

We recommend you to use this catalog for general information about our programs and school policies. This catalog by no means constitutes a contract, and is subject to revision at the discretion of the school.

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Message from the Campus Director

Welcome to the American Institute of Healthcare and Technology! Your decision to enroll in AIHT represents a new beginning in the field of Allied Health Science and, I am very positive that you have made the right decision to start with us! This is just the commencement of your bright future. The famous inventor of all times, Thomas Edison said, "The three greatest essentials to achieve anything worthwhile are: Hard Work, Stick-to-itiveness and Common Sense". Thus, with unfaltering commitment, hard work, and determination, each day you will move closer to achieving your goals and the family of AIHT will ensure to help and guide you through this journey. Our goal at AIHT is to offer students, quality education and empower them with the knowledge, values and, skills to be a successful healthcare professional in the future. Our institute seeks to engage and maintain a diverse faculty and student body that meets the school's academic goals and objectives. We have also ensured to constantly update our curricula to match the changing needs of the industry. Make the most of the time you spend here with us at AIHT. I look forward to helping you in future and making your vision a reality. I wish you the very best for this new career path and in your future endeavors!

Ravish Shah, MS
Director

Introduction

American Institute of Healthcare & Technology (AIHT) was founded in Connecticut in 2011 by a group of Healthcare and Information Technology professionals, providing standard education and optimal training in becoming an ideal candidate for most demanding job positions. Besides imparting knowledge, we also specialize in training career development skills along with life skills that are essential to be successful in the professional world.

With unfailing enthusiasm for quality education and dedication in services, the institution is bound to give only the best to those seeking a stable and lucrative career in Allied Healthcare & Information Technology fields.

Mission Statement

Our mission is to provide students with quality training and education for successful employment in the field of Allied Health sciences and to empower them with the knowledge, values and skills needed to be continuous learners.

Objectives

1. To enhance and promote academic excellence.
2. To provide and support student centered learning environment by delivering excellence in teaching.
3. To encourage effective use of library resources for academic success.
4. To provide, support and nurture faculty and staff development.
5. To improve and maintain superior administrative services.
6. To enhance and cultivate valuable relationship with our educational partners and the local community.
7. To connect students and alumni to potential employment opportunities.

Vision Statement

Our vision is to see AIHT among the top local and national schools in the Allied Healthcare field, providing quality education and training to students.

Our Values

AIHT pledges to act in accordance with the following values:

Respect: We personify a culture of professionalism with respect for the dignity of all students, staff and instructors; honoring their perspectives and cultures.

Excellence: We are dedicated to enhance and promote excellence in teaching and learning by continually changing, improving and ensuring the effectiveness of the school's programs in preparing students for successful careers in the field of Allied Health sciences.

Student Success: We strive to provide the quality education and training necessary for students to be successful in their academic and work environments.

Commitment: We are committed to provide students with opportunities to develop the knowledge, understanding and skills necessary for successful employment in the field of Allied Health sciences.

Teamwork: We seek to create an interdisciplinary, concerted, and harmonious academic environment, which is characterized by uniqueness, honesty, and collaboration.

Diversity: We are committed to the importance of diversity in faculty, staff, and students in order to provide an atmosphere of academic freedom and encourage an open exchange of ideas.

History of AIHT

American Institute of Healthcare & Technology (AIHT) was founded in Connecticut in 2011 by a group of Healthcare and Information Technology professionals, providing standard education and optimal training in becoming an ideal candidate for most demanding job positions is the end goal of AIHT. Besides imparting knowledge, we also specialize in training career development skills along with life skills that are essential to be successful in the professional world.

Campus

AIHT is located at 480 Lordship Blvd, Stratford, CT 06615. The space is located on a 6561 sqft campus. The administrative area is in the front of the building; consisting of the reception area, admissions, campus director office and career services counselor office. The instructional space starts as soon as you pass the front reception area and it consists of lecture rooms, laboratories for ultrasound, echocardiography, phlebotomy and electrocardiography. We also offer Wi-Fi network service for students on campus. The student - teacher ratio for the school is 12:1.

Authorization and Accreditation

Our campus is authorized by the Office of Higher Education, State of Connecticut since 26th October 2012. AIHT is also accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223.

Statement of Ownership and Control

AIHT is owned and operated by American Institute of Healthcare and Technology, LLC., a corporation formed under the laws of State of Connecticut. American Institute of Healthcare and technology, LLC is operated by its Board of Directors; Jimmy Patel, Pratima Mankanji and Ravish Shah.

Non-Discrimination / Civil Rights Statement

AIHT does not discriminate people on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975).

Policy Regarding Persons with Disability

AIHT promotes educational equity for students with disabilities. Persons with a known disability are encouraged to meet with the School Director prior to enrollment in order to discuss suitable facilities and accommodations.

Veterans Benefits

AIHT is approved by the Connecticut State Approving Agency/Office of Higher Education to enroll qualified veterans and their dependents to use their GI Bill educational benefits.

Veterans and their dependents should call 888-GIBILL-1 or use the “Ask A Question” feature on the www.GIBILL.va.gov website to inquire about their application and claim status.

Alcohol and Drug Policies

AIHT recognizes the serious threat to the physical and mental health of its students because of the misuse of alcohol or the use of illegal drugs. Therefore, our goal is to provide all students a drug free environment in order to provide a categorical intellectual growth. Each student also holds an individual responsibility to respect the school’s policy and abide by it.

The possession, distribution and/or consumption of alcohol, alcoholic beverages, and illegal drugs are strictly prohibited by AIHT. Any student violating these policies will be subject to consequences including termination or suspension.

Admissions Policies

Admission Requirements

Prospective students will be considered for admission if the following requirements are fulfilled. Students must be/have the following before the first day of the class:

1. At least seventeen (17) year of age.
2. High School Diploma or a General Education Development Certificate (G.E.D).
3. A signed enrollment application, along with the non-refundable registration fee.
4. A signed preliminary self-disclosed personal criminal background information.
5. A signed general self-disclosed medical health information form.
6. Pass the *school entrance test with at least 50% for sonography program and 40% for medical assistant program.
7. Copy of the Photo ID.

**Prospective Medical Billing and Coding and Phlebotomy program (avocational) students do not require an entrance exam.*

PHLEBOTOMY PROGRAM is an avocational program and is **NOT OPEN TO THE PUBLIC**.

*Please refer to the **PHLEBOTOMY TECHNICIAN** program to learn more about the admission requirement(s) and program details.*

After the student has fulfilled all the above-mentioned requirements, he/she will be interviewed by the Director or the Coordinator of Education Affairs.

Please note that the following documents are required before the start of the externship:

1. Physical health information form from primary care provider.
2. Proof of current CPR certification that is valid for the length of the clinical rotation.

*Additionally, a student may be required to get a criminal background check and/or drug test **before starting** the program at AIHT **or anytime during the course of study** at AIHT or just before starting the externship, at the discretion of the school. The costs of these extra requirements will be covered by the student. **The school does not have any financial responsibility to pay for these expenses.***

Physical Activity Standards

The students are expected to demonstrate and possess the following skills and capabilities:

A good communication skill: Student must be able to communicate effectively orally and in writing. The student should be able to communicate well to the instructor and his/ her fellow classmates.

Motor: Student should have good gross and fine motor functions. Students are expected to be able to help and lift patients from wheelchairs to the examination table and vice versa (up to 25 patients per day), must be able to lift and move objects (50 pounds or more routinely), work with healthcare equipment, computers, and are able to work standing on his/her feet 80% of the time.

Intellectual: Conceptual, integrative, and critical thinking abilities are required.

Behavioral and Social Attributes: Student must possess sufficient interpersonal skills to interact effectively with people from all levels of society, and ethnic backgrounds. A student must be emotionally healthy. He or she must be able to develop good rapport with patients and colleagues. He or she must be able to control physical and emotional stress in order to continue to function effectively.

Admission Process

The prospective student(s), who come for an enquiry to the school, meets with our Enrollment Administrator for a detailed discussion on the program the student is interested in. The Enrollment Administrator also guides the prospective student(s) on available financial assistance i.e. payment plans and private student loan.

The prospective student(s) is also be given a campus tour at the end of the meeting. During the initial meeting, once the Enrollment Administrator determines the initial eligibility of the candidate to apply for the program, the student is advised to appear for the school entrance test (consisting of 50 high school math and English questions). The student has the option to take the admissions test on the same day or at any other date by appointment. Upon passing the entrance test, the student is advised to complete enrollment paperwork i.e. enrollment application and enrollment agreement.

