalf of the Student whose signature appears on the Enrollment Agreement Form on behalf of the Student. This situation arises when a student fails to comply with

the sponsor's attendance or other requirements, such as satisfactory academic performance.

## Sponsors Tuition and Fees Payment Policy:

Companies, Governmental organizations, Non-government organizations, and all other business entities sponsoring students shall pay their invoice in full within Thirty days (30) from the date the sponsored student started their training. The Program Start Date is the date the Program/ Course starts as indicated on the Enrollment Agreement signed by the Student.

## Refund Policy:

### Refund Policy For All Programs Except (Practical Nursing Program):

MedNoc Training College Refund Policy shall strictly follow the Oklahoma Board of Private Vocational Schools Refund Policy Rule at OAC 565:10-11-3. This policy applies to student cancellations (before classes start), student withdrawals, and School terminations of Academic Programs or Student dismissals. Refunds calculations shall be based on the Program/Course length, which is the total number of clock hours assigned to each specific Academic Program/Course, as published in the Catalog/ Student Handbook and on the Enrollment Agreement.

- (a) **TERMINATION DATE:** The termination date for refund computation purposes is the last date of the actual Student's attendance. MTC requires the Student to submit a written notice of cancellation/withdrawal from the Program/ Course via email at [info@mednoc.com](mailto:info@mednoc.com). If the Student, for a Course/Program other than the PN Program, is a minor who is below 18 years of age, the notice of cancellation must be submitted by the parent or legal guardian. If the Student, parent, or legal guardian, fails to submit a written notice to withdraw from the Course, the calculated Refund is reduced by \$25.00.
- (b) **REJECTION:** An applicant rejected by MedNoc Training College shall be entitled to a refund of all the monies paid minus the application fee of \$25.00.
- (c) **THREE DAY CANCELLATION:** All monies paid by the applicant shall be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment and before the Program/Course start date.
- (d) **OTHER CANCELLATION:** An applicant subsequently requesting cancellation more than three days after signing the Enrollment Agreement and still before the Program/Course start date shall be entitled to a refund based on the total contract price (tuition and pre-paid fees).
  - For total contract prices of less than \$1,000.00, the School shall retain 15% of the contract price.
  - For total contract prices of \$1,000.00 or more, the School shall retain \$150.00;
- (e) **NEVER ATTENDED:** The Student who fails to attend the Program or the Course in which they enrolled shall be deemed as "Never Attended." The College shall administratively terminate their enrollment per the Attendance Policy. The Refund will be **(FIRST WEEK OF COURSE)** Refund level.
- (f) **FIRST WEEK OF COURSE:** For a student terminating their enrollment after entering School and starting the Course of training, but within the first week, the tuition retained by MTC shall be 10% of the contract price plus \$150.00, not to exceed \$350.00.

- (g) **AFTER THE FIRST WEEK OF COURSE:** For a Student terminating training after one week but within the first 25% of the Course, the tuition retained by MTC shall be 25% of the contract price plus \$150.00.
- (h) **AFTER 25% COURSE COMMENCEMENT:** For a Student terminating training after completing over 25%, but within 50% of the Course, the tuition retained by MTC shall be 50% of the contract price plus 150.00.
- (i) **AFTER 50%:** For a Student who has completed more than 50% of the Program/Course shall not be entitled to a refund of any tuition and fees.
- (j) **DOCUMENTED SPECIAL CASES:** In a case of an appropriately documented prolonged illness, accident, death in a family, jury duty, military deployment, incarceration, and any other circumstances that make it impossible to complete the Program/Course; the Student and the School shall make a settlement that is reasonable and fair to both the Student and School. Both the Student and the School must agree in writing on either of the following:
- The Student be issued a pro-rata refund per the policy; or
  - The Student may be allowed to resume the Program and complete the Course later, at no additional cost.
- (k) **DISCONTINUED CLASS:** If MTC discontinues a class while the Student is still enrolled in it and MTC is still offering training in other Programs/Courses, all monies paid to MTC for the Student shall be refunded to the legal entity (Student or third-party/sponsor) that had initially paid for the Student within 30 days, or MTC must restart the class within 30 days.
- (l) **EXTRA EXPENSES:** Certain expenses listed separately in the Enrollment Agreement shall not be refunded if the Student or MTC has already expended or consumed the item. These include: TB Skin Test; Criminal Background Screening; Instructional Supplies; or Bank Service/Transaction Charges; and Immunization, Certification Exam or other Examination, Drug Testing, Laboratory, Technology, Laboratory Kit, Student Name Badge (ID), Textbook/Folders/Binder, or Rental and Deposit Fees.
- (m) **CONTRACT PRICE:** Contract Price shall be defined as the total cost of the itemized fees charged for a specific Academic Program minus the Extra Expenses as listed on item (I) of this Refund Policy.

### **Refund Policy For Practical Nursing:**

MedNoc Training College Refund Policy shall strictly follow the Oklahoma Board of Private Vocational Schools Refund Policy Rule at OAC 565:10-11-3. This policy applies to Student's withdrawals and school terminations of Academic Programs or student dismissals. Refunds calculations shall be based on the Program/Course length, which is the total number of clock hours assigned to each specific Academic Program or Course, as published in this Catalog/Student Handbook and on the Course Syllabus.

- (a) **TERMINATION DATE:** The termination date for refund computation purposes is the last date of the actual Student's attendance. MTC requires the Student to submit a written notice of cancellation/withdrawal from the Course via email at [info@mednoc.com](mailto:info@mednoc.com). If the Student fails to submit a written notice to withdraw from the Course, the calculated Refund is reduced by \$25.00.
- (b) **REJECTION:** An applicant rejected by MedNoc Training College shall be entitled to a refund of all

the monies paid minus the application fee of \$25.00.

- (c) **CANCELLATIONS PRIOR TO THE START OF CLASS:** The Student must submit a written cancellation of their enrollment notice to [info@mednoc.com](mailto:info@mednoc.com)
- (d) **THREE DAY CANCELLATION:** All monies paid by the applicant shall be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment before the commencement of the Program/Course.
- (e) **NEVER ATTENDED:** The Student who fails to attend the Program or the Course in which they enrolled shall be deemed as “Never Attended.” The College shall administratively terminate their enrollment per the Attendance Policy. The Refund will be **(FIRST WEEK OF COURSE)** Refund level.
- (f) **OTHER CANCELLATION:** An applicant subsequently requesting cancellation more than three days after signing the enrollment agreement but before the Program/Course start date shall be entitled to a refund based on the total contract price (tuition and pre-paid fees).
- For total contract prices of \$1,000.00 or more, the School shall retain \$150.00;
  - For total contract prices of less than \$1,000.00, the School shall retain 15% of the contract price.
- (g) **FIRST WEEK OF COURSE COMMENCEMENT:** For a student terminating their enrollment after entering School and starting the Course of training, but within the first week, the tuition retained by MTC shall be 10% of the contract price plus \$150.00, not to exceed \$350.00.
- (h) **AFTER THE FIRST WEEK OF COURSE COMMENCEMENT:** For a student terminating training after one week but within the first 25% of the Course, the tuition retained by MTC shall be 25% of the contract price plus \$150.00.
- (i) **AFTER 25% COURSE COMMENCEMENT:** For a student terminating training after completing over 25%, but within 50% of the Course, the tuition retained by MTC shall be 50% of the contract price plus 150.00.
- (j) **AFTER 50%:** For a student who has completed more than 50% of the Program/Course shall not be entitled to a refund of any tuition and fees.
- (k) **DOCUMENTED SPECIAL CASES:** In a case of a documented prolonged illness, accident, death in a family, jury duty, military deployment, incarceration, and any other circumstances that make it impossible to complete the Program/Course; the Student and the School shall make a settlement that is reasonable and fair to both the Student and School. Both the Student and the School must agree in writing on either of the following:
- The Student may be issued a pro-rata refund per the policy; or
  - The Student may be allowed to resume the Program and complete the Course later at no additional cost.
- (l) **DISCONTINUED CLASS:** If the School discontinues a class while the students are still enrolled in it and MTC is still offering training in other Programs/Courses, all monies paid to MTC for students shall be refunded to the legal entity that had initially paid for the Student within 30 days or MTC



must restart the class within 30 days. Likewise, if the Student is a self-pay, all monies paid shall be refunded within 30 days, or MTC must restart the Course within 30 days.

- (m) **EXTRA EXPENSES:** Certain expenses listed in the Enrollment Agreement shall not be refunded if the Student or the School has already expended them. These include: TB Skin, Immunizations Fee, Examination Fees, Drug screen Fees, Criminal Background screening, Laboratory Fees, Technology Fees, Laboratory Kit Fee, Student Name Badge (ID.) Fees, Textbooks Fees, Bank Service/Transaction charges, Rentals Fees, Instructional Supplies, and all other already expended or consumed extra expenses will not be considered for Tuition Refund, provided they are separately listed in the Enrollment Agreement Form and Catalog/Student Handbook.
- (n) **CONTRACT PRICE:** Contract Price shall be defined as the total cost of the itemized fees charged for a specific Academic Program minus the Extra Expenses as listed on item (M) of this Refund Policy.

### Refund Procedures:

- A. To receive a proper refund, a student intending to withdraw must submit a written withdrawal notice to the College Director via email: [info@mednoc.com](mailto:info@mednoc.com)
- B. The refund shall be issued in the form of a check. The student shall be notified via email of their refund availability and choose whether they want the refund check mailed via certified mail at their expense or come to the Administrative Office to pick up the refund check. If the student picks up the refund check at the office, they must sign a Refund Acknowledgment Form acknowledging the receipt of the refund check. A refund check will become void after sixty (60) days from the day the check was issued. The refund issued to the sponsoring companies, organizations, or facilities shall be directly mailed via a Certified Mail at the sponsoring entity's expense. If the sponsoring entity is a person, they can also come to the Administrative Office to pick up the refund check.
- C. The Student enrolled at MedNoc Training College who is sponsored shall not receive any refund. Instead, the refund check shall be issued to the legal person, organization, facility, or the company that sponsored the student.
- D. The self-pay student shall be personally issued with a refund check.
- E. If a student is a minor, the parent or legal guardian or the entity that signed the Enrollment Agreement and Financial Agreement Forms on behalf of the student shall be issued with a refund.
- F. Refunds shall be issued within thirty (30) days of the determination of the withdrawal date, which may include: the date of student notification, date of school determination (dismissal due to absences or other criteria as specified in the school catalog), or the case of a student did not return from an authorized Leave of Absence (LOA).

## Financial Assistance Policy:

MedNoc Training College believes that education must be affordable. Therefore, MTC offers a payment plan at no additional cost or interest to students, provided that the tuition and the fees are paid in full by the last day of course completion. MTC encourages all students enrolling in any program to apply for a payment arrangement plan if they are unable to pay the whole amount before enrolling in classes. Students are also encouraged to visit their local Oklahoma workforce office to check if they qualify for financial assistance. If the student belongs to Indian/Native tribes, they are encouraged to visit or call their tribe office to check if they are eligible for financial assistance to pay for their education. MedNoc Training College is approved by the Oklahoma Workforce and has partnered with several Indian Tribes, Facilities, Organizations, and Companies to help our students meet their education goals by offering financial assistance. MTC has also partnered with financial institutions that may offer loans to students. However, MTC encourages students to only use this last alternative of funding as the last option. The money loaned to students by these financial institutions yields interest. MTC does not benefit financially from any of these financial institutions. MTC only receives the exact amount of money that covers tuition and fees, as outlined in the Student Catalog/Handbook.

The following financial assistance plans are available at MTC:

- Payment Plan Arrangement (*Please refer to Fees Payment Policy on Payment plan guidance*)
- MedNoc Training College Scholarships, promotional offers, and tuition discounts.
- Oklahoma Workforce.
- Indian Tribes.
- Financial Institutions.

A student enrolled at MTC and is not self-sponsored must sign the waiver to allow MTC to release academic progress to the sponsoring agency. MTC may refuse admission to a student who is sponsored by an entity or another individual and refuses to sign the Academic Information Release Waiver. If the sponsored student is missing classes, coming to class late, being tardy, leaving early, or maintaining unsatisfactory academic progress, MTC shall notify the sponsoring entity after the student has received the first verbal warning by their instructor.

### Offers/Discounts:

A student shall not qualify for more than one offer/discount simultaneously. If the student qualifies for more than one type, the student shall only be awarded the offer with the highest discount value. The school shall rescind an award/offer discounts and scholarship previously extended to a student who terminates their enrollment before completing the Program/ Course. Likewise, in the event the school terminates a student's enrollment, the awarded offers, discounts, and scholarships shall be rescinded, and the student shall be required to pay the amount owed to MedNoc Training College.

### MTC Tuition Discounts for Returning Students:

A returning student is a student who was enrolled at MTC and successfully completed their training program and earned either a state or national certification. The returning student shall be given a 10% discount off the tuition, excluding other fees, if they enroll in another program.

### MTC Scholarships/Discounts:

MedNoc Training College may award a full scholarship, partial scholarship, tuition waiver, or tuition discount to a student intending to enroll or already enrolled at MedNoc Training College. Any scholarship, tuition waiver, or

tuition discount awarded must be based on Merit and indicated on the student Enrollment Agreement form. The scholarship or discount granted to the student must be based on the following merits:

1. **Extreme financial need with a documented income that is below the poverty line per Federal guidelines.** *(Must provide financial documentation such as the current income tax return number of a family household to determine if the student income is below current federal poverty guidelines).*
2. **A strong will to succeed/ Great work ethic** *(The student must submit three letters of recommendation. One letter must be from the school that the student previously attended. The second letter must be from an employer or a verifiable previous Job supervisor, a religious leader, or any person who is in a position of authority and has known the student for at least three years. The third letter must be from any person who is not related to the student and has known the student for at least five years).*
3. **Strong academic performance** *(Evidenced by transcripts with minimum grades A's and B's)*
4. **Alumni.** *(Must have been a great student during the time the student attended training at MTC. The following measurements define a great student: 100% course attendance, class participation, Scored A's and B's in all class exams, and passed either the state or national certification Exam the first trial. Recommendation letter from the previous course Instructor).*
5. **Son, daughter, or spouse of an employee of MTC.** *(The employee must have worked for MTC for a minimum of 6 months with no disciplinary action).*
6. **Parent of an employee of MTC.** *(The employee must have worked for MTC for a minimum of 6 months with no disciplinary action).*

To qualify for the scholarship, the student must meet at least 2 of the above factors. Also, the student must write a 3-page essay using 12-point Times New Roman font and double spaced. The essay must address the following:

- a) Personal background
- b) Reasons for requesting a scholarship and why you should be awarded.
- c) What impact you will make on your personal life and the life of others if given this scholarship to attend training.
- d) A five-year plan.

Students seeking a scholarship must submit the Scholarship Application and the Student Essay to the scholarship committee at [info@mednoc.com](mailto:info@mednoc.com). The MTC scholarship committee is made up of one Instructor, Lead- Instructor, College Director, and Vice- President. President will decide to issue or deny the scholarship after reviewing the recommendation of the Scholarship Committee within 60 days from the date the application for the scholarship was received. The student will be issued a letter of denial or approval. The President must sign all scholarship approval or denial letters. Any award granted waives the student tuition and fees, but not the certification examination fees

### **Students Referral Bonus:**

If a current or former student refers a student to attend training at MTC, they shall be given a gift card of \$20.00 per person if the referred student enrolls and completes their training at MTC. To qualify for a referral bonus, the referring student must complete and graduate from the program if currently enrolled. If the referred student fails

to complete the program, the referral gift card shall not be issued. If a former student makes the referral, the former student shall be issued a gift card of \$20.00 after the referred student has completed the training at MTC. All referral bonus cards shall only be issued by the Vice-President.

### **Company Discount:**

A “Company” shall be defined as a privately-owned small business such as Home Health Agency, Staffing Agency, Nursing Home Facility, Assisted Living, Group Home, Memory Care Units Individual Person sponsoring five (5) or more students. A company that sponsors and sends more than five students at the same time to enroll for a specific training program at MedNoc Training College shall be given a 10% discount per student. The discount shall only apply to the tuition, excluding other fees.