Registration

Students may register at any time before the beginning of the first term of the program in person with the Enrollment Administrator (until the seats are filled). Maximum numbers of students allowed in a class are 12 except Certified Nurse Assistant and Patient Care Technician being capped at 10. The school strictly strives to maintain an ideal instructor

student ratio in order to enhance individual attention to all our students to bring out the best in all.

For registration, the student must bring the following documents:

- Two forms of ID (driver's license, birth certificate or passport).
- Original high school diploma or G.E.D certificate.
- Initial payment for registration and tuition fees (we accept cash, money orders, cashier checks and all major credit cards).
- 1 Passport size photograph.

Transfer of Credits

Students may transfer credit hours/ clock hours from other institutions considering they have completed the same or similar course(s) within the last 3 years from other institutions with a grade point average of (2.0) or higher and the course is a part of the requirements of a program offered by AIHT Education. The prospective students will be required to submit a completed credit waiver form along with a copy of the transcript. The form is available online or can be requested at the admissions office. The student must also submit the course outline or description of the course(s), if asked, by the AIHT administration.

If the transfer of credit(s) or clock hours is accepted, it will be used towards completion of the program and the student will be given a tuition and fees waiver accordingly. The school will accept all credits/hours except the core module and externship credits/hours for the Ultrasound Programs and Medical Assistant Program. For example: Vascular and Echocardiography modules from the Cardiovascular Technologist Program; Vascular, Ob/Gyn, and Abdomen modules from the Diagnostic Medical Sonography Program and Medical Assisting module from the Medical Assistant Program, will not be waived. The only exception to the rule is if the prospective student is an AIHT Education's previous graduate or current student, transferring from one program to the other.

The coordinator of education affairs will review the copy of the student's transcript to determine if the waiver will be granted. Transfer of credit hours/ clock hours is not guaranteed and will be granted at the sole discretion of the Coordinator of Education Affairs depending on the type, length and correlation of content to the course being evaluated. The waiver, if given, will also be documented in the enrollment agreement.

The school will also assist students if they need to transfer out. In case the student needs to transfer out, he/she should submit the request with student services. The school will assist students in providing the grade card, transcript, syllabi, and/or course outlines, if needed. However, the students need to understand that the decision to accept the transferred credits/hours depends on the receiving institution and AIHT does not guarantee the acceptance of its credits/ hours in another institution.

Academic Policy

Attendance Policy

Students are expected to attend all classes as scheduled. Regular attendance is essential for comprehensive learning and to successfully pass the course.

Students must adhere to the following attendance requirements:

Students must maintain a minimum of 85% attendance in order to successfully complete the course(s) and graduate from the program. Faculty uses monthly attendance sheets to track student attendance. Attendance will be marked twice during each class by the faculty; first, at the beginning of the session and later, at the end of session. At the end of the month or course, attendance sheet(s) will be filed in individual student files.

The absences whether excused or unexcused will be marked as absent in the attendance sheet. Excused absences are defined as documented absences in the event of an emergency, illness or family emergencies or other emergency situations. The students must submit the appropriate document of the excused absence to the school administration.

At any point of the course, if it is determined that the student's attendance is less than 90% but greater than or equal to 85%, he/she will be given a written warning. If a student's attendance is less than 85 % of the total course clock hours/contact hours because of the excused absence, then the excused absences with valid documents will be added to the attendance. However, the total addition of the excused hours to the attendance could not exceed 15% of the total module hours. If student is still not able to achieve 85% then he/she will be considered failed for that course.

Student will be automatically considered withdrawn if:

- The student is enrolled in Certified Nurse Assistant, Phlebotomy Technician, or Pharmacy Technician program and is absent for three or more consecutive class days.
- The student is enrolled in Medical Assistant or Medical Billing & Coding Specialist or Patient Care Technician program and is absent for four or more consecutive days.
- The student is enrolled in Sonography program and is absent for fourteen or more consecutive days

At the end of each Satisfactory Academic Progress (SAP) interval, students will be informed about their progress in meeting the standards of attendance. Please refer to SAP for more details on SAP intervals.

Tardiness

The following recording system will be used for tardiness or early departure and the student will miss the hours according to the below mentioned information:

| Minutes/Hours - Late or Early Departure | Minutes/Hours - Loss in Attendance |
|---|------------------------------------|
| 1 to 15 minutes | 15 minutes |
| 16 to 30 minutes | 30 minutes |
| 31 to 60 minutes | 1 hour |
| 61 to 90 minutes | 1.5 hour |
| 91 to 120 minutes | 2 hours |
| More than 120 minutes | Full Day |

Please note: Tardiness and early departures can add up to or equal an absence.

Since tardiness or early departure is recorded as an unexcused absence, it is the responsibility of the student to make up the classroom instructions. AIHT encourages students to plan to arrive to school at least 15 minutes before the start of class.

Leave of Absence

Student will be granted a leave of absence upon request. In any case the leave of absence cannot exceed 180 calendar days in any 12-month period or one half the published program length, whichever is shorter. To apply for the leave of absence, the student must submit a written request with exact dates of leave of absence to the Director/ Coordinator of Education Affairs. The Director/ Coordinator of Education Affairs will process the request and will notify the student with the decision within 7 business days of submission. The student will then attest to understanding the procedures and implications for returning or failing to return to his/her course of study. The student may request for extension of leave of absence provided that the extension request does not exceed the specified limit. If the student does not return to the school as per the leave of absence arrangement, he/she will be automatically terminated from the program.

Zero Tolerance of Cheating & Plagiarism Policy

AIHT rebukes any form of cheating or plagiarism. During the course of the study, if it is determined that a student was trying to cheat or has cheated to pass any exam; the student will immediately earn a Failing Grade (F) for the entire module by the instructor. The instructor will later forward the incident report to the Administration which may take disciplinary actions against the student including suspension or termination.

Grading System

Grades and grade points represent the final measure of a student's performance in a course. A grade is issued for each course attempted. The following grades are used at AIHT:

For all Programs:

| | |
|----|--------------------|
| A+ | 4.0 |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| F | 0.0 (Fail) |
| TR | Transfer of Credit |
| W | Withdrawn |
| I | Incomplete |
| R | Repeat Module |
| P | Pass |

- Passing score for Medical Terminology, Anatomy & Physiology I and II and other shorter modules is 70% overall in individual theory and practical/ lab, if any; whereas for longer modules like ultrasound physics, echocardiography and other sonography modules, the passing score is 75% overall in theory and practical/lab/ clinical.
- Practical grades will not be counted towards Cumulative GPA. It is Pass or Fail.

- Student is required to pass both theory and practical exams in order to successfully pass the module.

For further details contact the Administration.

Academic Grade Appeal

Students may appeal the assignment of grades by the instructor if they feel that the grade was not determined by an appropriate evaluation. Grade appeals must be initiated on an individual basis. A student must submit a written and signed rationale to the instructor (no electronic submissions permitted) stating the reason for the grade appeal and the grade s/he feels should have received. The grade appeal should be done any time until the end of 2nd week following the date on which the initial grade was awarded.

First, student and the instructor shall attempt to settle the matter in good faith. If the student and instructor cannot reach an agreement, then the student must submit the appeal to the Coordinator or the Director within a week of the grade issued by the instructor the second time.

The coordinator or the director will review the information and will take inputs from both the student and the instructor as an attempt to settle the matter. A written copy of the final decision will be provided to both the student and the instructor by the coordinator or director within 10 days of the written request to the Coordinator or the Director. In any case, the decision of the coordinator or director shall be final.

Guidelines for Tests

Students will be tested on the following guidelines for Quizzes, Mid-terms & Final Exams. The general guidelines are provided here but please follow your syllabus for the exact distribution of scores.

For Theory EXAMS

The student has to pass with an overall of 75% (for sonography program modules) or 70% (for all other programs) in the theory.

Quizzes:

- 10% of your total grade will be based on your Quizzes.
- There are no re-takes for the quizzes, even if you are sick, have family problem, ride problem or for any other emergencies.
- If you are not present to take the quiz, you will lose 10% of your grade.
- The number of quizzes provided for a module depends on the instructor.

You have to return the answer papers to the instructor after checking your grades.

Mid-term:

- 35% of your total grade will be based on your Mid-term.
- Please notify the instructor in advance if you are unable to appear for the exam because of a legitimate reason on the announced date.
- There are no re-takes for the mid-term unless the instructor puts in a strong recommendation for the student to the administration considering student's interest and dedication in the subject along with her participation in the class.

You have to return the answer papers to the instructor after checking your grades.

Final exam:

- 50% of your total grade will be based on your Final Exam.
- A retake of the final exam will be given only if the student fails to pass overall in the module. The retake must be taken within a week after finding about the failed result. Please notify the Instructor and the student services in advance if you are unable to appear for the final exam because of a legitimate reason on the announced date. A legitimate reason could range from falling sick (will have to produce a doctor's note in this case) to having family emergencies. In all cases, the say of the instructor will be final in deciding whether the reason given by the student is a legitimate reason or not.

Overall performance:

- 5% of your total grade will be based on your overall performance in the class including but not limited to behavior, dedication, interest in the subject, wearing clean uniform and ID, participation in class discussions and activities like volunteering for other students, attitude towards other classmates, instructor and administration.

For Practical Exams

The student has to pass with 75% (for sonography program modules) or 70% (for all other programs) in the individual practical exams.

- If the student fails the exam, he or she will be asked to pass it within the next two weeks from the first exam.
- **Practical grades will not be counted towards Cumulative GPA.**

General note:

- All re-take tests are going to be different than the original tests.
- If you are caught cheating you will immediately earn a Failing Grade (F) for the entire module by the instructor
- When a student appears for a repeat exam, the maximum overall grade he/ she can get is just the minimum passing grade in the module (75% overall for the ultrasound program modules and 70% for all the other shorter modules).
- If the student fails to pass the repeat exam, he/she would be asked to repeat the whole module with the next available start date for the module or he/she would be asked to withdraw from the course or transfer to another program.
- There are few exceptions to the general grade distribution criteria, however, for more information, please refer to specific syllabus for the module:
 - ✓ For Medical terminology: There will be no quiz, mid-term will be worth 45% of the total grade, and final will be 50% like other modules.
 - ✓ For Anatomy and Physiology II: There will be no quiz or mid-term but there will be only one final exam worth 95% of the total grade.
 - ✓ For Patient care: There will be no quiz or mid-term but there will be one final exam (theory) worth 95% of the total grade.
- **Student is required to pass both theory and practical exams in order to successfully pass the module.**

Failed Course

A student who receives 'F' grade in the module will be required to repeat the module. The highest grade will be taken into consideration for calculation of cumulative GPA; however, the transcript will mention that the student repeated the module.

The students in the Diagnostic Medical Sonography (DMS) and Cardiovascular Technologist (CVT) Program will be allowed to repeat only one module during the whole program. If the student fails more than one module, he or/ she will be terminated from the program.

Incomplete Grades

Incomplete grades will be given only to those who fail to meet the minimum requirements to pass the module due to medical emergencies and other unforeseen circumstances. Students will be given a period of two weeks to meet the requirements in order to complete the module, failing which will result in 'F' grade.

Withdrawal from School

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

The student that withdraws after two weeks of starting the module will be given a grade of W in the module. Any unexcused long absence, not informing the administration or responding to phone calls or emails will result in termination from the course. It is mandatory for the students to inform any revised address or telephone number of contact immediately to the administration.

Change of Program

The request could be initiated by submitting a Change of Program request form. The form will be evaluated by the director and/or the coordinator of education affairs and in any case their decision will be final.

Students who plan to change to a program which requires taking same modules as they have already attempted or completed, will be given a 'credit waiver' for the module. . The modules attempted by the student if they are not related to the new program, will not hold any value.

Externship**Sonography, Medical Assistant, Medical Billing and Coding and Pharmacy Programs*****Program Policies and Procedures***

The student will be offered externship as a part of the program. Externships are generally unpaid. Both day and evening students must attend externship during day hours.

The student enrolled in programs required to complete externship as part of their program may be asked to submit a physical health information form from their primary care provider prior to participate in any externship training program. Along with the physical health information form, the student may also be asked to get a criminal background check

and a drug test before starting of the externship program. The costs of these pre-requisites required to be completed before starting the externship program will be covered by the student. The school, in any case, has no responsibility to pay for these expenses. Students are also responsible to pay for the transportation expenses.

Assignment of externship site is typically made near the end of the didactic portion of the program. Students will be offered available externship site at an off-site location after successfully passing all the required modules with the school. Students must be prepared to travel to their externship sites. Although, the school will attempt to assign an externship site that is conveniently located closer to a student's home or workplace, it might not be possible in some cases. The externship sites will be within maximum 60 to 70 miles radius from the school. Based on the externship site availability, students may be required to complete their externship at more than one externship site location.

If you refuse to go to the externship site for any reason, you will be placed on 'hold' until the next new site is available. In such an event, the school makes no assurance as to when other sites will be available. If the student declines to wait for the next available externship site, he/she is may be required to withdraw from the program. In such cases no amount of refund towards fees will be entertained under any circumstances.

Depending on the availability of externship site(s) the normal wait period may be up to 30 to 60 days between the end of the didactic portion of the program and the beginning of the externship rotation which may extend the student's expected date of graduation. In the event of such a gap, students are expected to make use of school resources and keep themselves updated with the theoretical information related to field.

The school is responsible for arranging externship sites for the students, however, students may decide to do externship at a site that is not affiliated with the school. In such case, the student should inform the school in advance, giving enough time to complete the required paperwork and other formalities on time, however, school do not guarantee such site(s).

Externship Attendance Requirements

Students are required to attend 100% of externship hours. The externship schedule is finalized by the site preceptor/supervisor and externship faculty. Students must meet and interview with the site preceptor/supervisor for his/her approval and decide the date and time of the externship. Days or times of externship may not be re-arranged without permission from the externship faculty and the site preceptor/supervisor. In the event that the student will be absent from externship, the student must call the externship site in advance and also notify the school. If the school and the externship site decide that the student is not reliable for any reason, including absences, the student may be removed from the site and/or may be terminated from the program.

The student is required to send the externship contact hours biweekly or at the end of the externship* depending on the program. It is the responsibility of the student to have his or her site preceptor/supervisor fax completed externship hours for the weeks no later than 10:00a.m on Monday of the following week. If a student has missed any externship time, arrangement for makeup time must be made with the site preceptor/supervisor. Students will not be considered to have completed their externship until the site preceptor/supervisor has certified all required attendance hours, and all other required paperwork.

** Please refer to the externship student handbook for more details*

Externship Performance Standards

Throughout the program, students must complete required competencies in order to pass the externship. Students must record all exams that they have observed and/or performed on a daily exam log sheet. The site preceptor/supervisor will evaluate the student monthly or at the end of the externship* based on evaluation criteria depending on the program. The student will be notified in person or via email by the externship faculty about their progress and any suggested recommendations, if any. The students will be required to meet with the externship faculty if there are some issues brought to the school's attention by the site preceptor/supervisor that are important for the student to know in order to successfully complete the externship.

The externship grade will be **Pass (P) or Fail (F). The externship faculty is responsible to assign a final grade to the student at the end of the externship (80% from the monthly and final competency evaluation done by the preceptor and 20% from timely submission of the required paperwork).

** Please refer to the externship student handbook for more details*

| | |
|---|-------------|
| Average of monthly and final evaluation | 80% |
| Timely submission of externship paperwork | 20% |
| <u>TOTAL</u> | <u>100%</u> |

***You need at least 75% to pass the module for sonography programs; DMS and CVT.*

***You need at least 70% to pass the MA and MBC programs.*

Certified Nurse Assistant and Patient Care Technician Programs

Program Policies and Procedures

Assignment of externship site is typically made near the end of the didactic portion of the program. Students will be offered available externship site at an off-site location after successfully passing all the required modules with the school. Students must be prepared to travel to their externship sites.

Externship Attendance Requirements

Students are required to attend 100% of externship hours. The externship schedule is finalized by clinical instructor. Days or times of clinical externship may not be re-arranged without permission from the clinical instructor. In the event that the student will be absent from externship, the student must notify the clinical instructor.

If a student has missed any externship time, arrangement for makeup time must be made with clinical instructor. Students will not be considered to have completed their externship until the clinical instructor has certified all required attendance hours, and all other required paperwork.