## ATTENDANCE & TARDINESS POLICIES:

MedNoc Training College requires strict class attendance and does not round off time. The student is required and expected to take personal responsibility to enhance their learning success. As a student, you must steward your learning, mastering skills, and knowledge. The student must attend classes, skills lab, clinical, and any other activities scheduled by the school on time and only leave when the time scheduled is finished. The student is required to actively participate in all classes, lectures, skills lab, and clinical. Students are discouraged from being absent, late, leaving early, or being tardy. The student is Absent if they miss a whole day of the scheduled class, skills lab, school activity, or clinical. Tardy is attending a scheduled school activity later than the expected time and less than 30 minutes late or leaving earlier than the scheduled time, but not more than 30 minutes before the conclusion of the planned activity. All Absences and Tardies, whether Excused or Unexcused, shall be recorded and, if not made up, will count against the student's overall course attendance and grade.

1. If a program is less than 40 clock hours in length or offered in 4 days or less, there shall be no unexcused absence allowed or more than one day of an excused absence or two excused or unexcused tardy. If a student misses the class without prior authorization from the instructor, the student shall be dropped and required to enroll again. If a student must miss a class or be late or leave earlier than the scheduled time due to unavoidable reasons, they must communicate with the instructor or write an email to [info@mednoc.com](mailto:info@mednoc.com). The missed absence or tardy must be evidenced (explained) by proper documentation to be treated as an excused tardy or absence.
2. If the class is more than 40 clock hours in length, but less than 100 clock hours in length, no more than one day of an unexcused absence or a total of three excused or unexcused tardies are allowed. If a student misses two or more days of an unexcused absence, they shall be dropped from the program. If a student accumulates more than three tardies amounting to 90 minutes or more of time lost, they shall be required to withdraw and retake the next class. The student will be permitted to enroll in the upcoming courses per the readmission policy.
3. If the class is more than 100 hours in length, no more than two days of an unexcused absence is allowed, or six tardies. If a student has three or more unexcused absences or more than six excused or unexcused tardies, amounting to 180 minutes or more of time lost, they shall be dropped from the program and must reapply to start the program in the future.
4. If a student misses a scheduled skills lab or clinical without prior authorization or calling to inform the instructor that they will be absent shall be dropped from the program for NO CALL NO SHOW unless there were documented extreme circumstances that led to the inability to call and communicate with the instructor. If a student calls and does not get an instructor's answer, the student must text 405-589-2573 or send an email to [info@mednoc.com](mailto:info@mednoc.com).
5. If a student is late for skills lab or clinical or any school scheduled activities for more than 30 minutes with or without authorization, the student shall be sent home and required to make up the lost skills lab or clinical time by attending a whole day at a later date at the discretion of the Course Instructor.
6. If a student leaves the skills lab, clinical site, or a scheduled school activity 30 minutes earlier than the scheduled end time with or without authorization, the student will be required to make up the lost time by attending a whole day of the missed activity later. The student shall be scheduled to make up the time lost by the course instructor.
7. If the student is late for skills lab or clinical for more than 30 minutes or leaves earlier than 30 minutes on two or more occasions, the student shall be sent home and dropped from the program.

8. All excused, or unexcused absences and tardy must be made up at the discretion of the course instructor in line with the policy. No student shall successfully graduate from any program at MTC without completing all the required program clock hours.
9. If a student missed any classwork, learning, homework, tests, skills, clinical, or assignments during excused or unexcused periods or is tardy, they must make up all the missed learning and hours at the discretion of the course instructor in line with the Missed Work Policy.

## **Class/Clinical Cancellation:**

Any scheduled school activities may be canceled for just reasons, such as unfavorable conditions that may make the learning environment unsafe, unavailable course instructors, and bad weather. The students may be notified via email and/or text messages. The information regarding school activities, classes, or clinical cancellations shall also be posted on the MedNoc Training College website, Facebook Page, Twitter, and MTC Facebook Group page. The College Director can cancel school activities such as classes, skills lab, clinical, or any other scheduled activity at any time without prior notice or explanation to students or faculty. During expected severe weather, it is the student's responsibility to check the school website, Facebook, Twitter, and personal email to confirm whether the school is closed. Students may also call MTC at 405-225-7876 to inquire about school closings. The school shall be closed on the published holidays on the school calendar.

The Instructor shall not cancel any scheduled course activity, including letting students go home earlier than the scheduled time without the College Director's direct authorization. If the school is closed due to bad weather or any scheduled school activity is canceled, the students must make up all the hours or days missed per the policy to ensure quality learning and training.

## **Making Up Time Lost Policy:**

### **Tardy:**

If a student has an excused or unexcused tardy, they must make up all the time lost within 48 hours by coming to school to make up all the hours lost. The student must cover all the missed time and work by doing independent study per the syllabus.

1. The student who has class tardy must make up the time lost time, read all the learning chapters missed, take one Test, and score 95%. The student must also write a 2-page paper covering the missed learning. The paper must be in Modern Language Association (APA) format. Failure to make a score of 95%, the student must remediate until such a score is achieved. (*The student who does not understand APA format must request a copy of APA Guidelines from the course instructor or Admissions Office.*)
2. The student who is tardy for the skills lab must make up the lost time by attending the skills lab to practice the missed skills. The student is required to watch the videos of the missed skills at the school computer lab and write a two-page description paper of the skills in APA format.
3. The student who has a clinical tardy and was not sent home as per the Attendance Policy shall be required to come to the skills lab to make up for the lost time. For every clinical tardy, the student shall be required to make up 4 hours in the skills lab.

### **Excused Absence:**

The student must call and email the course instructor before the start of the class, skills lab, clinical, or any scheduled school activity for an absence to be determined as an Excused Absence. Failure to call and email the

instructor before the start of the class, skills lab, clinical, or any scheduled school activity the absence shall be deemed as Unexcused Absence. All Excused absences must be supported by proper documentation upon the student's return to school. Students can only miss scheduled school activities such as class, skills lab, or clinical due to unavoidable circumstances or hardship that must be supported by documentation. The student must make up all the missed work within 72 hours by doing the following:

1. Come to school to make up lost hours by doing self-study.
2. Must complete all the readings, assignments, and skills.
3. The student must take all the exams missed and score 95% and above.
4. Write a two-page paper using APA format on each topic that was covered while the student was away. The student must score 95% on each paper per the grading rubric.
5. Failure to make a score of 95%, the student must remediate until such a score is achieved.
6. A student with an excused absence for clinical shall be allowed to make up the full day of the lost clinical with other students at the discretion of the course instructor due to logistics preparations.
7. A student with an excused absence for skills lab shall be allowed to make up the full day of the lost skills lab with other students at the discretion of the course instructor due to logistics preparations. The student may also be allowed to come to the computer lab, watch videos of all the skills missed, and then practice the skills in the skills lab.

### **Unexcused Absence:**

An Unexcused Absence can lead to a student termination from MTC. Students with an unexcused absence must make up all the hours lost within 72 hours from the date they missed class or skills lab. To be allowed to make up the missed learning, the student must meet the following requirement:

- Write a 1-page official letter explaining why they were absent.
- Come to school to make up lost hours by doing self-study.
- For every hour the student was absent from class, they must make up two hours.
- Must complete all the readings, assignments, and skills.
- The student must take all the exams missed and score 95% and above.
- Write a three-page paper using APA format on each topic covered while the student was away. The student must score 95% on each paper per the grading rubric.
- Failure to make a score of 95%, the student must remediate until such a score is achieved.
- For every 1 hour of missed skills lab due to unexcused absence, the student must make up 3 hours of skills lab.
- No call no-show at the clinical site shall result in student termination from the program, and no make-up shall be allowed without proper documentation. If makeup is permitted, the student shall be required to attend a full clinical day at the instructor's discretion. Also, for every missed clinical hour, the student must make up one hour of skills lab by coming to school and attending skills lab.
- Failure to meet all the above requirements, the student shall be terminated.

### **Holidays:**

Holidays granted to students shall only be the holidays published in the school Catalog/Student Handbook. During the holiday week, the other class days shall be extended to compensate for the total hours expected to be lost on the published holiday. The holiday hours must be covered within the same week. The whole class shall be required to stay past the regularly scheduled time every day with the instructor to compensate and make up all the learning hours. The holiday hours must be evenly distributed throughout the week of the holiday. Instructors and or students may not choose any other alternative method to make up holiday hours.

## **Bad Weather:**

Classes, skills lab, clinical, or any school activities may be canceled due to bad weather. Instructors may not cancel classes without direct authorization from the college Director. If there are any cancellations due to bad weather, all hours lost must be made up within one week as soon as the school resumes its operations. The hours lost due to bad weather shall be evenly distributed beginning one day after the school resumes its operations and covered within one week. If the bad weather ends up extending longer than three days, all hours lost shall be covered by extending the program past the scheduled completion date to cover all the hours lost. The actual number of days missed shall extend the course. The extended days shall be a full day of school as initially scheduled and must be covered simultaneously.

## **Instructor Cancellation:**

If the instructor cancels a class, all hours lost must be made up within one week. The instructor must extend the class daily to cover the missed work with the students. No Instructor may cancel any class, skills lab, clinical, or any scheduled school activity per the course syllabus without first getting permission from the College Director. The Instructor may not let the class come in late or leave earlier than the scheduled time without approval from the director. This policy must strictly be followed. Failure to follow instructor directions shall lead to disciplinary action.

## **Clinical Requirement Policy:**

1. Clinical hours shall be performed during the weekday to ensure quality learning.
2. The student shall not go to the clinical site without signing HIPAA, OSHA, and Liability Release Form (The student shall waive all their rights to sue MedNoc Training College or the Clinical site for any injuries that may result while attending clinical learning. By accepting a clinical assignment, the student assumes all the risks that may occur to them at the clinical site).
3. Students and instructors are prohibited from taking or removing any document that contains patient information from the walls and boundaries of a clinical site. A student or instructor who fails to adhere to this policy shall immediately be terminated.
4. The student shall not successfully complete and graduate from a program that requires clinical learning without attending clinical, completing all clinical hours, and passing the clinical essay.
5. The student shall not perform a skill or skills at the clinical site if not previously practiced and signed off by the instructor in the skills lab.
6. No student shall perform any task, whether signed off or not, at the clinical site in the absence of the clinical preceptor. The student must always follow the clinical preceptor's instructions and directions. However, in the rare circumstance that there is a conflict with what the student understands to be a legal, safe, or effective practice, then and only then may the student disregard the preceptor's instructions and directions. If the student feels that the preceptor is breaching a safe care environment or legal requirements for a patient, resident, or client, they must only communicate their observations to the course instructor. The student who fails to follow this policy shall be dismissed from the program.
7. If the student notices any issue at the clinical site that they feel is against MTC policy, including abuse, neglect, violation of human rights, patients' rights, including safety, the student must notify the course instructor immediately. If the instructor fails to take any action, the student must inform the Lead-Instructor, who shall intervene.
8. Students are prohibited from discussing any issues they think are inappropriate at the clinical site with the



clinical site staff. All issues or complaints must be addressed to MTC following the chain of command that begins with the course instructor, then Lead-Instructor. Failure to follow this chain of command will lead to disciplinary actions, including dismissal from the program.

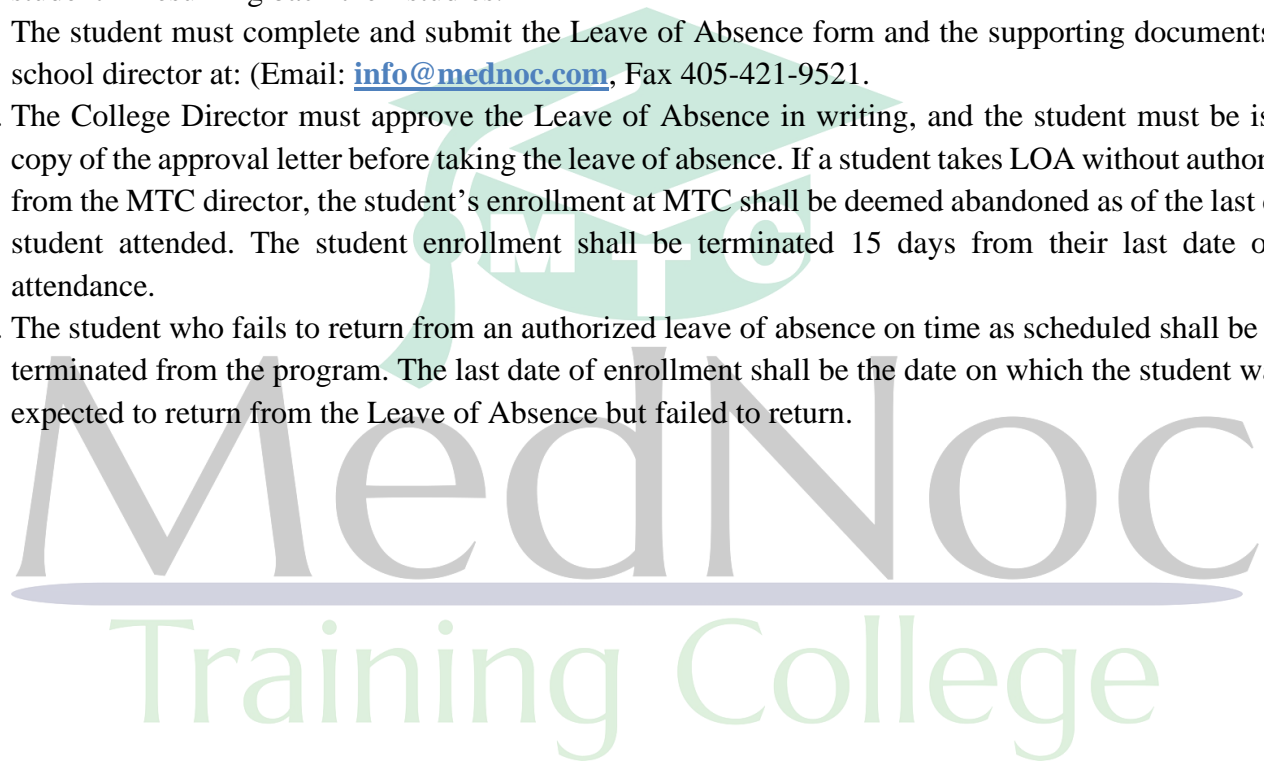
9. **Uniforms and Shoes:** Students are required to wear solid black scrubs with both pants and top matching at the school and clinical site. Students must wear closed shoes that cover all their toes. No caps/hats are allowed at the clinical site unless the head covering is worn for genuine, known religious reasons.
10. **Name Tag:** Students must wear a name tag issued by MTC while attending clinical. A Name Tag is part of the uniform and must be worn while at school, skills lab, and clinical site. If the student shows up at the clinical site without wearing solid black and or a name tag will be requested to go home, and that clinical day will be made at the instructor's discretion.
11. Clinical attendance is a requirement and must follow the ATTENDANCE POLICY and MAKING UP THE TIME LOST POLICY. The student must arrive at the clinical site on time. If the student is to be late for any reason, they must notify the clinical instructor.
12. The student who makes a **NO CALL NO SHOW** at clinical may be dismissed from the program by the program director.
13. All tattoos must be covered, body piercings removed except for earring studs, one in each ear. The student's hair must be held back in a ponytail.
14. Students are prohibited from using cell phones in classrooms, skills labs, and clinical sites. The student who violates this policy shall be given an initial verbal warning by the course instructor, followed by a written warning from the lead instructor, and then a dismissal by the college director. **STUDENTS MAY ONLY TEXT THEIR CLINICAL INSTRUCTOR WHILE AT THE CLINICAL SITE IF THEY NEED HELP WITH SOME CLINICAL SKILLS OR HAVE ANY QUESTIONS OR CONCERNS. NO CALLS.**
15. Students cannot bring children, friends, relatives, or visitors either to the classroom, skills lab, or clinical site unless prior arrangements have been made with the course instructor to bring them to volunteer for skills practice.
16. Students are prohibited from bringing weapons of all kinds to Clinical Site
17. Students may bring their lunch to school or the clinical site. There will be 30 minutes lunch break at which trainee/ student may leave the training site/ clinical site to buy lunch.