Externship Performance Standards

Students must complete required competencies in order to pass the externship. Students must record all exams that they have observed and/or performed on a daily exam log sheet. At the end of each day, the clinical instructor will evaluate the student based on

clinical evaluation criteria. The student will be notified in person or via email by the clinical instructor about their progress and any suggested recommendations, if needed. At the end of the externship, the clinical instructor will also evaluate the student on the overall performance based on the clinical evaluation criteria. The externship grade will be *Pass (P) or Fail (F). The clinical instructor is responsible to assign a final grade to the student at the end of the externship.

**Need at least 70% to pass the module.*

Externship Code of Conduct

The externship site is a professional medical environment. Students must conduct themselves in the professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner. Students must demonstrate a professional image, behavior and retain an appropriate personal hygiene at all times during the externship

The student's ability to complete externship at an externship site is at the discretion of the externship preceptor/supervisor/ clinical instructor. The externship receptor/supervisor/clinical instructor may at any time, for any reason, request the school to pull-out the student from the externship site. Pulled-out students may have to wait until another externship rotation site becomes available or may be terminated from the program if the reason of dismissal from the site is serious. Therefore, students should make every effort to ensure that their externship experiences are successful.

Satisfactory Academic Progress (SAP)

Students are required to make satisfactory progress toward the completion of a program. All programs are divided in to multiple terms that are equal to or shorter than 25% of the total program. Academic progress will be evaluated at the end of each term based on following criteria:

Minimum Qualitative Requirements: Students must maintain a minimum cumulative GPA (**cGPA**) as well as module grade point of at least 2.0 at the end of each evaluation period, i.e. at the end of each term.

Minimum Quantitative Requirements: Students will be evaluated with the Maximum Time Frame (MTF) allowed as well as the Minimum Completion Rate or Pace of Progression at specified evaluation periods, i.e. at the end of each term.

- **Maximum Time Frame (MTF) Allowed:** Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150% of the standard program hours. For example, if a program requires successful completion of 100 clock / credit hours, the student may not attempt more than 150 clock / credit hours in the completion of his/her program. Students must successfully complete 100% of the required courses within the maximum time frame allowed.
- **Minimum Pace of Completion:** AIHT will evaluate the successful course completion percentages for all enrolled students at the end of each term. The pace of completion is

calculated by dividing cumulative hours/credits that have been successfully completed by the cumulative hours/credits attempted.

At 50% or less of MTF allowed, the student must have successfully completed 60% of the total clock / credit hours attempted.

At more than 50% of the MTF allowed, the student must have successfully completed 67% of the total clock / credit hours attempted.

Minimum SAP Standards:

| Percentage of Program Attempted | Minimum cGPA | Minimum Pace of Completion |
|--|---------------------|-----------------------------------|
| 50% or less of MTF | 2.0 | 60% |
| More than 50% of MTF | 2.0 | 67% |

The specified completion rates at identified intervals i. e. at the end of each term, maintains a pace of progression that ensures completion of the academic credential within the maximum time frame allowed.

If it becomes apparent at any time that the student cannot complete the program within the maximum time frame, the student will not be allowed to continue.

SAP is monitored by the Student Services Office. All students are made aware of their Academic Progress at the end of each term.

Additional Considerations for Quantitative and/or Qualitative Standards

Transfer Credits (TR): will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

Pass (P) - Externship and/or Pre-clinical Modules: will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

Incomplete Grades (I): will count as clock / credit hours attempted but not earned. It will not count towards cGPA until the final grade has been posted. Students will be given a period of two weeks to meet the requirements in order to complete the module, failing which will result in 'F' grade.

Failed Grades (F)*: will count as clock / credit hours attempted but not earned. It will count towards maximum time frame, completion rate and cGPA.

* Failed Grade (F) received in externship and pre-clinical module(s) will not count towards cGPA.

Withdrawal Grades (W): will count as clock/ credit hours attempted but not earned. It will count towards maximum time frame and completion rate but not towards their cGPA.

Repeat Modules (R): will enable the student to achieve a higher cumulative grade point average. The student can repeat a module only once and the higher grade will count towards cGPA calculations. Repeating modules will adversely affect the student's completion rate requirements and maximum time frame.

Change of Program: will count as the clock / credit hours attempted, earned, maximum time frame, completion rate and cGPA for all courses that apply to the student's new program.

SAP Warning

Students failing to meet SAP minimum standards at the end of each term will be placed on SAP Warning. Students on SAP Warning will receive academic advisement upon request to assist them in improving their academic progress. Students may only remain on SAP Warning for one academic term. Students who meet SAP minimum standards at the end of the academic term will be placed back in good standing. Students who do not meet SAP minimum standards at the end of the academic term may appeal to be placed in SAP Probation; otherwise they will be terminated.

SAP Appeals

Students who are placed on SAP Warning but could not meet SAP minimum standards and have mitigating circumstances may appeal to be placed on SAP Probation. Students should begin the appeal process prior to or at the end of the academic term. Students must submit the appeal in writing and must state the reasons why they failed to make satisfactory academic progress along with what has changed that will now help them to be academically successful. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal request, including all supporting documentation. Appeal forms are available with the Student Services Office.

Examples of mitigating circumstances for appeal may include death in the immediate family, serious medical illness or injury, or other circumstances beyond the student's control. Students should submit documentation from a third party such as a doctor's note, an obituary for a deceased family member, or other relevant information to support their appeal, if necessary. The documentation must align with the time frame in which the student struggled academically. The appeal will also be reviewed by the Coordinator of Education Affairs and/or the Director based on the student's past performance and the mathematical possibility for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time. The student will be notified in writing of the final decision within ten business days of the appeal request. Students with granted appeal will be informed when it is possible for them to return to school based on scheduling and course availability along with an academic plan which may require more frequent SAP evaluations than by the next academic plan.

SAP Probation

Students who are granted a SAP appeal will be placed on SAP Probation for one academic term. Students on SAP Probation may receive academic advisement to assist them in improving their academic progress upon request. After the probationary period, students must meet the minimum SAP standards. Failure to meet these standards will result in termination from the program.

Re-establishing SAP

At the end of the next evaluation period, i.e. academic term, the student must meet minimum SAP standards i.e. both quantitative and qualitative to re-establish SAP.

Re-establishing SAP must be requested and addressed to the Director/ Coordinator of Education Affairs in writing with either the evidence of corrected deficiencies or a plan to correct the deficiencies. Director, Coordinator and Instructor(s) will review the evidence or plan and make a decision to re-instate the student.

Graduation Requirements

- Successful completion of all on-campus courses with a minimum cumulative grade average of 2.0.
- Successful completion of all clinical externship with 100% of clinical hours completed.
- On-campus attendance rate of at least 85% in individual modules.
- Fulfillment of financial obligations to the school as per the Enrollment Agreement.
- Successfully passing Sonography Principles and Instrumentation (SPI) certification exam conducted by ARDMS (ONLY FOR SONOGRAPHY STUDENTS).

Students will be awarded a program completion certificate after he/she meets all graduation requirements. The certificate of completion is awarded two times a year i.e. in December and July for the Sonography Program and Medical Assistant students. Students do not need to separately apply for graduation. Diplomas can be either mailed to the students or can be picked up in person.

Please Note: The school does not guarantee that successful completion by the student of the programs will result in the student obtaining employment in any field or profession.

School Regulations and Other Policies

Semester Credit Hour Calculation

All academic modules are calculated in terms of semester credit hours. Semester credit hours are derived through method shown below:

1 Semester credit hour = (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45)

Minimum of 50 minutes of instruction is delivered for every 60 minutes of scheduled class time.

Course Codes

School has used following method to choose course codes:

First Digit = All groundwork and shared courses begin with the numeral '1'. All domain specific courses begin with the numeral '2'.

Second Digit = Term

Third Digit = Course Type

(0, 1 & 2 = Theory Classes)

(3 = Theory + Lab)

(4 = Lab)

(5 = Clinical Externship)

Student Dress Code

The students are expected to wear scrubs (top and bottom), socks (should be at least up to ankle) and shoes (white sneakers, nursing shoes, or crocs with no holes and closed toes).

Personal Appearance

- The student is expected to be well groomed.
- Hair longer than neck must be tied back.
- There should not be any body piercings of any kind except for pierced ears.
- Wearing rings on fingers should be avoided.
- All body tattoos should be covered.
- Nails should not be over 1/4 inch and no artificial nails are allowed.
- Proper personal and oral hygiene is expected from all the students.
- Strong perfumes and colognes should be avoided.