## **Leave of Absence Policy:**

MTC allows students who are actively enrolled in any program to apply, request, and be granted a Leave of Absence and be allowed to resume their enrollment to complete their training program without being dismissed from the program or charged retraining fees. To qualify for a Leave of Absence, the student must meet the school policy regarding Leave of Absence:

1. The leave of Absence requested may not exceed the continuance period of 6 months without submitting a request to extend the leave of absence to the college director through writing by the end of the last date of the 6<sup>th</sup> month. The extended Leave of Absence shall not exceed six months. Initial request of Leave of Absence and request to extend must be supported and accompanied by current documentation to be approved.
2. The student shall only be granted an extension of the Leave of Absence once.
3. The total combined Leave of Absence may not exceed 12 months in total, unless in the case of military deployment, including any renewal or extension of military service and prolonged illness.

4. The student must be in good academic standing per the Satisfactory Academic Progress policy.
5. The student's application for Leave of Absence must be accompanied by third-party documentation to support the request. These documents may include but are not limited to the following: Physician's letter, death certificate, jury duty, court order, military documents.
6. The requested. Leave of Absence must be one of the following: medical leave, jury duty, maternity/paternity leave, bereavement leave, military assignment, or military deployment. Any other reason must be discussed with the college director
7. The student expresses the intent to return and resume studies by noting on the Leave of Absence application the intended date of return.
8. Veterans, Active Military, National Guard, or Reserve shall be granted a full Leave of Absence following the orders issued to them, calling the military or veteran to duty or deployment, including an extended period while serving. The student shall resume their education at no additional cost. MTC shall assist the student in resuming back their studies.
9. The student must complete and submit the Leave of Absence form and the supporting documents to the school director at: (Email: [info@mednoc.com](mailto:info@mednoc.com), Fax 405-421-9521).
10. The College Director must approve the Leave of Absence in writing, and the student must be issued a copy of the approval letter before taking the leave of absence. If a student takes LOA without authorization from the MTC director, the student's enrollment at MTC shall be deemed abandoned as of the last day the student attended. The student enrollment shall be terminated 15 days from their last date of class attendance.
11. The student who fails to return from an authorized leave of absence on time as scheduled shall be terminated from the program. The last date of enrollment shall be the date on which the student was expected to return from the Leave of Absence but failed to return.



# ACADEMICS POLICIES:

## Program Requirements:

Students have multiple free ways to obtain a Catalog/Student Handbook. These ways include: downloading the current Catalog/Student Handbook from the MTC website or requesting the school email or fax an electronic copy. Note: For a printed Catalog, the student shall be charged \$20.00. A specific Course Syllabus will be provided on the first day of each individual Program/Course. In addition, the Pre-Nursing and Practical Nursing students will be provided with the Practical Nursing Handbook. It is the student's responsibility to ensure that they have obtained access or physical copies of all applicable documents listed above. Then, the Student must familiarize themselves with all of the documents. Each program has specific requirements that must be met to successfully and satisfactorily complete and pass the program. A student enrolled in a program at MTC must check the specific details and requirements of the Program/Course

## Clock Hours:

All courses except BLS, ACLS, and Heartsaver, both initial and Update, are measured in clock hours and require strict attendance. A clock hour is a complete 60 minutes. MTC does not round off time. To graduate successfully, the student must complete all the clock hours assigned to a specific program. Students must sign in and out, including lunch breaks or any unscheduled, infrequent break that is more than 10 minutes on the daily timesheet, including clinical. The student cannot be signed in or out by other students or Instructors. However, it shall be the instructor's responsibility to ensure that the student's timesheet is accurate, reflecting honest attendance. Breaks that are longer than 10 minutes must be deducted from the Student's time record. Lunch breaks are not part of cumulate course hours, and therefore, they are already deducted from the total daily course hours. The student must take the scheduled lunch break every day. The class start time must be the time indicated on the course syllabus, and the class or clinical end time shall be time as indicated on the course syllabus. No student shall successfully complete and graduate from a training program measured in clock hours if all hours have not been completed. Any student or instructor who misrepresents the student's attendance record violates this policy and may be suspended for one week, followed by termination.

## Students Breaks:

To ensure accountability and quality learning, students are guaranteed breaks per this policy while the teaching is in progress. The instructor must pause the learning while the students are on these breaks. The instructor must not deviate from this policy. Students must not skip breaks to go home earlier or make up lost hours.

1. **DAY CLASSES:** Students are guaranteed a 30-minute lunch break daily and three-bathroom breaks distributed roughly evenly throughout the day. Each bathroom break shall not exceed 5 minutes.
2. **EVENING CLASSES:** For evening classes that are more than 4 hours daily, the Students are guaranteed a 30-minute lunch break daily and three bathroom breaks roughly evenly distributed throughout the day. Each bathroom break shall not exceed 5 minutes. For evening classes that are 4 hours or less, the students shall be given one 30-minute lunch break and two bathroom breaks, one before lunch and the other after lunch. Each bathroom break shall not exceed 5 minutes.
3. **WEEKEND CLASSES:** Weekend students shall be given one 60-minute lunch break at Noon,

three-bathroom breaks before lunch, and three additional bathroom breaks roughly evenly after lunch. Each bathroom break shall not exceed 5 minutes.

4. **CLINICAL:** Students shall be given one lunch break that shall not exceed 30 minutes.
5. **BREAST PUMPING:** A 30-minute break shall be given to the student who is nursing and requires a break to privately breast pump. This break may be given while the students are watching learning videos or any other time that the instructor deems that the student will not miss many learning concepts.

In addition to the guaranteed breaks, the individual student may politely step out to take a bathroom break or take a personal phone call. These individual student breaks may not last more than 5 minutes. The instructor shall not stop teaching to wait for the student. The learning of the other students must continue. However, though these individual student breaks are allowed, they may not exceed 5 in total throughout the day. More than five individual breaks will be considered disruptive behavior, which is disallowed per the policy.

### **Missed Work:**

If a student misses submitting any schoolwork on time or by the due time and or date, including projects, homework, and clinical paper, they shall be deducted 10 points. The missed work, exam, or project must be submitted within 48 hours from the time or date it was missed. If 48 hours have elapsed and the student has not submitted the missed work to the instructor, the student shall be given an **F (which is a fail!)** on the Missed Work. The instructor shall not accept Missed Work past 48 hours from the due time and date. Students who miss these deadlines to submit schoolwork due to extreme unavoidable reasons beyond human control, such as illness, accidents can provide documentation to their instructor for consideration. The Instructor will review the student documentation and determine the outcome in consultation with the Lead-Instructor.

### **Certification Exams:**

MedNoc Training College shall be committed to its mission, which is to provide: Timely, Quality, and Affordable training centered on our students to enable them to master the knowledge and skills needed to gain employment and render quality Service. MTC shall strive to adequately prepare students to master the knowledge and skills required to pass the state and national certification exams. All courses offered at MTC leads to a student acquiring a certification required for professional employment. To achieve this goal, MTC shall devote all resources within its disposal to help our students succeed and achieve their goals in line with our mission, vision, motto, and values. The instructor must commit to these values and strive for students' success. However, despite all these efforts the school takes to foster student success, MedNoc Training College does not assure, promise, or guarantee any student that they will pass either the state or national certification exam needed to acquire certification to practice.

### **Course Exams:**

The Course Instructor must supervise class Exams. The instructor must be present and stay in the classroom throughout the testing period. Students are prohibited from cheating on exams by looking up answers or discussing a test with other students. Students shall not take photos or videos of the exams, write the questions down, or make copies. Exams must remain in the classroom under the control of the instructor. All books and papers must be kept away from the desk during testing. Books must be closed. Students are prohibited from taking the test out of the classroom. The only exams that can be taken at home must be described in the syllabus. The tests must be graded the same day, and the Instructor must conduct a review of the whole test. Failure to follow

this policy shall lead to disciplinary action, including a one-week suspension followed by termination of the same prohibited behavior is repeated.

## **Credit for Previous Training or Work Experience:**

### **For all other Programs/ Courses:**

MedNoc Training College shall record all the education, training, and experience previously obtained by the student. The student must provide proper documentation, including the Completion Certificate or Verification Form. The student documentation may be a certificate of completion, transcript, including military transcripts, and or any record describing the training or education obtained before attending MTC. The Admissions and Registrations office must record all training and credits earned. To receive credit, the student must have attended an approved school licensed or accredited by a State Agency. However, due to the nature of the way MTC Programs are designed and structured, MTC does not offer students credit for previous training work experience or accept the transfer of credits or clock hours. If a student had started their training in another training school but did not complete or complete but does not have a verification form or completion certificate, MedNoc Training College may not accept a transfer of any credit. The student must retrain afresh at MTC.

### **For Pre-Nursing Courses and Practical Nursing Programs:**

#### **Pre-Nursing Courses**

MedNoc Training College may only accept credit transfers for Pre-Nursing Courses. The school shall only accept credit transfer; if the student achieved a minimum grade of C and the Course was completed from an accredited institution of higher learning and or Licensed Vocational schools, accredited career, and technology centers. MedNoc Training College shall only accept official transcripts received directly from the issuing institution.

The Pre-Nursing Courses includes:

- Medical Terminology.
- Human Anatomy and Physiology I.
- Human Anatomy and Physiology II.
- Pharmacology Nursing.

#### **Practical Nursing Core Courses**

MedNoc Training College shall not accept the transfer of any credit of any Practical Nursing Courses. These Courses include:

- Fundamentals of Nursing.
- Intravenous Therapy.
- Medical-Surgical Nursing I.
- Medical-Surgical Nursing II.
- Maternal and Pediatrics- Nursing.
- Mental Health- Nursing.
- Leadership-Nursing.
- PN-Transitioning To Nursing Practice.

MedNoc Training College shall record all the education, training, and experience previously obtained by the student even if the credit transfer was not accepted. The student must provide proper documentation, including the official transcripts, Completion Certificate, or Verification Forms directly from the learning institution where

the credit was earned, to receive the credit. The student must have attended an approved school that is licensed by a State Agency and or Accredited by an accrediting body to receive credit.

## **Transfer of Credits, Clock Hours & Certification:**

MedNoc Training College does not promise or guarantee the transferability of any training credit, training clock hours, or education obtained at MTC to any other institution. Also, MTC does not promise or guarantee the transfer of any state or national certification acquired after training at MTC and passing the state or national certification exam from one state to another. It is the student's responsibility to ensure that any course they take at MTC may transfer to another school that the student intends to join in the future or is currently enrolled. Similarly, it is the student's responsibility to ensure that the State or National Certification, which they achieve after completing training at MTC and passing the State or National Certification, shall transfer to another state.

## **Transcripts/ Certificate Requests:**

A student wanting a copy of their transcript, completion certificate, verification form, or any other document may call or write a request to MTC via [info@mednoc.com](mailto:info@mednoc.com). MTC shall try to meet the student request and make the requested information available within 48 hours after receiving the request. Any document requested by the student and needs to be mailed shall be mailed within seven (7) business days. Once the original verification form is issued to the student, the student shall always be issued with a copy of the verification form stamped COPY. No original of this document shall be issued twice to the student.

## **Never Attended Policy:**

The Course Instructor shall report the student who fails to attend the Course that they enrolled to the Lead-Instructor, who shall then notify the Director of Admissions and Registrations. The student shall be deemed as a "Never Attended" if they have not attended the scheduled school activities such as classroom, skills lab, or clinicals for up to 5 days. The student who fails to attend a Course that they enrolled in shall be withdrawn administratively by the school as if withdrawing at the end of the first week. The Refund for a "Never Attended" student shall be issued per the **FIRST WEEK OF COURSE** Refund Policy.

## **Incomplete:**

The student who has finished at least 75% of the course work but cannot complete the program due to extreme and unavoidable circumstances such as illness, death in the family, jury duty, military deployment shall be given an incomplete Letter Grade (I). No verification of completion form or certificate will be issued until the student has completed the program within six months from the last date the training ended. If the student is unable to complete the program within six months, they shall have to enroll again, submit a new application, and pay tuition fees again. Military students who were deployed during training must resume training within six months after the deployment is completed. If the student completes their training within six months, the Incomplete Letter Grade (I) shall be changed to reflect the actual letter grade obtained by the student. The student shall not be charged extra fees to complete the course work if the course is completed within the time frame per this policy. No student shall receive a final grade without successfully completing the course. It shall be the student's sole responsibility to provide documentation in support of their case.

## **Satisfactory Academic Progress:**

MTC uses a percentage system to grade students. Students must score an average grade of 80% to pass the course. Students must also demonstrate clinical skills with 95% accuracy. The student must also successfully complete 100% of the clock hours (Including made-up time) required for the specific program they are enrolled in. The student who has successfully passed and completed the program shall be issued a Verification Form and awarded a Completion Certificate.

## **Academic Probation:**

Failure to obtain an average score of 70% on cumulative exams, pass clinical skills with 95% accuracy, pass the clinical Essay or Care Plan, complete all the clock hours required, and meet all other requirements as outlined on the School Catalog/Student Handbook and Syllabus, needed to successfully complete and pass the program, the student shall be placed on Academic Probation.

The student who continues to perform below average during the course progression shall be placed on Two Week Academic Probation. A student placed on a two-week Academic Probation shall have the opportunity to remediate until passing grades are achieved, and all other academic requirements for successful completion of the program are achieved. During this Academic Probation period, the student is required to participate in mandatory remediation as arranged by the course instructor at no additional cost to the student. If the student is unable to meet the academic standards for successful completion and pass the course after being placed on two-week academic probation under intense instructor-led remediation. In that case, the student will be placed on another Three-Week Academic Probation and must remediate to achieve the requirements needed to pass the course.

During the second Academic Probation, the student must attend and participate in all academic remediation led by the Lead-Instructor. The student will be charged a remediation fee of \$250.00. MTC shall continue to recruit its resources to help the student learn master knowledge and skills to pass the examination. Failure to pass after the second Academic Probation and remediation, the student will be dropped from the program. The student who is unable to pass after the second Academic Probation and Remediation shall not pass the course.

## **Termination:**

The student who cannot maintain Satisfactory Academic Performance after being placed on Academic Probation per the school policy shall be terminated from the program. The student dropped from a program; due to unsatisfactory Academic Performance may be readmitted per the readmission policy. The student shall be required to pay the fees and tuition owed.

The student's failure to achieve Satisfactory Academic Performance does not enable the student or the student's sponsor to obtain a refund. Students' Refunds shall be issued per the MTC Refund Policy. Students may be terminated from MTC for failure to follow and abide by the Student Conduct Policy, Failure to pay school fees and Tuitions, Unsatisfactory Academic Performance as stated in the Student Catalog/Student Handbook, and for any other reasons as stated on this School Catalog/Student Handbook.

## Program Completion:

The Student who has satisfactorily met all the requirements of the course of study shall be deemed completed as stipulated in the School Catalog/Student Handbook. No student shall be considered to have completed the Program in which they were enrolled unless:

1. 100% completion of all the clock hours assigned to the Program, including classroom, clinicals, and skills lab hours.
2. Achieve the minimum average passing score in Exams.
3. Pass Clinicals and Skills Check Offs if applicable.

## Grading System for all other Programs:

MedNoc Training College shall use the established Grading System published on the School Catalog/Student Handbook. The student who withdraws before completing 25% of the course shall be given a letter W- (Withdrawal). After completing 75% of the course, the student shall be given an I- (Incomplete). MTC does not round off grades.

| PERCENTAGE % | GRADE | GRADE POINT AVERAGE | INTERPRETATION |
|--------------|-------|---------------------|----------------|
| 90-100       | A     | 4                   | Excellent      |
| 80-89        | B     | 3                   | Good           |
| 70-79        | C     | 2                   | Average        |
| 60-69        | D     | 1                   | Poor           |
| 59 and Below | F     | 0                   | Failure        |
|              | I     |                     | Incomplete     |
|              | P     |                     | Pass           |
|              | W     |                     | Withdrawal     |

| Final Grade Distribution                               | Percentage of the Grade weight |
|--------------------------------------------------------|--------------------------------|
| Class Exams Average                                    | 50%                            |
| Clinical Essay or Service Learning (Graded per Rubric) | 15%                            |
| Class/clinical/skills lab Attendance and participation | 25%                            |
| Homework or Quizzes                                    | 10%                            |
| <b>Total Grade</b>                                     | <b>100%</b>                    |



## Grading System for Pre-Nursing Courses and Practical Nursing Program:

MedNoc Training College shall use the established Grading System published in the Student Handbook and the LPN Handbook. The student who withdraws before completing 25% of the Course shall be given a letter W- (Withdrawal). After completing 75% of the Course, the student shall be given an I- (Incomplete). MTC does not round off grades.

| PERCENTAGE % | GRADE | GRADE POINT AVERAGE | INTERPRETATION |
|--------------|-------|---------------------|----------------|
| 90-100       | A     | 4                   | Excellent      |
| 80-89        | B     | 3                   | Good           |
| 70-79        | C     | 2                   | Average        |
| 60-69        | D     | 1                   | Poor           |
| 59 and Below | F     | 0                   | Failure        |
|              | I     |                     | Incomplete     |
|              | P     |                     | Pass           |
|              | W     |                     | Withdrawal     |

### Practical Nurse Course Distribution Points

| COURSE                               | MINIMUM POINTS | GRADE    | MAXIMUM POINTS | GRADE    |
|--------------------------------------|----------------|----------|----------------|----------|
| Fundamentals of Nursing              | 2136           | B        | 2670           | A        |
| Intravenous Therapy Nursing          | 432            | B        | 540            | A        |
| Medical-Surgical- Nursing I          | 1948           | B        | 2435           | A        |
| Medical-Surgical- Nursing II         | 1988           | B        | 2485           | A        |
| Maternal, Infant & Pediatrics        | 1876           | B        | 2345           | A        |
| Mental Health- Nursing               | 1468           | B        | 1835           | A        |
| Leadership- Nursing                  | 1136           | B        | 1420           | A        |
| PN-Transitioning To Nursing Practice | 1600           | B        | 2000           | A        |
| Human Anatomy and Physiology I       | 630            | C        | 900            | A        |
| Human Anatomy and Physiology II      | 630            | C        | 900            | A        |
| Medical Terminology                  | 605.5          | C        | 865            | A        |
| Pharmacology Nursing                 | 700            | C        | 1000           | A        |
| <b>TOTAL</b>                         | <b>15149.5</b> | <b>C</b> | <b>19395</b>   | <b>A</b> |

## **Graduation:**

A student who has satisfactorily completed a program in which they were enrolled shall be permitted to participate in the graduation ceremony arranged by the school. The student who has not satisfactorily completed all the requirements by the date their class is scheduled for the graduation ceremony shall be allowed to attend another regularly scheduled graduation after all requirements are met. During the graduation ceremony, the graduates shall be issued with a Certificate of Completion and Verification Form signed by all parties, including the president of the college. A graduation Ceremony is provided for all programs with 40 or more clock hours.

Graduation shall be held quarterly on the last Saturday of that month. Students shall be required to be at the venue by 11:00 am. Students' families/friends may come to the graduation venue by 11:45 am. The graduation ceremony shall begin at 12:00 pm and end not later than 2:00 pm.

Students can bring their family or friends to witness their graduation ceremony. However, only the student shall participate in the graduation ceremony with other graduates. In cases where a student is unable to attend and participate in the graduation ceremony due to unavoidable circumstances such as illness, death, or incarceration, a family member or the person appointed by the student may stand on the graduation line and sit together with other graduates on the student's behalf to receive the Certificate at the graduation ceremony. The College Director must approve this arrangement. The student must be well and nicely dressed to participate in the graduation ceremony — no jeans, shorts, slippers, or flip-flops.

## **Academic Award:**

A student who has successfully completed their training Program shall be awarded a Certificate of Completion and a Training Verification Form. The Student must meet all the Program's requirements outlined in the Course Syllabus and the School Catalog/Student Handbook to be cleared by MTC and permitted to graduate. The Certificate of Completion includes the student's First, Middle, and Last name, the name of the School, the Logo, the name of the Program, the total number of clock hours completed, the School's approving, licensing, and accrediting agencies, the signature of the College President, the Vice President, College Director and Director of Academics. The Training Verification Form includes the Student's full name, social security number, the training start and end dates, the title of the Program, and the names and signatures of the program instructor and the Director of Academics. Both the Completion Certificate and the Training Verification Form shall bear the name, address, phone number, Logo, and seal of the School.

## **The Family Educational Rights and Privacy Act:**

Students have the right to privacy and confidentiality of their records. MedNoc Training College shall abide by privacy and confidentiality laws outlined by the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. MTC does not discuss students' academic progress or performance with any other second party or release any student information to any person or organization without prior written authorization from the student. MTC may, however, confirm the enrollment status of a student with an interested party. If a student is less than 18 years of age, MTC may discuss Academic Performance and progress with the parent or legal guardian whose signature appears on both the Enrollment Agreement and Financial Agreement forms. The student who is sponsored either fully or partially by another party or person must sign an Academic Information Release Waiver allowing MTC to share students' Academic Progress such as attendance and grades

with the sponsoring entity such as Oklahoma Workforce, Indian Tribes, facility, Organization, Party or individual. Students who are less than 18 years may have their academic information shared with their parent or legal guardian, who is the sponsoring entity, and signed the enrollment agreement on behalf of the student. The self-sponsored student is not required to sign the Academic Information Release Waiver.

If MTC is subpoenaed by the court of law of any jurisdiction and required to avail any student document or academic performance, enrollment, and progress, MTC shall abide with the court and produce all the information requested without any signed consent from the student, parent, or legal guardian. Students also have the right to access, inspect, and review their academic records at any time if they provide MTC with notice.

The student must submit a written request, and MTC must make the students' documents available for access within five (5) business days after receiving the request. The student also has the right to seek amendments of records that are believed to be inaccurate, misleading, or otherwise violate privacy rights. To request an amendment, the student must submit a written notice to the Admissions and Registrations Office, clearly identifying the specific part that needs to be changed and the specific reasons as to why the change should be done. Students wanting any of their information shared with another party must give written consent. The student can write an email Authorizing MTC to share information with the Admissions and Registrations Office at [info@mednoc.com](mailto:info@mednoc.com).

MTC shall account for our students' employment and verify the data obtained. All students are required to fill, complete, and sign the Graduate Employment Verification Release Form. MTC shall use this form to contact the employers to verify the employment status of our students as required by the accrediting agencies.

### **Refresher Courses:**

The Refresher Course shall cover at least 25% of the total clock hours assigned by MTC to a specific program in which the student is doing a refresher. The cost per clock hour shall be \$15.00, and the student shall be required to attend a minimum of 8 clock hours. During the Refresher Course, the student shall be guided by an instructor while at the campus. The student shall take a minimum of 5 practice exams to a maximum of 20 exams; do homework, quizzes, skills, readings, and attend lectures. MTC does not guarantee the student that they will pass the state or national certification exam after attending the refresher.

The refresher course shall be available to the following students:

1. A student who was enrolled and completed a training program at MTC more than six months ago and wants help to prepare for the state or national certification exam.
2. MTC Students who took their certification exam more than six months ago and want help to prepare for a retest.
3. A student who completed their training from another school and has either tested before or is wanting to test but needs remedial help to prepare for the state or national certification exam.
4. A student who is required by the certification or licensing agency to do a refresher course to acquire initial or renew certification or license.

The student intending to do the refresher shall meet the following requirements:

1. Complete the Application
2. Two forms of government-issued ID. *(One must be a photo ID, and the other must be an original SSN).*

3. Original Course/Program Completion Certificate.
4. Original Verification/Completion Form.
5. Meet with the Lead-Instructor to discuss the refresher plan specifically tailored to address students' weaknesses.
6. For the student who has tested before, they may bring test scores that were obtained.
7. Pay fees in full by the beginning of the refresher course.



# STUDENT INFORMATION POLICIES:

## Class Size:

MedNoc Training College shall maintain a proper Instructor to Student Ratio to abide by our mission, vision, values, and motto.

|            | NUMBER OF STUDENTS | NUMBER OF INSTRUCTORS |
|------------|--------------------|-----------------------|
| Lecture    | 40                 | 1                     |
| Skills Lab | 12                 | 1                     |
| Clinical   | 12                 | 1                     |

## Clearance Form:

No student shall be cleared to graduate and be issued a Certificate of Completion or Verification Form/Completion Form without having the clearance form signed by all the parties as indicated on the Clearance Form. The Clearance Form must be placed in the student's file by the Admissions and Registrations Office.

## Communication:

MedNoc Training College uses Email as an official method of communication. In some instances, MTC may use a combination of both Email and or Text Messages to pass information to students regarding important events such as state and national examinations for certification. Students are required to have and maintain a working email and a phone number capable of receiving a text message. Students are required to promptly reply to all messages and emails sent by MedNoc Training College.

MTC also utilizes technology to ensure that students and employees stay informed and updated. Therefore, students and employees are encouraged to join MedNoc Training College (MTC) Facebook group and follow MedNoc Training College Facebook Page and Twitter daily to stay updated. MedNoc Training College may post relevant information and notices on these social media platforms. Students and employees are also encouraged to visit the MTC website for information and updates, including class cancellations.

Main Email: [info@mednoc.com](mailto:info@mednoc.com)

Website: [www.mednoc.com](http://www.mednoc.com)

Main Phone: 405-225-7876.

Cellphone: 405-589-2573.

Fax: 405-421-9521.

## Advisement:

Students are required to attend a minimum of two advisement sessions, one before the commencement of the program or while the student is enrolled and the other after the completion of the program but before the graduation date. The student must meet with their course instructor, the Lead-Instructor, and other school officials, including the College Director. MedNoc Training College encourages students to regularly visit their instructors, the school officials, and the college director to discuss their academic needs and progress. MTC has an open-door policy, including accommodating walk-in visits.

MTC tries its best to assist our students and prospective students. MTC's goal is to ensure that our students and prospective students are advised well enough to enable them to make informed decisions regarding their program of study, career pathways, and the financial assistance options available. Students are also encouraged to meet with the College Director after completing the program and before graduation for advice.

## **Employment of Graduates:**

The office of Marketing and Recruitment shall work with potential employers to help our students secure jobs and continue to monitor students' employment status. Students enrolled at MedNoc Training College are required to sign up and create a profile on MTC JobsBoard on the school website. This helps our students connect with potential employers who have also signed and created jobs post. Students are also encouraged to Join MTC Facebook Group Page and Oklahoma Healthcare Professionals Facebook Group Page, where job opportunities might be posted. The Marketing and Recruitment office shall help our students with Resume or CV writing, job interview coaching and preparation, help students locate at least ten potential employers, and help the students follow up on the jobs.

Also, the Director of Marketing and Recruitment shall work closely with the Lead-Instructor, Director of Admissions and Registrations, and administrative staff to arrange networking events, job fairs, career counseling, seminars, and workshops at our school to enable students to meet with potential employers. MTC shall place job flyers and brochures at the Administrative Office for students. The Lead-Instructor, in conjunction with the Course Instructor, shall write recommendation letters for students if requested and submit them to the Director of Admissions and Registration for approval and mailing. The Director of Marketing and Recruitment shall directly work with students, instructors, and employers to help our students secure jobs and employment after graduating from our program. MedNoc Training College must do everything possible to ensure our graduates get jobs as soon as they graduate.

However, despite all these efforts geared towards ensuring that our students obtain employment upon graduation, MTC does not promise or guarantee employment or job placement, whether full-time or part-time, to any graduate upon completion and graduating from the program or purports to have jobs available for students and or graduates. MTC may partner with potential employers to help our students secure employment after graduation. However, this does not mean in any way, shape, or form that MTC guarantees or promises student jobs or careers after graduation or connections with employers. MTC may also have potential employers come to MTC to meet with our students while enrolled. MTC does not promise that these employers will hire our students.

No student shall be asked to enroll in any course by being promised employment by any MTC employee. MTC shall not trick students with job guarantees into encouraging, forcing, or coercing them into applying and enrolling in any program. Also, MTC does not assure or guarantee students that they will obtain a job after training at MedNoc Training College and passing the state or national certification exam and getting the certification.

## **Employment Statistics:**

MedNoc Training College shall accurately document the graduate's employment status as required by the approving, licensing, and accrediting agencies. The Director of Marketing and Recruitment office shall follow up with students after graduating from MTC every three months for at least one year to inquire about the student's employment status. The student must sign a Job Inquiry Release Form during enrollment so that MTC can be able

to contact the employer to verify employment status. A third-party firm shall also contact the student to confirm the employment date acquired by the Office of the Director of Marketing and Recruitment.

## **Student Services:**

MTC always has a nurse who is either a Licensed Practical Nurse or a Registered Nurse on the school campus. Students who are not feeling well may see the nurse for free. The nurse may only perform Vital Signs, Fingerstick blood sugar, CPR per BLS procedure until the EMS arrives at the site. The nurse may call the family or EMS on behalf of the student. The nurse may only help the unwell student per the Oklahoma Nursing Scope of Practice. MTC also allows breastfeeding students by providing a private room/space for breast pumping. MTC also helps students connect with organizations that may help them pay their school tuition, such as Oklahoma Workforce Dynamics, Indian Tribes, and other organizations. MTC also helps our students with career services such as: writing a resume, preparing for a job interview, coaching students to have good work ethics and professionalism.

## **Field Trips:**

The course instructor must organize field trips and be approved by the College Director at least one business day before the date of the intended field trip. The field trip must enhance the student's learning experience. Students attending field trips shall provide their transportation. MedNoc Training College shall not assume responsibility due to any injury or death resulting from an accident while students are on transit from school to the field trip venue and vice versa. MTC shall not assume any responsibility if a student is injured at the Field Trip site. The student is required to exercise the right judgment and caution to avoid any injuries or death.

Instructors are prohibited from driving in the same vehicle with students unless the student has signed a Waiver to Release MTC and its employees from accidental injuries or death. No Instructor shall commute in the same vehicle with a student if the vehicle does not have insurance coverage. If the instructor commutes in the same vehicle with a student in a vehicle with no insurance coverage, they shall assume full responsibility, including both criminal and civil legal obligations, if a student is injured or killed.

## **Housing:**

MedNoc Training College does not provide housing, room, or accommodation fees to students or employees. Students attending classes at MTC must make their arrangements regarding housing, room, or accommodation. MTC may help students to find and locate housing, room, and or accommodation at the student's expense. MTC staff shall not sign any housing, room, and accommodation contract on behalf of the student.

## **Transportation:**

MedNoc Training College does not provide transportation or pay for transportation on behalf of any students or employees. Students and employees are advised to have or find their means of transportation to ensure they arrive on time for all scheduled school activities. MTC encourages students to help each other by carpooling to ensure that no student misses school activities. A student with transport issues may also check with the city bus or public transport to see if they can utilize it as a mode of transportation.

## **Health and Safety:**

MedNoc Training College does not offer any form of insurance to students. Students are advised and encouraged to carry their insurance. MTC shall take stringent measures and precautions to ensure our facilities are safe and free of hazards. However, unwanted incidents may still happen, causing injuries or even death despite all these

measures. MedNoc Training College does not accept or assume any liability or financial responsibility for injuries caused to self (student) or others (Students) due to carelessness or negligence resulting from the student's actions. Students are encouraged to be cautious and follow OSHA rules. All students must familiarize themselves with OSHA rules by visiting <https://www.osha.gov>

## **Lost and Found:**

All lost items found within MTC premises must be submitted to the Front Office Desk. MTC shall keep a detailed record of all items received with a clear description and the person's name who submitted the item. The Admissions and Registration office shall put a notification on the main doors, toilets, website, and Facebook Page. The notice shall only mention the item with no description. To claim the item lost, the claimant must identify and describe the item in precise detail and the date the item was lost. A copy of the photo ID shall be obtained before the item is released.

## **End of Program/ Course Survey:**

MTC provides Quality, Affordable, and Timely Training. To ensure this mission is achieved, students are required to perform a Course Survey on the last day of class. This helps us to improve and better our programs by addressing issues that might have happened during the course. The instructor must hand over the unsealed envelope to two students, who must sign the envelope to affirm that it is unopened. The course instructor shall give the two students instructions on collecting the survey forms and sealing them. The course Instructor must step out of the classroom while the students complete the survey.

The instructor is prohibited from telling the students how to fill out the survey. After the students are done completing the survey, the appointed student shall collect the survey forms from all other students, seal them in another envelope together with the older envelope, which must be folded in half and inserted in the new sealed envelope with the survey forms. Two students must sign the envelope put their names and phone numbers. The appointed student shall then hand over the sealed envelope back to the instructor. The course Instructors must submit the student survey envelope to the office of the Vice-President the same day the course is completed. The students may choose to disclose their identity or choose to remain unknown. If a student chooses to disclose their identity, they are guaranteed that their information shall not be used against them.