Student Code of Conduct

AIHT expects all students, admitted to the school, to abide by the terms of school policies mentioned in the catalog and act professionally. Unwillingness to abide by the rules and policies of the school can lead to disciplinary action against the student. The following are unacceptable and will not be tolerated:

1. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
2. Any and all forms of sexual harassment, including, without limitation, creating a hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. Any and all types of dishonesty, including, without limitation, cheating, plagiarism, knowingly furnishing false information to the institution, forgery and/or alteration. Fabrication of any information on his or her Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status. The use of institution documents for identification with intent to defraud is strictly prohibited.
4. Any forms of cell phone and laptop use causing disruption to the class can lead to suspension and then termination from the program.
5. Physical, mental or emotional abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into the school facilities or information technology systems, possession of stolen property and littering.
7. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives, including, without limitation, the illegal use, distribution or possession of stimulants, intoxicants or drugs and/or the use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
8. Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in

any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the school Director of, and documented, that requirement), knives other weapon, explosive or fireworks. No weapons of any type are allowed on campus.

9. Obscene, indecent or inconsiderate behavior, insubordinate behavior towards any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others.
10. Gambling on school premises or at organized school events.
11. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders).
12. Violation of any federal, state or local law.
13. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
14. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this Student Handbook or the student's Enrollment Agreement.
15. Breach of any term of the student's Enrollment Agreement or any other agreement between the student and the school.
16. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization within the school.
17. Incitement of others to commit any of the acts prohibited above; providing assistance or encouragement to others to engage or engaged in prohibited act above; or failure to separate oneself clearly from a group which others are so engaged.

Disciplinary Actions Imposed

The school can impose the following disciplinary actions on a student, although, the student has the right to appeal against the action.

- **Reprimand:** The student will be given an oral or/ and written warning. The student is expected to immediately comply with the policy in question. Failure to comply with the action can result in probation or dismissal from the program/school.
- **Probation:** The student will be imposed with special conditions for a specified amount of time after determining of behavioral misconduct or policy violation. The student is expected to immediately comply with the policy in question. Failure to comply with the action can result in suspension or dismissal from the program/school.
- **Dismissal:** The student will be dismissed or suspended from the school. This action will be taken against the student if the school after carefully considering the evidences produced against the student.

Student Discipline Procedure

Improper conduct by any student is strictly prohibited. Based upon the severity of the offense, (which could require immediate staff intervention), the following procedures are followed:

Stage One – Reprimand

Verbal Warning: The instructor or the Coordinator of Education Affairs is empowered to issue verbal warnings. The warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offence is repeated. A disciplinary warning will be considered to have expired after the time limit imposed has passed provided that the behavior has been satisfactory and no further warnings have been issued and no disciplinary action has been taken against the student during that period. The student will be notified in writing, about the conversation the instructor or the Coordinator of Education Affairs and the student had about the issue; when the warning was given, of the time limit imposed, which will be in effect immediately and not exceed one year other than in exceptional circumstances. A review period may be established during which the behavior will be monitored.

Formal Written Warning: If the offence is considered to be more serious, or if there has been further failure to conform to the required standards following a verbal warning, the Coordinator of Education Affairs and/ or the Director are empowered to issue a formal written warning. The formal warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offence is repeated. The student will be notified in writing, when the warning is given, of the time limit imposed, which will not exceed one year other than in exceptional circumstances. Failure to comply with the action can result in probation or dismissal from the program/school.

Stage Two – Probation

If the offence is considered to be more serious, or if there has been further failure to conform to the required standards following earlier warnings, the Coordinator of Education Affairs and/ or the Director are empowered to issue a special status to the student with applied conditions for a particular amount of time after determination of policy violation or behavior misconduct. Immediate compliance to policy is expected and failure to do so can result in dismissal or expulsion of the student from the program.

Stage Three –Dismissal (Expulsion):

Gross misconduct is misconduct of such a nature that the institute is justified in no longer tolerating the continued presence of the student who commits an offence of gross misconduct at the school. If the Coordinator of Education Affairs and/ or the Director after examining all the facts and evidences find that the student committed the misconduct and is likely to repeat it again and his or her presence in the school pose serious threat to others; staff and students, the student will be immediately dismissed from the school.

In consideration of the gravity of the gross misconduct and the safety of the AIHT community, in some cases, AIHT might not issue any verbal or written warnings prior to taking critical disciplinary action, which may include suspension and/or expulsion.

Examples of offences of gross misconduct which may lead to the expulsion of students and which, if committed by students, will be regarded as breaches of disciplinary rules, include:

- Stealing from the school, members of staff or the public, and other offences of dishonesty.
- Sexual offences, sexual misconduct and/or sexual harassment
- Fighting or physical assault
- Malicious damage to the school's property
- Serious breaches of safety regulations endangering other people, including deliberate damage to, neglect of, or misappropriation of fire and other safety equipment.
- Serious drug related offences
- Criminal behavior adversely affecting the Institute's reputation
- Repeated and unacceptable disruption in classes or on school campus
- Unacceptable attendance level at formal classes without prior arrangement or justification

This list is neither exclusive nor exhaustive, and in addition there may be other offences of a similar gravity that would constitute gross misconduct.

Condition for Dismissal

Student may be dismissed from the school for the following reasons.

1. Misconduct or not adhering to school's rules, regulations, policies and code of conduct as set forth herein, or as amended
2. Non-adherence to attendance policy of school.
3. Failure to maintain satisfactory academic progress.
4. Inability to meet with the financial obligations.

AIHT reserves the right to terminate any student whose behavior or attitude is completely intolerable towards the institution; the faculty, staff, and students. The school will notify the student in writing, should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal; however, students may appeal to the school Management if the student wants to refute it. For those students receiving financial assistance, or student loans, it is the responsibility of the dismissed student to notify the appropriate institution overseeing their financial assistance or student loan. Prepaid tuition will be refunded according to the school refund policy.

Note: Students deferring fee payment for three consecutive months could be subjected to suspension from AIHT for a period of time which the school finance department considers fit or until further payment. After a period of nine to twelve months of non-payment, the suspended student is automatically considered dismissed or terminated on financial grounds. However, in all cases of non-payment, the student would be notified of such, and issued verbal and written warnings before a decision to terminate the student's enrollment is made.

Student Grievance Procedure

Student grievance procedure is provided to examine the grievances within the structure of school. The student has the right to pursue a grievance through regular administrative channels. The term will not apply to any legal matter beyond the school administration level in which school is the not deciding authority.

Level One: Instructor

The instructor will try to resolve the matter between the student and the instructor by meeting with the student and talking with them. If the student does not agree or is dissatisfied with the solution suggested by the instructor then she or he can take the matter to the next level (program director).

Level Two: Coordinator of Education Affairs

If the student does not agree or is dissatisfied with the solution suggested by the instructor then she or he can take the matter to the Coordinator of Education Affairs. The student must submit the grievance to the Coordinator of Education Affairs in writing.

Level Three: Campus Director

If the student does not agree or is dissatisfied with the solution suggested by the program director then she or he can take the matter to the campus director. The student must submit the grievance to the Campus Director in writing. Upon the receipt of the written grievance, the campus director has to meet with the student or the grievant within 5 business days of receipt of the written complaint. The campus director shall provide with a written answer to the grievance within the next 5 business days of the receipt of the application.

Level Four: President

If the student does not agree or is dissatisfied with the solution suggested by the Campus Director then she or he can take the matter directly to the President. The student must submit the grievance to the President in writing for hearing. Upon the receipt of the written grievance, the President shall arrange for the hearing within ten days of the receipt of appeal. The hearing should include only the parties in interest. After the hearing, the president shall provide all interested parties with the written decision.

Level Five: State and or the Council

If the student is dissatisfied by the school's resolution, he or she may contact the Office of Higher Education at 450 Columbus Boulevard, Suite 510 in Hartford, Connecticut. Ph: (860) 947-1816 or the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223, Phone: (202) 336-6780.

Sexual Harassment and/or Solicitation

It is against the policy of AIHT for any member of the AIHT community, male or female, to sexually harass any employee, student or other person having dealings with AIHT. AIHT is committed to providing a working, living, and learning environment that is free from

all forms of sexually abusive, harassing, or coercive conduct. This policy seeks to protect the rights of all members of the educational community (faculty, administrators, staff, and students) and other person(s) having dealings with the AIHT, to be treated with respect and dignity.

Sexual Harassment is a form of behavior, which fundamentally undermines the integrity of academic relationships. It is a particular concern within the educational framework of AIHT where all members of the community, but especially students, instructors, administrators and staff, are connected by strong bonds of intellectual interdependence and trust. Both the Federal and State Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964.