## **Advertisement:**

MTC takes pride in our students' achievement and uses photos and videos for advertisement, marketing the School and its Programs. Students must complete and sign the Video/Photograph Release Form allowing MTC to use a photo or a video where the student appears for advertisement, marketing our school/program promotions, school Catalog/Student Handbook. If a student's image appears on a photo or video published on the MTC website, internet, billboards, T-shirts, brochures, banners, or any form of paper or electronic form, and the student does not wish to appear on the video or photo must notify MTC in writing that they do not want their photo published in public. The student must write an email to [info@mednoc.com](mailto:info@mednoc.com). MTC shall delete the video or photo within 48 hours after receiving the request. If the student fails to notify MTC in writing, they waive their rights to the photo or video, and it shall stay published. The student also waives their right to sue MTC over the photo or video images.



## Student Vehicles:

Students' vehicles parked within the MTC campus must have a car sticker displaying MedNoc Training College on the rear bumper. The Admissions Office shall issue students a car sticker at no additional cost. Students are prohibited from driving more than 5 miles/hour on MTC premises. Students are also prohibited from fighting over parking spots/ lots. Any student who fails to adhere to this policy shall be suspended for two (2) to seven (7) days.

## Health and Safety:

All sharps, blood, body fluids, chemicals, and anything that can be harmful to human health should be handled according to the Centers for Diseases Control (CDC) rules. MedNoc Training College does not offer any form of insurance to students. Students are advised and encouraged to carry their own health and liability insurance. MTC shall take stringent measures and precautions to ensure our facilities are safe and free of hazards. However, unwanted incidents may still happen, causing injuries or even death despite all these measures. MedNoc Training College does not accept or assume any liability or financial responsibility for injuries caused to self (student) or others (Students) due to carelessness or negligence resulting from the student's actions. Students are encouraged to be cautious and follow OSHA rules. All students must familiarize themselves with OSHA rules by visiting <https://www.osha.gov> and <https://www.cdc.gov/>

## Sharps Safety Policy:

1. Students are advised never to recap a contaminated/ used needle.
2. Place the uncapped needle pointing downward directly into a sharps container; unless there are several people between you and the sharps container, you may need to recap the needle for their safety as well as for your own.
3. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
4. Any irresponsible use of needles will result in disciplinary action, including but not limited to being expelled from the program.
5. Never leave sharps, including broken glasses and spills, unattended.
6. Never place sharps, human blood, bodily fluid, or waste into a trashcan.
7. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
8. Never force a needle into an already full container; you may be injured by sharps protruding from the top. Report any sharps container that is  $\frac{3}{4}$  full to a faculty member for replacement.
9. Never put a needle or other sharp in a wastebasket, in your pocket, or at the client's bedside.
10. Sharp containers are for needles, glass, or other sharps only. No trash or gloves are to be placed in these containers at any time.
11. Safety syringes or adaptors should be used when possible.
12. For purposes of recapping needles, the one-handed technique will be used.
13. OSHA and the National Institute of Occupational Safety and Health (NIOSH) do not advise against recapping sterile needles (after drawing up a medication), except to recommend needleless systems and safety systems.
14. The method for recapping sterile needles includes the use of specially developed devices such as a medication cup, placing the cap on the edge of the counter or shelf or using the hard plastic tubular container from the syringe, or placing an open alcohol prep pad on a sterile surface and then use the one-handed technique.

## Accidental Sharps, Blood Or Body Fluid Exposure:

All forms of exposure and injuries must be reported immediately reported and tested within 24 hours from the time of occurrence. In the event a student accidentally sustains an injury related to contaminated or used/opened sharps while practicing at school or clinical site, they must immediately notify the course instructor and complete an Incident Report. The student should exclude the information of the patient if the incident occurred at the clinical site. Likewise, if a student is exposed to blood, body fluid, or chemicals, they shall immediately inform their course instructor and complete an Incident Report.

After notifying the Course Instructor and documenting the incident, the student shall be advised of the need for testing for HIV and Hepatitis Panel. Then the student and the source (*the person whom the needle had been used*) shall be required to undergo testing for HIV and Complete Hepatitis Panel within three hours from the time the incident occurred. The student shall personally incur the expense/cost for medical examination. MedNoc Training College shall only pay for the volunteer's cost or the employee who was the source or sustained the sharps injury.

### Recapping Needles Using One-Handed Technique and Recapping Contaminated Needles

1. Do not place your non-dominant hand near the needle cap when recapping the needle or engaging the safety mechanism.
2. If you are using a safety needle, engage the safety mechanism to cover the needle.
3. If available, place the needle cap in a mechanical recapping device.
4. If recapping devices are not available and you must recap the needle for your own and/or the client's safety, use the one-handed scoop technique.

### Recapping Needles Using One-Handed Technique: Recapping Sterile Needles

1. Be sure to keep the needle and cap sterile.
2. Do not place your non-dominant hand near the needle cap when recapping the needle or engaging the safety mechanism.

### Use one of the following methods

1. Place the needle cap in a medication cup and recap the needle.
2. Place the cap on a clean surface so that the end of the needle cap protrudes over the edge of the counter or shelf, and scoop with the needle.
3. Use a hard syringe cover; Insert the needle cap into the cover, and then insert the needle.
4. Place the needle-cap on a sterile surface, such as on open alcohol prep pad, and use the one-handed scoop technique note that this is the least desirable method.

# TESTING POLICIES

## Licensure Exam for PN-NCLEX:

Students who have graduated from the Practical Nursing Program and are ready to take their PN-NCLEX Licensure exam will need to visit the Oklahoma Board of Nursing and the National Council Licensure Examination websites for current information regarding testing policy, scheduling, and testing sites for taking PN-NCLEX and information about license registration requirements. It is the student's responsibility to complete the Instructions for completion of the Licensure by Examination (RN and LPN) Application with the Oklahoma Board of Nursing and pay the Application Fee of \$85.00. Also, note that the Oklahoma Board of Nursing will require you to obtain an electronic Criminal background check at an IdentGo center, where your fingerprints will be taken prior to being approved to sit for PN-NCLEX. (*check with IdentGo for the up-to-date service fee*). Following the approval to sit for PN-NCLEX by the Oklahoma Board of Nursing, the student shall pay the \$200.00 registration fee to the National Council of State Boards of Nursing (NCSBN).

For detailed information up to date information, please visit the links below:

- **Oklahoma Board of Nursing:** <https://nursing.ok.gov/>  
**Oklahoma Board of Nursing**  
2501 N. Lincoln Blvd., Ste. 207  
Oklahoma City, OK 73105  
Phone: 405.962.1800 or 405.962.1832  
Fax: 405.962.1821  
Email: [obnwebmaster@nursing.ok.gov](mailto:obnwebmaster@nursing.ok.gov)
- **National Council Licensure Examination:** <https://www.ncsbn.org>  
**National Council of State Boards of Nursing (NCSBN)**  
111 East Wacker Drive, Suite 2900  
Chicago, IL 60601-4277  
Phone: 312.525.3600

## Certification Examinations:

All students other than the Practical Nursing students must take their certification exams within 30 days from the date the program was completed. Suppose the student fails to take the certification exam within the set time; in that case, the student shall be charged \$50.00 for every 30 days that pass without taking the certification exams. However, if there were circumstances beyond the student's control, such as illness, incarceration, Jury Duty, deployment, death in the family, or unavailability of a testing site, the student shall not be charged. This requirement can only be waived through proper documentation that details extreme hardships and unavoidable circumstances, and other mitigating conditions that led to students' inability to test on time as stipulated in this policy. Students are encouraged to take their exams as soon as possible when they are still fresh and still in learning mode. MedNoc Training College is an approved Testing site through partnerships with various Agencies that offers certification exams to facilitate quicker testing turnaround. Students have the right to take their certification examination at a testing center of their choice, other than the MTC testing site.

## Testing Fees:

1. The student must complete the Testing Application form.
2. The student is required to pay in full the testing fees to MTC for each testing attempt.
3. Testing fees must be paid at least three business days from the date the student intends to take the exam.
4. The student shall choose the testing date according to availability. Once the student selects the time and date, MTC shall book the student for testing, and the testing fees shall be submitted to the test generating agency.
5. Once the Exam Generating Agency confirms the student testing information, the student shall receive an email and a text message from an MTC official informing them that the test has been confirmed or giving the student further instructions. The message shall include the Testing venue, time, and the remainder of the documents needed on the day of testing.
6. Once the student has chosen and confirmed their exam date, the exam date is locked, and no refund can be issued even if the student does not show up on the testing date or decides to reschedule.
7. The CNA, CMA, ACMA state exams are supervised proctored by a Test Observer who must be a Registered Nurse with an active license, trained and approved by the headmaster.
8. The NHA and AAH exams may be proctored by a nurse or someone who is not a nurse if the NHA and AAH approve them as a proctor.
9. Testing fees are nonrefundable.

## Testing Day:

1. The candidate must arrive at least 30 minutes before the time the test is scheduled.
2. The candidate must bring an original photo ID and their original Social Security Card,
3. The candidate must bring an original Training Verification Form (for CNA, CHHA CMA, ACMA) (Completion Form) or a Completion Certificate issued by the school where the student completed their training. A school official must sign the forms
4. If a student is taking a test with both skills and knowledge, both tests may be administered on the same day.
5. All candidates shall start first with written/knowledge; then, each candidate shall be allocated a time slot to take the skills exam.
6. If a candidate is late on the testing day by 15 minutes or less, they must call 405-225-7876 to notify the examiner that they are on the way. Failure to call and inform the examiner, the candidate shall not be permitted to test due to lateness. The candidate shall be required to rebook the exam and pay new fees.
7. If the candidate arrives more than 15 minutes late, they shall not be allowed to test, and no refund shall be issued.
8. If a candidate misses the scheduled test due to unavoidable circumstances, they must contact MedNoc Training College within 48 hours. MTC shall then advise the student on contacting the Examination Agency and providing documentation.
9. No students shall be allowed to take a certification exam without producing two forms of ID (*A photo ID issued by a state or government agency and the other an original Social Security card*).
10. MTC shall not reschedule a student who missed the test or was late for more than 15 minutes and missed the test without the student submitting a new application for testing and retesting fees.

## Exam Room

1. Candidates must read all instructions carefully before beginning a test. If the candidate is not sure of directions, they should check for clarification with the Test Observer/Proctor. The Test Observer/proctor will not answer any questions regarding the questions on your test.
2. Candidates are responsible for monitoring their own time for each exam.
3. Talking to other candidates in the Testing Room is not allowed and shall lead to dismissal from the testing room, and the exam shall be canceled with no refund.
4. All students are expected to comply with MedNoc Training College Academic Integrity Policy.
5. Electronic devices are not allowed in the Testing Room. Candidates must leave their computers, cellphones, pagers, or any other electronic devices in their cars. MTC does not provide storage.
6. Cameras and or any other recording devices are not allowed in the Testing Center.
7. Bags, purses, backpacks are not allowed in the Testing Room.
8. Drinks and food are banned in the Testing Room.
9. Once the candidate has finished their certification exam, they shall raise their hand, and the examiner shall submit the candidate's exam. Then, the candidate is required to exit the testing room without causing a disturbance.

## CNA/ HHA/ CMA/ ACMA Testing Policy

- 1) If a candidate arrives late for an exam does not bring the appropriate ID or the Training Verification Form, then they shall not be admitted to the allowed to take the exam. The candidate will be considered a NO SHOW, and any exam fees paid shall NOT be refunded.
- 2) If a candidate is a NO SHOW on the testing day, they shall have to repay your testing fees before being allowed to test again.
- 3) Cellular phones, beepers, or any other electronic devices are not permitted during testing, and there is no place for the storage of personal belongings.
- 4) You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. The only exception is a non-electronic language word-for-word translation dictionary that you must show to the knowledge test proctor before starting the knowledge exam.
- 5) You are not permitted to take notes or other materials into or out of the testing room.
- 6) You are not permitted to eat, drink, smoke, or take a break during the exam.
- 7) If a candidate causes a disturbance or engages in any misconduct, they shall be dismissed from the exam and reported to the Training Program and the Oklahoma State Department of Health.
- 8) No visitors, guests, pets, or children are allowed during testing.

## Reschedule / Cancellation / No Show Policies

- A) **Reschedules:** You will be charged at the rate of \$50 for each reschedules and must be requested at least three full business days (excluding Saturdays, Sundays, and Holidays) before your scheduled exam day. For example, if you are scheduled to take an exam on Saturday and need to reschedule, you will need to notify Headmaster no later than 6:00 pm Central Standard Time on a Tuesday preceding your exam. Reschedules will not be granted if requested outside of that time frame. A candidate will not be scheduled for a new exam until the reschedule fee has been received.

**B) Cancellations:** Cancellation requests must be made within six (6) months of payment of testing fees. A request must be made in writing to cancel a test any time up until one business day preceding a scheduled test day, excluding Saturdays, Sundays, and Holidays, to qualify for a full refund of any testing fees paid minus a \$25 cancellation fee. We accept faxed or emailed cancellation requests.

**C) No Shows:** Candidates are considered a No Show for the following reasons:

- No Call-No-Show on the exam date.
- Being late for the scheduled exam.
- They do not bring proper forms of ID
- They do not bring their Training Verification Form
- Candidates that make NO SHOW for the scheduled exam will forfeit their test fee and MUST apply for a new exam date and pay another test fee.

If you are a No Show for any of the following reasons, please provide the requested documentation to be considered for a free reschedule:

- **Car breakdown:** A tow bill or other appropriate documentation must be submitted to Headmaster within **two business days** of the missed exam.
- **Medical emergency:** A doctor's note must be submitted to Headmaster within **five business days** of the missed exam date.
- **Death in the family:** An obituary for **immediate family only** must be submitted to MedNoc Training College within **14 business days** of the missed exam.

*If the required documentation is not received within the specified time frame, then the No Show will stand, and the candidate will have to repay their testing fees.*

## Testing Disclosure

MedNoc Training College does not generate or issue students with their testing results or scores. The Results of either passing or failing are officially issued by the examination agency that generated the test. However, if the Examination Agency sends students testing scores to MTC first before the candidate receives their score, MTC may, at its discretion, email the candidate a copy of their testing score. MTC does not generate certification examinations and, therefore, cannot guarantee the quality of the exam content delivered to students. MTC is a Testing Site, having partnered with the Examination Agency.

Also, MTC does not issue State or National Licenses or Certifications to candidates upon passing their exams. The OSDH-NUR certifies Long-term Aides in Oklahoma, including CNA, CMA, HHA, and ACMA. The NHA certifies all candidates who take NHA exams. PTCB certifies Pharmacy Technicians, AAH certifies Optometric Technicians, and the National Council of State Boards of Nursing (NCSBN) reports pass/fail to the State Board of Nursing, which issue nursing licenses.

MedNoc Training College shall adhere to testing policies. The testing candidates can find the Examination Agencies by visiting their websites: Candidates must submit new fees to MTC 3 business days before any testing or retesting event. Candidates taking NHA, PTCB, and AAH certification examinations shall receive their testing score at the testing when the test is completed.

### 1. NCLEX:

<https://www.ncsbn.org>

2. **Headmaster:**

<http://hdmaster.com>

3. **Career Tech**

<https://oklahoma.gov/careertech/testing-center/health-professional-certifications/nurse-aide.html>

4. **PTCB:**

<https://www.ptcb.org>

5. **NHA:**

<https://www.nhanow.com>

6. **AAH:**

[www.AmericanAlliedHealth.com](http://www.AmericanAlliedHealth.com)

## **Certification Exam Retaking Policy:**

### **A. HEADMASTER & CAREERTECH**

#### **CNA and HHA:**

- The Candidate has three attempts to pass the Oklahoma CNA or HHA exam.
- No waiting period is required between attempts.
- If the student fails after the third attempt, they must retrain again before testing.
- Candidates must apply and pay for each attempt.

#### **CMA:**

- The Candidate has three attempts to pass the Oklahoma CMA exam.
- No waiting period after each attempt.
- If the student fails after the third attempt, they must retrain again before testing.
- Candidates must apply and pay for each attempt.

#### **ACMA Glucose Monitoring and Insulin:**

- The Candidate has three attempts to pass the Oklahoma ACMA exam.
- No waiting period after each attempt.
- If the student fails after the third attempt, they must retrain again before testing.
- Candidates must apply and pay for each attempt.