A. Definition

1. The following definition applies to any individual of either sex who participates in the educational community as a student, faculty member, administrator staff member or other person having dealings with AIHT.
2. Sexual harassment consists of unwelcome verbal, nonverbal and/or physical behavior of a sexual nature which has the effect of interfering with student, employment, academic, or other status, or of creating a sexually intimidating environment. Sexual harassment incidents can involve a male/female harasser and a female/male victim, or same gender harassment.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.
 - b) Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
 - c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.
4. Examples of sexual harassment may include, but not limited to:
 - a) Verbal harassment; or abuse
 - b) Subtle pressure for sexual activity
 - c) Sexual remarks about an individual's or group's clothing, body or sexual activities
 - d) Unnecessary touching, patting, or pinching
 - e) Demands for sexual favors accompanied by implied or overt threats or offer concerning one's job, grades, letter of recommendation, etc.
 - f) Physical sexual assault

B. Consensual Relationships

1. Under this policy, consenting romantic and or sexual relationships between faculty and student, staff and student, or administrator and student, are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.
2. Codes of ethics for most professional associations forbid professional/client sexual relationships. Many elements of the administrator/student, staff member/student, are similar to those of the Instructor/Student relationship because of a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

C. Measures to Confront Sexual Harassment

Whenever it has been properly determined that sexual harassment has occurred, AIHT administration will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, AIHT administration will look at the entire record and the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The administration is committed to promoting, to the greatest degree possible, an environment free from sexual harassment.

D. Complaint Procedures

AIHT complaint procedure will serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment. Any member of the AIHT community who believes he/she has been a victim of sexual harassment may initiate the formal complaint procedure by contacting AIHT Director of Education.

Campus Security and Crime awareness policies

School encourages all its students and employees to report immediately any criminal incidents or other emergencies which occur on the campus to the administration. Director of Administration along with the Board of Directors is responsible for investigation and taking legal or other actions were warranted according to the situation. School will work with the local law enforcement authority if the need arises.

School strives to provide all its stake holders a secured and safe environment. Building has circuit cameras to record entry and departure of all visiting the building. All students and employees of the school are encouraged to keep the school authorities posted immediately of a possible criminal or a criminal activity that is likely to take place or has taken place. Statistical information of various criminal offenses will be distributed to the students and all employees on annual basis. A copy of this report will be available with the administration to all students and employees and as well to the prospective students and employees.

Student Services

Career Services

Once the student graduates, he/she is eligible for career services. Preparing resumes and training if required for attending interviews would be done by the career services. The school may recommend sites for application, when the vacancies arise, to all its graduates based on their performance. Procuring a placement depends ultimately on the performance of the student and the will of the site. Students cannot hold the school in anyway responsible for employment opportunities. There is no guarantee that successful completion of the programs will result in the student obtaining employment in any field or profession.

Barriers to Employment

Students must be aware that any type of felony conviction may prevent them from finding employment in the health care field.

Student Records

The records that the school will maintain (fire proof safe) are as follows:

1. The enrollment agreement (1 Passport size photograph).
2. Attendance Records.
3. Academic Records.
4. Financial Records.
5. Placement Data.
6. The ability to benefit (where applicable).
7. Record of meetings, appeals, disciplinary actions and dismissals.
8. A copy of the graduation certificate.
9. Final transcripts*
10. Medical Records**

* Final transcripts will be maintained on file upon completion/ termination of enrollment.

**This record is kept on a separate file to avoid any violation of HIPAA law.

Student records are maintained by the Student Services Office and are available for review by the student by filing a request form and your request will be processed in one week. Students are encouraged to submit updates to their records, such as, address changes or changes in financial status, as soon as possible. All records are private and are handled with confidentiality.

Current students can access their academic records i.e. attendance and grades by requesting to the coordinator of education affairs. Student can fill in request form and submit it with the administration. School will not entertain these requests on the phone.

Parking and Transportation

The students are expected to park in the designated parking area. The school is not responsible for any loss or damage to any motor vehicle parked in any designated parking area or any other surrounding area near the school. Students who park in the areas designated for other businesses of the building or surrounding streets may be subject to having their car towed at their expense and /or receive a parking ticket.

The bus stop is located outside the school on Lordship Blvd. Students may use bus number 10 from downtown Bridgeport to get here. The bus terminal is located at 710 Water Street in downtown Bridgeport. Students may visit <http://gogbt.com> to learn more about the bus schedule.

Advising

AIHT provides a safe, confidential, and supportive environment where students can get the help they need to be successful in the program. Our advising services are designed to promote academic success. Academic advising is provided by the Coordinator of Education Affairs. In some cases, she links the student to an appropriate instructor for extra help.

The school provides vocational advising to students through graduation on an as-needed basis. Students are welcome to set up an appointment with the Coordinator whenever they feel the need to do so.

Lost and Found

If you have misplaced or lost items, please inquire at the Front Desk. You may be asked to show a photo ID to claim your belongings. If you find items, please turn in to the Front Desk.

Registry Exam Disclaimer

Registration or Certification exam requisites are stipulated by the respective agencies and are subjected to variations from time to time by the agencies without notice to AIHT. Therefore, AIHT cannot promise eligibility for graduates to take certification exams.

Students without a bachelor's degree will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit:

<http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

The contents for testing are entirely in the hands of the agency and AIHT cannot guarantee success for its students. However, AIHT would try to help students in such endeavors to achieve best results. Becoming eligible or passing a registry exam is dependent upon the relevant agency's protocols and individual effort. Eligibility requirements are subject to change without notice to American Institute of Healthcare & Technology. It is student's responsibility to determine his/her own eligibility, and, if eligible, it is also student's responsibility to register for the examination (s), and success on any particular registry exam is not guaranteed. No representative of AIHT EDUCATION has promised registry eligibility.

Academic Program Offering / Termination Policy for Programs

Program Curriculum must be approved by Office of Higher Education. AIHT will continue offering the approved curriculum in campus with appropriate length. AIHT will notify Office of Higher Education Program approval unit in advance about discontinuation of any program if such program is not being responsive and there are no students enrolled in that program for one-year period. AIHT will remove the terminated / suspended program from website and school catalog.

Financial Information

Tuition Information

According to AIHT payment plan the student must pay non-refundable \$125.00 for registration and reserve a seat in the class scheduled. Thereafter, students are responsible to pay according to their payment plan until tuition fee is paid in full. Payment done between 1st and 7th of every month will be considered as a regular payment; from 8th to 10th there will be \$10.00 & after 10th, \$25.00 collected towards late fee charges. Please look at the “AIHT payment plan” for details (Business Office).

Tuition Breakdown for Programs

| COURSE | Hours | Reg. Fees | Books | *Other | Tuition | Total |
|-------------------------------------|----------|-----------|----------|-----------|-------------|-------------|
| CARDIOVASCULAR TECHNOLOGIST | 2220 HRS | \$125.00 | \$750.00 | \$1000.00 | \$18,995.00 | \$20,870.00 |
| CERTIFIED NURSE ASSISTANT | 150 HRS | \$125.00 | \$75.00 | \$200.00 | \$1,075.00 | \$1,475.00 |
| DIAGNOSTIC MEDICAL SONOGRAPHY | 2440 HRS | \$125.00 | \$750.00 | \$1000.00 | \$19,995.00 | \$21,870.00 |
| MEDICAL ASSISTANT | 720 HRS | \$125.00 | \$500.00 | \$450.00 | \$6,795.00 | \$7,870.00 |
| MEDICAL BILLING & CODING SPECIALIST | 340 HRS | \$125.00 | \$500.00 | \$250.00 | \$3,125.00 | \$4,000.00 |
| PATIENT CARE TECHNICIAN | 300 HRS | \$125.00 | \$250.00 | \$500.00 | \$3,125.00 | \$4,000.00 |
| PHARMACY TECHNICIAN | 500 HRS | \$125.00 | \$125.00 | \$150.00 | \$3,595.00 | \$3,995.00 |
| PHLEBOTOMY TECHNICIAN | 80 HRS | \$125.00 | \$55.00 | \$150.00 | \$1,120.00 | \$1,450.00 |
| VASCULAR TECHNOLOGIST | 1760 HRS | \$125.00 | \$350.00 | \$750.00 | \$16,275.00 | \$17,500.00 |

Cash, Check, Money Order or Credit card accepted

**For lab supplies, uniform(s) and externship costs (if applicable)*

Financial Arrangements

The school offers 'INTEREST' and/or 'NO INTEREST' payment plans options depending individual student needs. Please meet with our Admission Counselor to learn about the payment plan options. The school also works with a private student loan company; 'Tuition Options', where students can apply for a student loan. Please go to their website to learn more <http://www.tuitionoptions.com/>.