### **B. NATIONAL HEALTH CAREER ASSOCIATION (NHA).**

The following programs are tested through NHA:

- Phlebotomy Technician.

- Medical Assistant.
  - Medical Billing and Coding.
  - Certified Medical Administrative Assistant.
  - EKG Technician.
  - Pharmacy Technician
- The candidate has three attempts to pass the NHA Certification exam.
  - 30 day waiting period after each testing attempt.
  - Twelve months waiting period after the failed third attempt.
  - Candidates must apply and pay for each attempt.

### **C. PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB)**

The following program is tested through PTCB:

- Pharmacy Technician.
- The candidate has three attempts to pass the PTCB certification exam.
  - 60 day waiting period after each testing attempt.
  - Six months waiting period after the failed third attempt.
  - Candidates must apply and pay for each attempt. After four attempts, candidates must provide complete evidence of acceptable preparation activities to PTCB for review and approval before applying for additional attempts.

### **D. AMERICAN ALLIED HEALTH (AAH)**

The following program is tested through AAH:

- Optometric/Ophthalmic Technician
- The candidate has no limits on the attempts to pass the AAH Certification exam.
  - 30 day waiting period after each testing attempt.
  - For every retake, the candidate must pay the retake fees to MTC.

## **STUDENT CONDUCT:**



## **Cellphones:**

Cellphone use is prohibited from the classroom, skills lab, clinical site, and any other scheduled school activity. The cellphone or pager must either be on SILENT MODE or TURNED OFF. NO TEXTING, NO CALLS, and or VIDEO GAMES ALLOWED IN THE CLASSROOM. Students are disallowed from wearing earphones/headsets while in the classroom, skills lab, clinical site, or any scheduled school activity unless the student is in the computer room watching and listening to educational videos. Students may only use their cell phones during breaks. If a student is expecting a critical call, they must step out of the classroom to answer the call or text. Failure to follow this policy, the student shall be given one verbal warning, followed by one written warning. If the student is found violating the Cellphone use policy for the third time, they shall be given a one-week suspension. Instructors must report any student who disrupts the learning environment or the safety of patients or clients by being on a personal cellphone. The student may only text the instructor while at the clinical site for questions, clarification of skills information, concerns, or help with skills. Students are prohibited from making calls to their Instructors. The student must always show professional behavior.

## **Disruptive Behavior:**

MTC must provide education in a conducive environment. Students are prohibited from engaging in any behavior, shape, or form that is disruptive or disorderly. Students are encouraged to carry themselves professionally and ethically. Disruptive behavior can be exhibited by sleeping in the classroom, skills lab, failure to follow course syllabus, school Catalog/Student Handbook, texting or making personal calls on a cellphone, cellphone/pagers in ringing mode while learning is in progress, using personal laptops to do other work that's not related to learning being covered in the classroom, continually challenging the instructor, failure to follow instructor's directions, aggressiveness toward other students, unnecessary argument, yelling, cursing, spewing profanity, indecent exposure, excessive movement that disrupts learning, and breaks. A student who disrupts others in the classroom, skills lab, or clinical site shall be given one verbal warning, followed by one written warning, and the third time the student will be suspended for one week. Students are highly expected to have behaviors that conform to the expectations of society and the professionalism of the career they are learning to acquire.

## **Academic Integrity:**

Any form of academic dishonesty is prohibited. Academic dishonesty may include: Plagiarism, copying someone else's schoolwork, having someone else do your schoolwork, or taking your examinations and purporting that it's your work or production. Cheating on Take-Home Exams, Assignments, and Homework projects are prohibited. Taking photos of the exams falsifying attendance records is also prohibited. Instructors are prohibited from allowing students to take classroom exams home or study from the tests. Instructors must securely lock all tests, and students should not have access to the exams before testing. After testing is concluded, all tests must be collected from the students and locked up. TESTS MATERIALS MUST NEVER LEAVE CLASSROOM OR TESTING AREA WITH STUDENTS. STUDENTS MUST NEVER TAKE PHOTOS OR VIDEOS OF THE EXAMS. All student's scantrons, clinical papers, and grades must be placed in the student's files. If a student is found to violate Academic Integrity, they shall be suspended for one week or dropped from the program. The refund shall be issued per the Refund Policy. Likewise, if an instructor is found to have committed or assisted any student in violating Academic Dishonesty, they shall be suspended for two weeks without pay, followed by dismissal for the second occurrence.

## **Skills Lab and Classrooms:**

Students intending to use the skills lab in the absence of an instructor are required to visit the front desk office sign-in to be allowed to the skills lab. Students must sign out at the same desk after they are done using the skills lab. Students are required to take care of the skills lab and clean after themselves. Students must cautiously handle lab equipment with care to avoid damage and breakages. Students must return all the equipment and materials to their rightful place of storage. If a student is seen or reported to have damaged equipment and materials in the skills lab or classroom, they will be held accountable and pay the replacement cost of the damaged equipment. No Completion Certificate or Verification Form or any other documents shall be issued to any student who damaged any equipment in the skills lab or classroom and failed to pay the replacement cost. The student may be sent to collection for failure to pay the replacement cost. Collection and legal fees shall also be added.

If any material or equipment is destroyed, damaged, or stolen from the skills lab, clinical site, or classroom, the students attending that session must report the student who vandalized or stole, to the course Instructor. The students who fail to report another student witnessed stealing or damaging lab equipment to their instructor, all students who were in the skills lab, clinical site, or classroom during that time of the day shall be charged the cost incurred by MTC to replace that equipment. No completion letters or verification forms shall be issued to any of the students who fail to pay their portion of the cost to replace the equipment or material that was stolen, damaged, or destroyed. Students must place trash in the trash cans provided in the classroom and skills lab. No open drinks or food permitted in the classrooms. Students may bring dry snacks to their classrooms. However, no food or drinks are allowed in the skills room. Students must clean their own spills. Students and staff are prohibited from placing their feet on the seats. Any student noted to be trashing the classroom shall be reprimanded, including a two-day suspension.

## **Smoking and Tobacco:**

MTC prohibits students and employees from smoking cigarettes, using electronic cigarettes, “vaping,” chewing, or sniffing any tobacco products inside the classrooms, skills lab, or clinical site. Students and employees who break this policy shall be suspended for one week. For employees, there shall be no pay.

## **Profanity:**

To promote a conducive learning environment foster respect and professionalism, students and staff are prohibited from using language that, in any way or form, is vulgar, demeaning, and or profane. Failure to follow this policy, the student may be suspended from one day to one week.

## **Drugs and Alcohol:**

MedNoc Training College is a Drug, substance, and Alcohol-free institution for post-secondary learning. Students and employees shall not be allowed to have access to MedNoc Training College and its affiliated clinical sites if impaired or intoxicated. Students and employees are prohibited from possessing, selling, distributing, consuming alcohol, illicit drugs, and substances while at the clinical facilities affiliated with MedNoc Training College. The school reserves the right to subject any student and or employee suspected of drug, substance, or alcohol use or abuse to drug, substance, and or alcohol Testing. Also, from time to time, MTC may require random drug and alcohol testing on students and employees. Random drug and or alcohol testing numbers (1-9) will be placed in a draw, and whoever picks odd numbers shall submit to mandatory drug and or alcohol testing within 30 minutes.

The suspected person must complete a drug, substance, or alcohol screening within one hour from the time ordered. If a student or employee refuses to submit to the drug, substance, or alcohol test, they shall be terminated with immediate effect. If the student or employee has positive drug results, they shall be terminated from the program, and the employee shall be terminated from employment. Students with positive drug screen results and with no provider's prescription shall be dismissed from the PN Program.

## **Computers and Network:**

To enhance learning, MedNoc Training College offers and allows students to use college computers and Network Systems. These are provided for free to all our students as a part of the learning process. MedNoc Training College permits students to use their devices on the MTC network. Therefore, if a student needs to use a computer for learning the purpose, they may come and sign at the Administrative Front Office to be allowed to the computer room or may bring their own computer to school.

**Online/Hybrid Programs:** Students enrolled in online programs are required to have a laptop or other computer to meet minimum operating system requirements. The software required by MTC must be installed to enhance the students learning. The student must also have appropriate internet access. Specific minimum technical standards will be provided during the enrollment process.

Any student found to be misusing MTC computers and networks shall be dismissed from the program. Any dismissal and refund shall be per MTC refund policy. If a student is caught in violation of the policy while using the school computers and or network, they shall be dismissed:

1. Watching, Sending, or receiving obscene, pornographic materials, bullying, harassing, racial slurs, hate speech, threatening messages through email or other means. Downloading or printing sexually explicit documents or carrying profane, vulgar, or obscene words. Modifying, altering, or tampering with systems hardware or software.
2. Downloading software programs, files, or other items, except as authorized by the program instructor. Any material downloaded through MTC computers or networks must enhance student learning.
3. Commercial activities or personal advertisements, soliciting business, or prostitution, selling products, using MTC computer and or network.
4. Planning or performing criminal activities, fraud, misrepresentation, or illegal activity.
5. Students are prohibited from sharing their accounts with their families and friends to gain access to MTC Networks.
6. Hacking, creating, or releasing computer viruses or engaging in other destructive or potentially destructive programming activities aimed at compromising MTC's Computers and Networks.

## **Copyright:**

It is illegal to break Copyright Protection Laws. Students and employees are prohibited from performing any activity that is deemed as copyright infringement. This includes unlawful copying and production of books, music, literature, and any other form of intellectual work or property. Copyright infringement can lead to jail/prison time, court fines, legal fees, penalties, and payment of damages. Students are prohibited from making copies of any document using MTC's printers and copiers. Instructors and staff are prohibited from making any forms of copies without first getting approval from the Director of Admissions and Registrations.

## **Children & Family:**

Students are prohibited from bringing their children, family, and friends to class, lab, or clinical site during learning, unless they are coming to volunteer for sticks (especially MA and phlebotomy Technician students). Any student who brings children, friends, or family to class, skills lab, or clinical site shall be sent home and required to make up the lost time per policy. Any missed time shall be deemed an absence and or tardy and count against the student's attendance.

## **Animals:**

Students and staff are prohibited from bringing animals to school, classrooms, skills labs, and clinical sites. MTC loves pets and animals in general; however, pets and all animals are prohibited. If a student brings any animal or pet, they shall be required to take the pet/animal back home. Missed time shall be deemed absent or tardy and count against the student's attendance.

## **Sexual Harassment:**

MedNoc Training College takes sexual harassment very seriously. The school does not tolerate any form of unwelcome and unwanted sexual advances, obscene language, or materials within our training facilities or clinical site. Any sexual advances that are inappropriate and unwelcome and make you uncomfortable must be reported to the course instructor immediately. If the student or staff is accusing the immediate boss, the chain of command must be followed. The instructor must inform the Lead-Instructor immediately. The Lead-Instructor must advise the student or the staff member to complete an Incident Report Form and file a written complaint. The written complaint must be forwarded to the college director immediately. The complaint must include the following information:

1. Complainant: Name, Phone number, and address.
2. Accused: Name, position, and title at MTC.
3. Claim: Date of occurrence, location, witnesses' names, and description of the incident.

After the Director has received the written complaint, an investigation of the alleged sexual misconduct shall be initiated. Both the accuser and the accused shall be granted an equal chance to be present in the presence of the College Director and one other Senior Staff Member. The student/staff/instructor accused of sexual misconduct shall be investigated by a team of three members comprised of MTC staff. This team shall be led by the College Director and must conclude the investigations within 15 business days. If the allegations against the student are founded and determined to be accurate, the student shall be terminated from school.

If MTC staff is accused of sexual harassment by a student or coworker, the accused employee shall be suspended with immediate effect without pay until an investigation is completed and concluded within 15 business days. The investigation shall be carried out by the College Director and two other senior staff members. If the sexual misconduct is deemed to have occurred, the employee shall be terminated with immediate effect. The accuser and the accused shall be notified in writing of the outcome of the investigation findings. If the accused is cleared of the offense, the employee shall be paid all the days they were on suspension.

## **Abuse and Bullying:**

All students and MedNoc Training College staff members are prohibited from involving themselves in any activity that is illegal and morally considered unethical, such as abuse, violence, or bullying. Abuse includes, but is not limited to, physical, cyberbullying, sexual, mental, and spiritual. All forms of bullying are prohibited, and the student or the staff involved in bullying will be terminated. All forms of abuse and bullying must be reported following a chain of command that starts with the Course Instructor, Lead-Instructor, and then the College Director. The College Director shall investigate the accusations thoroughly and provide all the parties involved with a written conclusion of the findings within 15 business days.

Any form of abuse or bullying may lead to serious consequences such as termination from enrollment or employment. The accused person may also face personal legal liabilities, including jail/prison time and exorbitant monetary fines. If a student or employee witnesses any form of abuse, violence, or bullying, they are obligated to report the incident to the school officials. Failure to report any witnessed illegal activity, including fights, violence, abuse, and bullying, can lead to serious personal consequences, including legal problems. Therefore, MTC encourages students and staff members to be vocal and report any incidences of violence and intimidation to the school officials.

## **Stalking:**

Students and faculty are prohibited from pursuing, approaching, or stealthily following another student or faculty member repetitively with a maliciously intent that causes fright and fear of harm to another person. A student or faculty who violates this policy shall be given the first written warning. If the act of stalking continues, the student or faculty shall be terminated and reported to the local police.

## **Discrimination:**

MedNoc Training College complies with Civil Rights Laws (Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (“ADA”), the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) MTC prohibits any form of discrimination, except to the extent permitted by law. The School and its employees shall not discriminate based on Disability, Sex preference, Sexual Orientation, Social Economic Status, Familial Status, Gender Expression, Color, Creed, Age, Marital status, Veteran status, or Nationality in its Admission process, grading, or any other form while a student is enrolled. MTC staff and students must treat all people with fairness, justice, respect, and dignity in accordance with the laws, policies, and procedures as contained in the school Catalog. Any student/staff who breaches this policy shall be suspended anywhere from 7 days to 30 days or terminated.

If anyone feels that they were discriminated against in any way, shape, or form, they must contact the College President:

**Mr. Paul Mungiria, MSN, BSN, RN, CCRN.**

**Phone: 405-225-7876 Ext 101.**

**Fax: 405-421-9521**

**Email: [paulmungiria@mednoc.com](mailto:paulmungiria@mednoc.com)**

## **Firearms:**

MTC prohibits students, staff, friends, and families from bringing firearms to school or clinical sites, including students with concealed carry permits. It is a severe offense to violate this policy. A student or staff member who violates this policy shall be terminated from MTC and reported to local police.

## **Intimate Relationships:**

MTC prohibits all forms of a romantic, intimate, or sexual relationship between MTC Instructors/ staff with a student currently enrolled at MTC. MedNoc Training College must provide an environment that fosters and promotes learning. Any breach of this policy must immediately be reported to the College Director. The staff involved shall be terminated from employment without notice, and the student involved shall be expelled without any Completion Certificate.

## **Theft:**

Any person who is caught stealing shall be terminated from the program or employment immediately and charged the cost to replace the stolen items/goods. The student must stay vigilant and watch for personal stuff to prevent loss. Students are also discouraged from stealing anything from school. If any item goes missing in the skills lab or classroom while the students were in there, everybody present at that time of the day shall be charged the cost to replace the stolen items.

## **Retaliation:**

The students have the right to complain and file grievances against any employee of MedNoc Training College, MedNoc Training College administrative staff, instructors, or anybody associated with the school without fear of retaliation, reprisal, or reprimand.

## **Crime and Security:**

MedNoc Training College does not employ campus police or security officers. It is the responsibility of all of us, including students and employees, to be vigilant so that we can ensure our personal and other students' safety, including our school. MedNoc Training College takes the security of our students, employees, and facility very seriously. Anyone with any knowledge of a crime or emergency within MTC must report to the College Director immediately. MTC encourages students and employees to call and report any suspicious activity or a witnessed crime by informing the local police department by calling 911.

Similarly, the student must notify the crime College Director at the earliest, safest time possible. Students attending night classes are encouraged to leave the building as a group at the end of class, together with the Course Instructor. No student may remain at the parking lot at night, waiting for a ride or for any other reason. If a student does not have a car, they must make adequate transportation arrangements, so they can also leave with other students after the class session is concluded. The main door closes at 7:00 pm Monday to Friday, 3:00 pm on Saturday, and all day on Sunday. The students attending evening classes must stay inside the building after 7:00 pm without fail. Students must get their daily lunch break before 7:00 pm and be back inside the building by 6:55 pm. Window blinds and curtains must be closed by 7:00 pm to ensure the safety of our students. Students and employees are prohibited from opening or unlocking the front door and preventing it from automatically closing by placing an object or mat. Any student or employee found to have violated this policy shall be suspended for

one week. The employee shall receive no pay. All crimes reported to the College Director shall be reported to the local police department within 24 hours for the investigation.

MTC shall publish statistics of any crime reported to have happened on any school building, facilities, or adjacent private and public properties. This data shall be published on the MTC website and updated each calendar year on October 1<sup>st</sup>. The hard copy may be obtained from the College Director's office. In case of an emergency involving a student, MTC shall notify the student's emergency contact through phone and voicemail. Students are encouraged to visit the MTC website and read the News Section for any news, including emergencies, security, and crime at MedNoc Training College.



## OPEN-DOOR POLICY & STUDENT RIGHTS:

The student/trainee has the right to a safe, clean, and comfortable learning environment with adequate learning materials and resources. The student has the right to be trained by an experienced, qualified Instructor in her area of expertise and must be either certified or licensed. The student/trainee has the right to discuss their Academic Progress with the instructor of the program. The student has the right to request the auditing of their grades, right to obtain personal academic documents, right to privacy, right to confidentiality, right to raise grievances and complaints, right to be treated with respect and dignity, right not to be discriminated, right to visit with the instructors or any school official to discuss personal Academic Progress and any other civil rights entitled to all persons.

If there are problems/conflicts between the student/instructor, the student/trainee has the right to report and discuss the issue with the College President at any time. The student can call the director directly at 405-225-7876 Ext 101 or write an email to [paulmungiria@mednoc.com](mailto:paulmungiria@mednoc.com). Students may book an appointment or walk to the College President's office to seek an address face to face with the College Director without fear of reprisal or intimidation. Students shall be treated with respect and dignity. In some cases, the information reported by the student may be kept anonymous or even confidential. Students are enrolled at MTC to learn and acquire the skills needed to be employed.

Therefore, the MTC goal is to help students realize their potential by learning and acquiring quality training. MTC is committed to adequately preparing students for a new career through proper training, mastering of skills and knowledge needed to perform job responsibilities, and not just passing the State or National Certification Exam.

## WHISTLEBLOWER POLICY:

MTC is in existence because of our students. Students and MTC staff must respect the rights of others. Students are encouraged to voice their concerns without any fear. MTC requires students to receive quality training in a conducive environment. Instructors are required to cover all learning as scheduled and indicated on the syllabus. If students are not being taught well, MTC requires the students to inform the Lead-Instructor or College Director. Students are encouraged to report instructors who are on their cellphones while in the skills room, clinical site, or skills lab. Students are encouraged to report instructors who fail to follow the Course Syllabus and Catalog/Student Handbook.

Students are also encouraged to report any MTC staff who fails to provide a conducive environment for successful learning. Students must receive the best customer service as required by MTC. A student who feels that their learning desires are not being met must inform the College President by writing a private email to [paumungiria@mednoc.com](mailto:paumungiria@mednoc.com) or calling 405-225-7876 Ext 101. Students are welcome to visit the College President. A student or staff reporting any violation of the school policy may choose to remain anonymous.



# GRIEVANCE POLICY:

The student has the right to file a grievance without retaliation. MedNoc Training College encourages students and employees to file any complaints. MTC takes any claim seriously and must address it swiftly to reach the best resolution. Therefore, we encourage students/employees to follow MTC Grievance Policy to seek a solution or address any problem. The following procedure must be followed:

1. The student or employee must directly and amicably first attempt to resolve the issue with the other party involved.
2. The student must follow the chain of command, which starts with the course instructor, Lead-Instructor, College Director/President.
3. If the student or instructor is unable to resolve the grievance with the other person or the party involved, then the grieved party/person must make a formal written submission to the instructor or immediate supervisor.
4. If the student's grievance involves the course instructor, the student shall report to the Lead-Instructor by following the chain of command. The student must always ensure they have documented any formal or informal communication while filing a grievance through writing.
5. If the grieved party is dissatisfied with the Lead-Instructor's handling of the grievance, the student can call the College President at 405-225-7876 Ext 101 and report the complaint. However, the student must make a formal written grievance by completing the Grievance Form and submitting it to the College Director via email to [paulmungiria@mednoc.com](mailto:paulmungiria@mednoc.com)
6. The College Director/President must address the student's grievance within ten business days from the day they received a written submission from the student and write a formal finding and resolution. This report shall be kept in the student file.
7. If the student/employee is dissatisfied with the outcome of the resolution of the grievance after meeting with the College Director/President, the dispute must then go to a neutral arbitrator. The arbitration must meet the Federal Arbitration Act. Both the student/employee and MedNoc Training College must agree to the neutral rules for an arbitrator who shall be chosen according to AAA commercial rules in the city in which MedNoc Training College is located, and the student was enrolled.
8. The arbitrator shall not have the authority to award any form of punitive damages, whether direct or indirect. Also, the arbitrator may not be able to change the students' recorded grades.
9. All parties are prohibited from mentioning in private or public an ongoing grievance that is before an arbitrator, including the arbitrator themselves unless it is within the confinement of arbitration walls and process with all parties involved have given written consent.
10. If there is no reasonable conclusion reached by both parties, the aggrieved student has the right to contact the Agencies that have approved, licensed, and/or accredited MedNoc Training College. The student can also contact the Certification Examination Board Agencies that have partnered with MedNoc Training College to provide testing for certification Exams. These independent entities are listed at the front of the Catalog with the contact information provided for each.

**CONTACT INFORMATION PERSON**

**Mr. Paul M. Mungiria, MSN, BSN, RN, CCRN**

2828 NW 57Th Street Suite 120,

Oklahoma City, Oklahoma- 73112.

Office Phone: 405-225-7876, email: [paulmungiria@mednoc.com](mailto:paulmungiria@mednoc.com)

| <b>APPROVAL AND LICENSING AGENCIES</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AGENCY</b>                                                                                                                                                                                                                                                                                                                                                                      | <b>PROGRAM(S)</b>                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Oklahoma Board of Private Vocational School</b><br/>                     3700 N Classen Blvd #250,<br/>                     Oklahoma City, OK 73118.<br/>                     Phone: 405-528-3370.<br/>                     Website: <a href="https://obpvs.ok.gov">https://obpvs.ok.gov</a></p>                                                                             | <p>The entire School and all the Programs/<br/>                     Courses offered.</p>                                                                                                                                                                                                                                                                     |
| <p><b>Oklahoma Board of Nursing</b><br/>                     2501 N. Lincoln Blvd, Ste. 207<br/>                     Oklahoma City, OK 73105<br/>                     Phone: 405-962-1800 or 405.962.1832.<br/> <a href="https://nursing.ok.gov/">https://nursing.ok.gov/</a></p>                                                                                                  | <ul style="list-style-type: none"> <li>▪ Licensed Practical Nurse (PN/LPN) Program.</li> </ul>                                                                                                                                                                                                                                                               |
| <p><b>Oklahoma State Department of Health (OSDH)<br/>                     Nurse Aide (NAR)</b><br/>                     1000 NE 10th Street<br/>                     Oklahoma City, OK 73117-1207<br/>                     Phone: 405- 271-4085<br/>                     Website: <a href="http://nar.health.ok.gov">http://nar.health.ok.gov</a></p>                              | <ul style="list-style-type: none"> <li>▪ Certified Nurse Aide (CNA)</li> <li>▪ Home Health Aide (HHA)</li> <li>▪ CMA CEU (Update)</li> <li>▪ Certified Medication Aide (CMA)</li> <li>▪ Advanced Certified Medication Aide (ACMA) Insulin &amp; Diabetes monitoring</li> <li>▪ Advanced Certified Medication Aide (ACMA)-Naso, Gastro &amp; Resp.</li> </ul> |
| <p><b>Oklahoma State Department of Health (OSDH)<br/>                     Home Care Administrator Registries (HCR).</b><br/>                     1000 NE 10th Street<br/>                     Oklahoma City, OK 73117-1207<br/>                     Phone: 405- 271-4085<br/>                     Website: <a href="https://hcar.health.ok.gov">https://hcar.health.ok.gov</a></p> | <ul style="list-style-type: none"> <li>▪ Oklahoma Home Care Administrator Preparedness and Assessment Program (OHCAPA)</li> </ul>                                                                                                                                                                                                                            |
| <p><b>Oklahoma Department of Human Services<br/>                     Developmental Disabilities Services (OKDHS-DDS)</b><br/>                     P.O BOX 25352<br/>                     Oklahoma City, Oklahoma-73125-0352<br/>                     Phone: 405-521-4969<br/>                     Website: <a href="http://www.okdhs.org">http://www.okdhs.org</a></p>             | <ul style="list-style-type: none"> <li>▪ Medication Administration Technician (MAT)</li> </ul>                                                                                                                                                                                                                                                               |

# CLASS SCHEDULE:

## 2022/2023 SCHEDULE

### Disclaimer:

\*\*\*Start dates and end dates may change from the official published time or dates without notice. The cause of change may be due to unexpected circumstances, severe weather, holidays, instructor absence. The time lost due to any cancellation of the scheduled course activity shall be compensated by extending the class for the actual number of hours that were lost\*\*\*

| <b>CNA WEEKDAY</b> |                |                  |                |
|--------------------|----------------|------------------|----------------|
| <b>BEGINNING</b>   | <b>ENDING</b>  | <b>BEGINNING</b> | <b>ENDING</b>  |
| Jan 3, 2022        | Jan 14, 2022   | Oct 24, 2022     | Nov 4, 2022    |
| Jan 17, 2022       | Jan 28, 2022   | Nov 7, 2022      | Nov 18, 2022   |
| Jan 31, 2022       | Feb 11, 2022   | Nov 21, 2022     | Dec 2, 2022    |
| Feb 14, 2022       | Feb 25, 2022   | Dec 5, 2022      | Dec 16, 2022   |
| Feb 28, 2022       | March 11, 2022 | Dec 19, 2022     | Dec 30, 2022   |
| March 14, 2022     | March 25, 2022 | Jan 2, 2023      | Jan 13, 2023   |
| March 28, 2022     | April 8, 2022  | Jan 16, 2023     | Jan 27, 2023   |
| April 11, 2022     | April 22, 2022 | Jan 30, 2023     | Feb 10, 2023   |
| April 25, 2022     | May 6, 2022    | Feb 13, 2023     | Feb 24, 2023   |
| May 9, 2022        | May 20, 2022   | Feb 27, 2023     | March 10, 2023 |
| May 23, 2022       | June 3, 2022   | March 13, 2023   | March 24, 2023 |
| June 6, 2022       | June 17, 2022  | March 27, 2023   | April 7, 2023  |
| June 20, 2022      | July 1, 2022   | April 10, 2023   | April 21, 2023 |
| July 5, 2022       | July 15, 2022  | April 24, 2023   | May 5, 2023    |
| July 18, 2022      | July 29, 2022  | May 8, 2023      | May 19, 2023   |
| Aug 1, 2022        | Aug 12, 2022   | May 22, 2023     | June 2, 2023   |
| Aug 15, 2022       | Aug 26, 2022   | June 5, 2023     | June 16, 2023  |
| Aug 29, 2022       | Sept 9, 2022   | June 19, 2023    | June 30, 2023  |
| Sept 12, 2022      | Sept 23, 2022  | July 3, 2023     | July 14, 2023  |
| Sept 26, 2022      | Oct 7, 2022    | July 17, 2023    | July 28, 2023  |
| Oct 10, 2022       | Oct 21, 2022   |                  |                |
| <b>CNA EVENING</b> |                |                  |                |
| <b>BEGINNING</b>   | <b>ENDING</b>  |                  |                |
| Jan 17, 2022       | Feb 4, 2022    |                  |                |
| March 14, 2022     | April 1, 2022  |                  |                |
| May 9, 2022        | May 27, 2022   |                  |                |
| July 5, 2022       | July 22, 2022  |                  |                |
| Aug 29, 2022       | Sep 16, 2022   |                  |                |
| Oct 24, 2022       | Nov 11, 2022   |                  |                |
| Dec 19, 2022       | Jan 6, 2023    |                  |                |

|                    |                |                  |                |
|--------------------|----------------|------------------|----------------|
| Feb 13, 2023       | March 3, 2023  |                  |                |
| April 10, 2023     | April 28, 2023 |                  |                |
| June 5, 2023       | June 23, 2023  |                  |                |
| July 31, 2023      | Aug 18, 2023   |                  |                |
| <b>CNA WEEKEND</b> |                |                  |                |
| <b>BEGINNING</b>   | <b>ENDING</b>  | <b>BEGINNING</b> | <b>ENDING</b>  |
| Jan 15, 2022       | Feb 6, 2022    | Oct 22, 2022     | Nov 13, 2022   |
| March 12, 2022     | April 3, 2022  | Feb 11, 2023     | March 5, 2023  |
| May 7, 2022        | May 29, 2022   | April 8, 2023    | April 30, 2023 |
| July 2, 2022       | July 24, 2022  | June 3, 2023     | June 25, 2023  |
| Aug 27, 2022       | Sept 18, 2022  | July 29, 2023    | Aug 20, 2023   |

|                    |                |                  |               |
|--------------------|----------------|------------------|---------------|
| <b>CMA WEEKDAY</b> |                |                  |               |
| <b>BEGINNING</b>   | <b>ENDING</b>  | <b>BEGINNING</b> | <b>ENDING</b> |
| Jan 3, 2022        | Jan 11, 2022   | Dec 5, 2022      | Dec 13, 2022  |
| Feb 28, 2022       | March 8, 2022  | Jan 30, 2023     | Feb 7, 2023   |
| April 25, 2022     | May 3, 2022    | March 27, 2023   | April 4, 2023 |
| June 20, 2022      | June 28, 2022  | May 22, 2023     | May 30, 2023  |
| Aug 15, 2022       | Aug 23, 2022   | July 17, 2023    | July 25, 2023 |
| Oct 10, 2022       | Oct 18, 2022   |                  |               |
| <b>CMA EVENING</b> |                |                  |               |
| <b>BEGINNING</b>   | <b>ENDING</b>  | <b>BEGINNING</b> | <b>ENDING</b> |
| Jan 3, 2022        | Jan 14, 2022   |                  |               |
| Feb 28, 2022       | March 11, 2022 |                  |               |
| June 20, 2022      | July 1, 2022   |                  |               |
| Oct 10, 2022       | Oct 21, 2022   |                  |               |
| Jan 30, 2023       | Feb 10, 2023   |                  |               |
| May 22, 2023       | June 2, 2023   |                  |               |
| July 17, 2023      | July 28, 2023  |                  |               |
| <b>CMA WEEKEND</b> |                |                  |               |
| <b>BEGINNING</b>   | <b>ENDING</b>  | <b>BEGINNING</b> | <b>ENDING</b> |
| May 21, 2022       | June 5, 2022   |                  |               |
| Oct 8, 2022        | Oct 23, 2022   |                  |               |
| Feb 4, 2023        | Feb 19, 2023   |                  |               |
| June 24, 2023      | July 9, 2023   |                  |               |
| Oct 28, 2023       | Nov 12, 2023   |                  |               |

## ACMA NASO/GASTRO AND RESPIRATORY WEEKDAY

| BEGINNING      | ENDING         | BEGINNING      | ENDING         |
|----------------|----------------|----------------|----------------|
| Jan 26, 2022   | Jan 27, 2022   | Dec 28, 2022   | Dec 29, 2022   |
| March 23, 2022 | March 24, 2022 | Feb 22, 2023   | Feb 23, 2022   |
| May 18, 2022   | May 19, 2022   | April 19, 2023 | April 20, 2023 |
| July 13, 2022  | July 14, 2022  | June 14, 2022  | June 15, 2022  |
| Sept 7, 2022   | Sept 8, 2022   | Aug 9, 2022    | Aug 10, 2022   |
| Nov 2, 2022    | Nov 3, 2022    |                |                |