Students can also look for other sources for financial assistance like The Workforce Innovation and Opportunity Act (WIOA), Trade Reform Act (TRA), and The Workplace Incorporation. Please contact the individual agency directly for more information.

General Default Management Policies and Procedures

The student that does not adhere to the payment plan schedule is considered a defaulter. Student may be terminated for non-payment. If the student fails to adhere to the payment plan; he student may be issued a verbal warning. If the student still fails to fulfil the financial obligations then he or she will be issued a written warning; providing the information on what amount is to be paid and when. However, if the student still fails to clear his or her financial obligations, then the student will be terminated from the school. Monies owed that are three months past due are turned over to a collection agency, and a collection fee is added to the monies owed.

The process of collection involves determining which students are delinquent, notifying each student of outstanding debt and offering a repayment agreement option, reporting the student to the credit bureau if the monies owed are not paid, monitoring payments, and reporting full payment of delinquent accounts to the appropriate credit bureaus on a quarterly basis. A student who has delinquent tuition and fees will not be allowed to return to the school at a later time.

If the student financial account shows monies owed that are not paid by the due date or remain uncollected will be prevented from receiving the school's services; including registering for class, obtaining official transcripts and/or letter of completion/verification.

Cancellation and Refund Policy

Refund Policy in case of Cancellation:

- If an applicant is rejected for enrollment, a full refund of all monies paid will be made to the applicant, except for the nonrefundable registration fees.
- If AIHT cancels a program subsequent to a student's enrollment, a full refund of all monies will be made to the student, including the nonrefundable registration fees.
- If a student cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the nonrefundable registration fees.

Refund Policy in case of Withdrawal or Termination:

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

There are two financial obligation periods for all programs not exceeding 12 months each; first half length of the program and second half length of the program.

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed \$1,000 then school will withhold no more than \$1,000.00.
- If the student withdraws between the first week of classes and 50% of the total program length, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of \$1000.
- After 50% of the total program length is completed, the school will retain the full tuition for that period.

Note 1 – School will consider a partial week the same as whole week completed, if the student was present at least one day during the scheduled week.

Note 2 – Books and Supply charges incurred during the portion of the program attended by the student are non-refundable.

Refund Due Dates:

If a student never attends class (no-show) or cancels the agreement prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). Date of Determination (DOD) is the date the student gives in written or verbal notice of withdrawal to the school or the date the school terminates the student, by applying the school's attendance, conduct, or Satisfactory Academic Policy (SAP).

If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

The school will generate a refund calculations sheet for each student who cancels, withdraws, or terminated from the program. Students with a student loan are responsible for notifying the loan institution of class cancellation, withdrawal or termination.

Program Curriculum Details

Following are the Detail Program Curriculums approved by Office of Higher Education. Program length in months may vary depending on holidays, vacations, state emergency holidays, emergency early closing etc. Program lengths in hours are as follow.

The total hours per course are as follows:

| COURSE | Hours | Credit Hours |
|-------------------------------------|-------|--------------|
| CARDIOVASCULAR TECHNOLOGIST | 2220 | 92.5 |
| CERTIFIED NURSE ASSISTANT | 150 | NA |
| DIAGNOSTIC MEDICAL SONOGRAPHY | 2440 | 101.0 |
| MEDICAL ASSISTANT | 720 | 32.5 |
| MEDICAL BILLING & CODING SPECIALIST | 340 | 18.5 |
| PATIENT CARE TECHNICIAN | 300 | NA |
| PHARMACY TECHNICIAN | 500 | 24.5 |
| PHLEBOTOMY TECHNICIAN | 80 | NA |
| VASCULAR TECHNOLOGIST | 1760 | 70.0 |

The maximum number of students allowed per class or lab is 12 i.e. maximum students - teacher ratio for the class and lab for all programs is 12:1.

For Certified Nurse Assistant and Patient Care Technician Programs, the maximum number of students allowed per class or lab is 10 i.e. maximum students - teacher ratio for the class and lab for all programs is 10:1.

VOCATIONAL Programs

CARDIOVASCULAR TECHNOLOGIST

2220 Contact Hours, 92.5 Semester Credit Hours

Approximate Duration in Weeks: 88 (for Day classes) and 106 (for Evening classes)

Program description

Cardiovascular Technologists conduct tests on cardiovascular systems of patients for diagnostic purposes. They may conduct or assist in electrocardiograms, and cardiac catheterizations, and similar tests.

In this program the students will learn about the normal physiology as well as the pathology of the heart and blood vessels. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, Scanning modules like vascular and echocardiography. The coursework also includes 800 hours of externship which will give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. The course utilizes the instructor-led method of teaching. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

Program Objective

The objective of the program is to provide the required knowledge and skills to students in order to become successful Cardiovascular Technologists in the future.

Professional Credentials

After completion of the program student may appear for certification examinations offered by: [Cardiovascular Credentialing International](#) (CCI) and/or American Registry for Diagnostic Medical Sonography (ARDMS)

Students may appear for Registered Cardiac Sonographer (RCS) exam or Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](#) (CCI). For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Diagnostic Cardiac Sonographer (RDCS) exam and/or Registered Vascular Technologist (RVT) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: <http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

Employment

A Cardiovascular Technologist performs echocardiography according to the established practices and procedures, providing preliminary diagnostic evaluation and notifying

cardiologists of results of examinations. The technician consults with cardiologist to establish requirements for non-standard examinations and determines technical factors to satisfy requirements. He or she is familiar with standard concepts, practices and procedures within a particular field; Relying on experience and judgment to plan and accomplish goals as well as performing a variety of related tasks. The technician usually works under general supervision and typically reports to a manager.

Program Layout

| Term | Module | Course Title | Sem Credit | Theory | Lab | Clinical |
|-----------------|--------------|--------------------------------------|-------------|------------|------------|------------|
| Term I | | | | | | |
| | Mod 1 | BIO110 Medical Terminology | 2.5 | 40 | | |
| | Mod 2 | BIO111 Anatomy and Physiology 1 | 6.0 | 90 | | |
| | Mod 3 | BIO112 Anatomy and Physiology 2 | 3.0 | 50 | | |
| | Mod 4 | PTC 110 Patient Care | 1.0 | 20 | | |
| | Mod 5 | UHC 111 Understanding Healthcare | 2.5 | 40 | | |
| Term II | | | | | | |
| | Mod 1 | SPI 222 Ultrasound Physics & Doppler | 10.5 | 160 | | |
| | Mod 2 | SPI 223 Instrumentation and Doppler | 10.0 | 120 | 60 | |
| Term III | | | | | | |
| | Mod 1 | AEC 233 Adult Echo | 22.5 | 230 | 230 | |
| Term IV | | | | | | |
| | Mod 1 | DMS 243 Vascular Scanning | 16.0 | 150 | 190 | |
| Term V | | | | | | |
| | Mod 1 | CVT 254 Pre - Clinical | 1.0 | | 40 | |
| | Mod 2 | CVT 255 CVT Externship | 17.5 | | | 800 |
| | | | 92.5 | 900 | 520 | 800 |

Total Semester Credits - 92.5

Total Contact Hours - 2220

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

BIO111 Anatomy and Physiology 1

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System Cell & its Structure & functions, The Urinary System and The Reproductive System.

BIO112 Anatomy and Physiology 2

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

The Spinal cord and Spinal Nerves, Development and Inheritance and Vascular Anatomy.

Required pre-requisite for the module: BIO 111.

PTC 110 Patient Care

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

UHC 111 Understanding Health Care

In this module, the student will learn about ICD diagnostic codes, medical insurance, office administration, PACS & DICOM. Students will also gain knowledge about record keeping, personnel & fiscal management. The student also learns about latest & future trends in ultrasound imaging, understanding other modalities, statistics & transducer disinfection.

SPI 222 Ultrasound Physics & Doppler

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real-time imaging, displays and image storage, dynamic range, and harmonics.

Required pre-requisite for the module: BIO 112.

SPI 223 Instrumentation and Doppler

Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

Required pre-requisite for the module: SPI 222.