## ACMA GLUCOSE MONITORING & INSULIN ADMINISTRATION WEEKDAY

| BEGINNING      | ENDING         | BEGINNING      | ENDING         |
|----------------|----------------|----------------|----------------|
| Jan 19, 2022   | Jan 20, 2022   | Dec 21, 2022   | Dec 22, 2022   |
| March 16, 2022 | March 17, 2022 | Feb 15, 2023   | Feb 16, 2023   |
| May 11, 2022   | May 12, 2022   | April 12, 2022 | April 13, 2023 |
| July 6, 2022   | July 7, 2022   | June 7, 2023   | June 8, 2023   |
| Aug 31, 2022   | Sep 1, 2022    | Aug 2, 2023    | Aug 3, 2023    |
| Oct 26, 2022   | Oct 27, 2022   |                |                |

## CMA UPDATE

|                |              |                |
|----------------|--------------|----------------|
| Jan 21, 2022   | Sep 2, 2022  | April 14, 2023 |
| March 18, 2022 | Oct 28, 2022 | June 9, 2023   |
| May 13, 2022   | Dec 23, 2022 | Aug 4, 2023    |
| July 8, 2022   | Feb 17, 2023 |                |

## MEDICATION ADMINISTRATION TECHNICIAN

| BEGINNING      | ENDING         | BEGINNING      | ENDING         |
|----------------|----------------|----------------|----------------|
| Jan 3, 2022    | Jan 4, 2022    | Dec 5, 2022    | Dec 6, 2022    |
| Feb 28, 2022   | March 1, 2022  | Jan 30, 2023   | Jan 31, 2023   |
| April 25, 2022 | April 26, 2022 | March 27, 2023 | March 28, 2023 |
| June 20, 2022  | June 21, 2022  | May 22, 2023   | May 23, 2023   |
| Aug 15, 2022   | Aug 16, 2022   | July 17, 2023  | July 18, 2023  |
| Oct 10, 2022   | Oct 11, 2022   |                |                |

## MEDICATION ADMINISTRATION TECHNICIAN UPDATE

|                |              |                |
|----------------|--------------|----------------|
| Jan 21, 2022   | Sept 2, 2022 | April 14, 2023 |
| March 18, 2022 | Oct 28, 2022 | June 9, 2023   |
| May 18, 2022   | Dec 23, 2022 | Aug 4, 2023    |
| July 8, 2022   | Feb 17, 2023 |                |

## HOME HEALTH AIDE

| BEGINNING      | ENDING         | BEGINNING      | ENDING         |
|----------------|----------------|----------------|----------------|
| Jan 18, 2022   | Jan 19, 2022   | Dec 17, 2022   | Dec 18, 2022   |
| Feb 12, 2022   | Feb 13, 2022   | Jan 14, 2023   | Jan 15, 2023   |
| March 26, 2022 | March 27, 2022 | Feb 25, 2023   | Feb 26, 2023   |
| April 16, 2022 | April 17, 2022 | March 11, 2023 | March 12, 2023 |
| May 14, 2022   | May 15, 2022   | April 8, 2023  | April 9, 2023  |
| June 4, 2022   | June 5, 2022   | May 6, 2023    | May 7, 2023    |
| July 30, 2022  | July 31, 2022  | June 17, 2023  | June 18, 2023  |
| Aug 27, 2022   | Aug 28, 2022   | July 1, 2023   | July 2, 2023   |
| Oct 22, 2022   | Oct 23, 2022   | Aug 26, 2023   | Aug 27, 2023   |
| Nov 19, 2022   | Nov 20, 2022   |                |                |

## PHELBOTOMY WEEKDAY

| BEGINNING     | ENDING         | BEGINNING     | ENDING        |
|---------------|----------------|---------------|---------------|
| Feb 7, 2022   | March 11, 2022 | Nov 14, 2022  | Dec 16, 2022  |
| April 4, 2022 | May 6, 2022    | Jan 9, 2023   | Feb 10, 2023  |
| May 31, 2022  | July 1, 2022   | March 6, 2023 | April 7, 2023 |
| July 25, 2022 | Aug 26, 2022   | May 1, 2023   | June 2, 2023  |
| Sept 19, 2022 | Oct 21, 2022   | June 26, 2023 | July 28, 2023 |

## PHLEBOTOMY EVENING

| BEGINNING     | ENDING        |
|---------------|---------------|
| April 4, 2022 | May 20, 2022  |
| Oct 31, 2022  | Dec 16, 2022  |
| May 1, 2023   | June 16, 2023 |
| Oct 30, 2023  | Dec 15, 2023  |

## PHARMACY TECHNICIAN WEEKDAY

| BEGINNING     | ENDING        |
|---------------|---------------|
| March 7, 2022 | April 5, 2022 |
| June 6, 2022  | July 5, 2022  |
| Sep 6, 2022   | Oct 4, 2022   |
| Dec 5, 2022   | Jan 3, 2023   |
| March 6, 2023 | April 4, 2023 |
| June 5, 2023  | July 5, 2023  |
| Sept 5, 2023  | Oct 3, 2023   |

## MEDICAL ASSISTANT WEEKDAY

| BEGINNING      | ENDING        |
|----------------|---------------|
| Jan 10, 2022   | April 8, 2022 |
| April 11, 2022 | July 8, 2022  |
| July 11, 2022  | Oct 7, 2022   |
| Oct 10, 2022   | Jan 6, 2023   |
| Jan 9, 2023    | April 7, 2023 |
| April 10, 2023 | July 7, 2023  |
| July 10, 2023  | Oct 6, 2023   |

## MEDICAL ASSISTANT EVENING

| BEGINNING    | ENDING        |
|--------------|---------------|
| Jan 10, 2022 | April 8, 2022 |

## MEDICAL ASSISTANT WEEKEND

| BEGINNING      | ENDING        |
|----------------|---------------|
| Feb 5, 2022    | June 5, 2022  |
| June 18, 2022  | Oct 16, 2022  |
| Oct 22, 2022   | March 5, 2023 |
| March 11, 2023 | July 9, 2023  |
| July 15, 2023  | Nov 12, 2023  |

## **MEDICAL BILLING AND CODING WEEKDAY**

| <b>BEGINNING</b> | <b>ENDING</b> |
|------------------|---------------|
| July 11, 2022    | Aug 19, 2022  |
| Nov 7, 2022      | Dec 16, 2022  |
| July 10, 2023    | Aug 18, 2023  |
| Nov 6, 2023      | Dec 15, 2023  |

## **ELECTROCARDIOGRAPH TECHNICIAN (ECG/EKG) WEEKDAY**

| <b>BEGINNING</b> | <b>ENDING</b>  |
|------------------|----------------|
| June 6, 2022     | June 28, 2022  |
| Sep 12, 2022     | Sep 27, 2022   |
| Nov 28, 2022     | Dec 20, 2022   |
| March 6, 2023    | March 28, 2023 |
| June 5, 2023     | June 27, 2023  |
| Sep 11, 2023     | Oct 3, 2023    |

## **ELECTROCARDIOGRAPH TECHNICIAN (ECG/EKG) EVENING**

| <b>BEGINNING</b> | <b>ENDING</b> |
|------------------|---------------|
| July 11, 2022    | Aug 2, 2022   |
| Oct 3, 2022      | Oct 25, 2022  |
| Jan 9, 2023      | Jan 31, 2023  |
| April 10, 2023   | May 2, 2023   |
| July 3, 2023     | July 25, 2023 |

## **OPTOMETRIC/OPHTHALMIC TECHNICIAN WEEKDAY**

| <b>BEGINNING</b> | <b>ENDING</b> |
|------------------|---------------|
| Aug 1, 2022      | Sep 16, 2022  |
| Aug 7, 2023      | Sep 22, 2023  |



**HOME CARE ADMINISTRATOR PREPAREDNESS  
PROGRAM WEEKDAY**

| <b>BEGINNING</b> | <b>ENDING</b> |
|------------------|---------------|
| June 6, 2022     | July 1, 2022  |
| Nov 14, 2022     | Dec 9, 2022   |
| June 2, 2023     | June 30, 2023 |
| Nov 27, 2023     | Dec 22, 2023  |

**HOME CARE ADMINISTRATOR PREPAREDNESS  
PROGRAM CEU WEEKDAY**

| <b>BEGINNING</b> | <b>ENDING</b> |
|------------------|---------------|
| July 11, 2022    | July 12, 2022 |
| Dec 5, 2022      | Dec 6, 2022   |
| June 5, 2023     | June 6, 2023  |
| Nov 27, 2023     | Nov 28, 2023  |

**BASIC LIFE SUPPORT AND BLS RENEWAL**

|                |
|----------------|
| March 30, 2022 |
| June 29, 2022  |
| Sep 28, 2022   |
| Nov 4, 2022    |
| Jan 6, 2023    |
| March 3, 2023  |
| May 26, 2023   |
| Aug 4, 2023    |

**ADVANCED CARDIAC LIFE SUPPORT AND RENEWAL**

|                |
|----------------|
| April 1, 2022  |
| July 1, 2022   |
| Oct 7, 2022    |
| Dec 2, 2022    |
| Feb 24, 2023   |
| April 28, 2023 |
| June 30, 2023  |
| Aug 25, 2023   |

## PRE-NURSING COURSES

### HUMAN ANATOMY AND PHYSIOLOGY I

| Start Date         | End Date          | Start Date        | End Date           |
|--------------------|-------------------|-------------------|--------------------|
| May 2, 2022        | May 27, 2022      | April 17, 2023    | May 12, 2023       |
| July 11, 2022      | August 5, 2022    | June 26, 2023     | July 21, 2023      |
| September 19, 2022 | October 14, 2022  | September 5, 2023 | September 29, 2023 |
| November 28, 2022  | December 23, 2022 | November 13, 2023 | December 8, 2023   |
| February 6, 2023   | March 3, 2023     |                   |                    |

### HUMAN ANATOMY AND PHYSIOLOGY II

| Start Date       | End Date          | Start Date        | End Date         |
|------------------|-------------------|-------------------|------------------|
| June 6, 2022     | July 1, 2022      | May 22, 2023      | June 16, 2023    |
| August 15, 2022  | September 9, 2022 | July 31, 2023     | August 25, 2023  |
| October 24, 2022 | November 18, 2022 | October 9, 2023   | November 3, 2023 |
| January 3, 2023  | January 27, 2023  | December 18, 2023 | January 12, 2024 |
| March 13, 2023   | April 7, 2023     |                   |                  |

### MEDICAL TERMINOLOGY

| Start Date         | End Date          | Start Date        | End Date           |
|--------------------|-------------------|-------------------|--------------------|
| May 2, 2022        | May 20, 2022      | April 17, 2023    | May 5, 2023        |
| July 11, 2022      | July 29, 2022     | June 26, 2023     | July 14, 2023      |
| September 19, 2022 | October 7, 2022   | September 5, 2023 | September 22, 2023 |
| November 28, 2022  | December 16, 2022 | November 13, 2023 | December 1, 2023   |
| February 6, 2023   | February 24, 2023 |                   |                    |

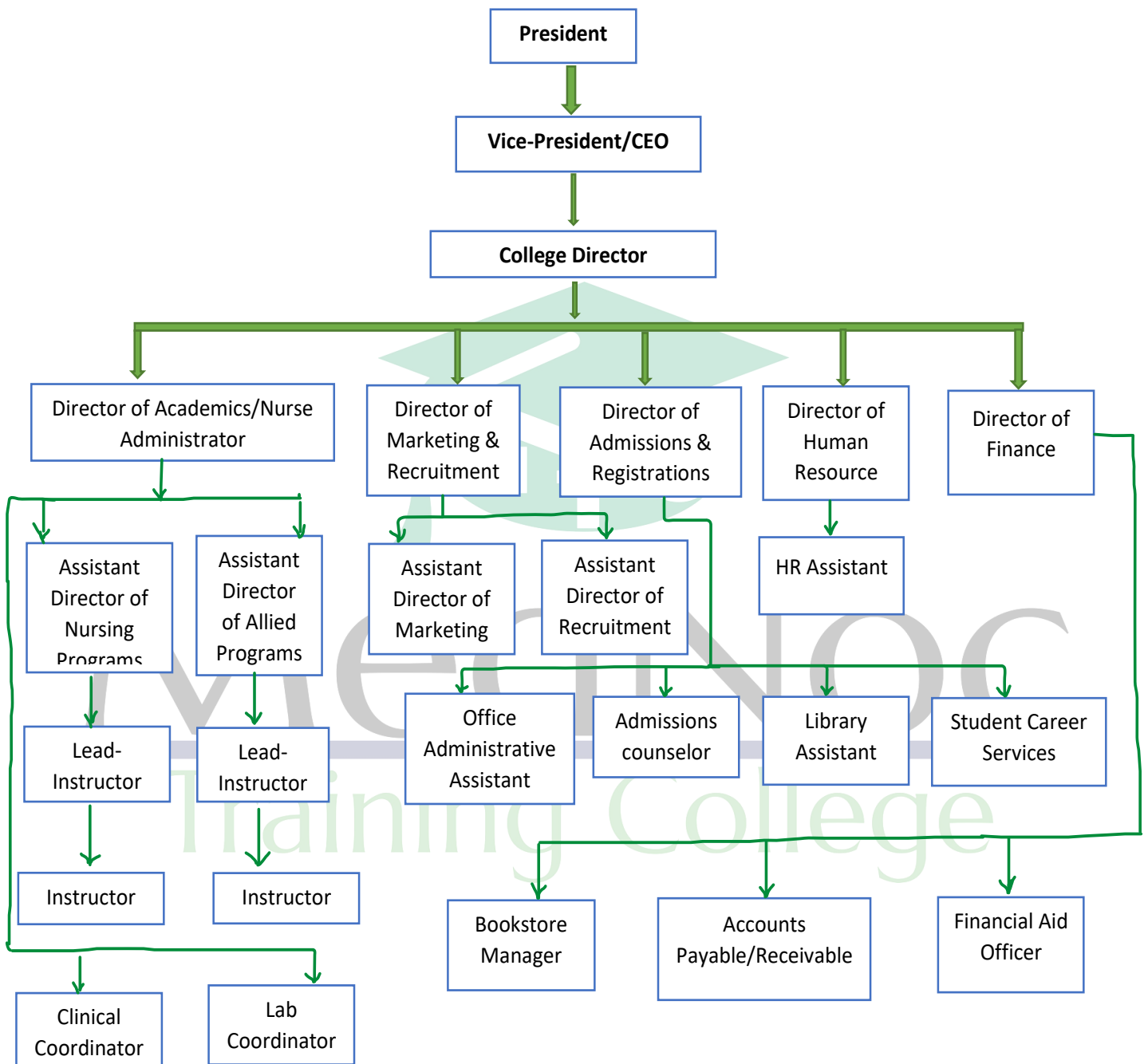
### PHARMACOLOGY

| Start Date       | End Date          | Start Date        | End Date         |
|------------------|-------------------|-------------------|------------------|
| June 6, 2022     | July 1, 2022      | May 22, 2023      | June 16, 2023    |
| August 15, 2022  | September 9, 2022 | July 31, 2023     | August 25, 2023  |
| October 24, 2022 | November 18, 2022 | October 9, 2023   | November 3, 2023 |
| January 3, 2023  | January 27, 2023  | December 18, 2023 | January 12, 2024 |
| March 13, 2023   | April 7, 2023     |                   |                  |

## PRACTICAL NURSING

| Start Date        | End Date         |
|-------------------|------------------|
| September 6, 2022 | August 4, 2023   |
| January 3, 2023   | December 1, 2023 |
| May 1, 2023       | March 29, 2024   |
| September 5, 2023 | August 2, 2024   |
|                   |                  |

# MTC ORGANIZATIONAL STRUCTURE





# MedNoc

## Training College





# MedNoc

Training College

**CNA 2 Weeks** **ACLS**

**HHA 2 days** **BLS**

**PALS** **EKG**

**CMA 1 week**

**Pharmacy Tech**

**MAT 2 days** **ACMA**

**CPR/Heartsaver**

**Phlebotomy Tech**

**Medical Assistant**

**CMA & MAT Update**

State Testing for CNA, HHA, CMA & all NHA Exams

Phone: (405) 225-7876

Email: [info@mednoc.com](mailto:info@mednoc.com)

Website: [www.mednoc.com](http://www.mednoc.com)

Med  
Training



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# MedNoc Training College



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