AEC 233 Adult Echo

In this module covers the basic introduction to echocardiography which includes the Heart Doppler – velocities and pressures Trans esophageal and stress echo Cardiac masses, infection and congenital abnormalities. The students are made aware about the various features of echocardiography and the ultrasound production and detection and interpretation, echo techniques in common clinical use, the indication of echo.

Required pre-requisite for the module: BIO 112, and SPI 223.

DMS 243 Vascular Scanning

This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels. *Required pre-requisite for the module: BIO 112 and SPI 223.*

CVT 254 Pre – Clinical

In this module, the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Echocardiography and Vascular modules.

Required pre-requisite for the module: AEC 233 and DMS 243.

CVT 255 CVT Externship

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: CVT 254.

CERTIFIED NURSE ASSISTANT

150 Clock Hours

Approximate Duration in Weeks: 6 (for Day classes), 8.5 (for Evening classes)

Program Description

This course is designed for students that want to become certified Nurse Assistant in the State of Connecticut by meeting the standard curriculum suggested by the Department of Public Health, State of Connecticut. The program aims to provide the required knowledge and skills in order to become successful certified nurse assistants in the future.

Graduates are trained to work in the acute hospital/clinic setting, as well as Chronic, long-term care settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to the nurse assistant job duties.

After completion of the program, student may appear for the Connecticut Nurse Aide Exam. The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

Program Objective

The objective of the CNA program is to prepare students for entry-level jobs providing them with skills and knowledge required to assist in direct patient care.

Professional Credentials

After completion of the program, students will appear for the Connecticut Nurse Aide Exam.

Employment

CNA is employed at any long-term health care facilities including convalescent centers and hospitals.

Program Layout

| Term | Module | Course Title | Theory | Lab | Clinical |
|--------|--------|---------------------------|--------|-----|----------|
| Term I | | | | | |
| | Mod 1 | CNA 110 Nursing Assistant | 80 | 40 | |
| | Mod 2 | CNA 255 CNA Externship | | | 30 |
| | | | 80 | 40 | 30 |

Total Clock Hours - 150

Course Description

CNA 110 Nursing Assistant

In this module, the students will be provided with the knowledge and skills necessary to become certified as a Nurse Aide in the State of Connecticut, by meeting the standard curriculum suggested by the state of CT.

CNA 255 CNA Externship

This course will provide the student with hands-on experience to practice the skills learned in the CNA 110 module in a long-term care center in the observation of clinical instructor.

Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: CNA 110

DIAGNOSTIC MEDICAL SONOGRAPHY

2440 Contacts Hours, 101.0 Semester Credit Hours

Approximate Duration in Weeks: 88 (for Day classes) and 106 (for Evening classes)

Program Description

Diagnostic Medical Sonographers, work towards conducting sonographic exam to create images in order to help physicians assess and diagnose medical conditions. Sonographers schedule and coordinate tests, records test results, and prepares and maintains operational logs.

In this program, students learn to perform diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate and record critical functional, pathological, and anatomical data. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, Scanning modules like abdomen, vascular and Ob/gyn. The coursework also includes 800 hours of externship which will also give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

Program Objective

The objective of the Diagnostic Medical Sonography Program is not only to prepare students to become skilled sonographers but also to equip them with the essential knowledge of the vital principles and instrumentation of Diagnostic Ultrasound.

Professional Credentials

After completion of the program student may appear for certification examinations offered by:

[Cardiovascular Credentialing International](#) (CCI) or
American Registry for Diagnostic Medical Sonography (ARDMS) or
[American Registry of Radiologic Technologists](#) (ARRT)

Students may appear for Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](#) (CCI). For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Vascular Technologist (RVT) exam and Registered Diagnostic Medical Sonography (RDMS) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: <http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

Students with Associates degree may also appear for the Sonography exam through the American Registry of Radiologic Technologists (ARRT). For more information, please visit <https://www.arrt.org/earn-arrt-credentials/types-of-credentials/primary-pathway/sonography>.

Employment

Many Diagnostic Medical Sonographers are employed in hospitals, ambulatory centers, and radiology centers. The education focus of the student allows them to function well in their field. The Medical Sonographers not only scan parts of the body but are also responsible for maintaining equipment and orders supplies when needed. They rely on limited experience and judgment to plan and accomplish goals. They should be able to perform a variety of tasks, and typically report to a chief technologist or manager.

Program Layout

| Term | Module | Course Title | Sem Credit | Theory | Lab | Clinical |
|-----------------|--------------|--------------------------------------|--------------|------------|------------|------------|
| Term I | | | | | | |
| | Mod 1 | BIO110 Medical Terminology | 2.5 | 40 | | |
| | Mod 2 | BIO111 Anatomy and Physiology 1 | 6.0 | 90 | | |
| | Mod 3 | BIO112 Anatomy and Physiology 2 | 3.0 | 50 | | |
| | Mod 4 | PTC 110 Patient Care | 1.0 | 20 | | |
| | Mod 5 | UHC 111 Understanding Healthcare | 2.5 | 40 | | |
| Term II | | | | | | |
| | Mod 1 | SPI 222 Ultrasound Physics & Doppler | 10.5 | 160 | | |
| | Mod 2 | SPI 223 Instrumentation and Doppler | 10.0 | 120 | 60 | |
| Term III | | | | | | |
| | Mod 1 | DMS 233 Abdomen and Small Parts | 16.0 | 140 | 220 | |
| Term IV | | | | | | |
| | Mod 1 | DMS 243 Vascular Scanning | 16.0 | 150 | 190 | |
| Term V | | | | | | |
| | Mod 1 | DMS 253 Ob/GYN | 15.0 | 140 | 180 | |
| Term VI | | | | | | |
| | Mod 1 | DMS 264 Pre - Clinical | 1.0 | | 40 | |
| | Mod 2 | DMS 265 DMS Externship | 17.5 | | | 800 |
| | | | 101.0 | 950 | 690 | 800 |

Total Semester Credits - 101.0
Total Contact Hours - 2440

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

BIO111 Anatomy and Physiology 1

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

BIO112 Anatomy and Physiology 2

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics: The Spinal cord and Spinal Nerves, Development and Inheritance and Vascular Anatomy. *Required pre-requisite for the module:* BIO 111.

PTC 110 Patient Care

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

UHC 111 Understanding Health Care

In this module, the student will learn about ICD diagnostic codes, medical insurance, office administration, PACS & DICOM. Students will also gain knowledge about record keeping, personnel & fiscal management. The student also learns about latest & future trends in ultrasound imaging, understanding other modalities, statistics & transducer disinfection.

SPI 222 Ultrasound Physics & Doppler

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real- time imaging, displays and image storage, dynamic range, and harmonics.

Required pre-requisite for the module: BIO 112.

SPI 223 Instrumentation and Doppler

Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

Required pre-requisite for the module: SPI 222.

DMS 233 Abdomen and Small Parts

This module covers the scanning techniques of abdominal organs like liver, biliary tree, pancreas, spleen, gall bladder, kidney, urinary bladder, appendix, along with the pathology of abdomen organs and small parts like thyroid glands, parathyroid glands, prostate, scrotum and breasts.

Required pre-requisite for the module: BIO 112 and SPI 223.

DMS 243 Vascular Scanning

This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels. *Required pre-requisite for the module: BIO 112 and SPI 223.*

DMS 253 OB/GYN

This module includes scanning techniques of Pelvic organs like ovaries, uterine tubes and cervix. They also study about normal and completed pregnancy, scanning techniques of fetus, pathology & congenital anomalies of the fetus.

Required pre-requisite for the module: BIO 112 and SPI 223.

DMS 264 Pre – Clinical

In this module the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Abdomen and Small Parts, Ob/Gyn and Vascular modules.

Required pre-requisite for the module: DMS 233, DMS 253 and DMS 243.

DMS 265 DMS Externship

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: DMS 264.

MEDICAL ASSISTANT

720 Contact Hours, 32.5 Semester Credit Hours

Approximate Duration in Weeks: 36(for Day classes) and 42(for Evening classes)

Program description

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. They perform duties ranging from scheduling appointments, maintaining medical records, billing, and coding to taking vital signs and medical histories, preparing patients for examination, and drawing blood. The Medical Assistant program is divided into different modules like Medical Terminology, Anatomy & Physiology, Phlebotomy, ECG, and Medical Billing and Coding. The coursework also includes 200 hours of externship which will give students an opportunity to practice what they have learned in the class. The course program utilizes the instructor-led method of teaching. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject.

Program Objective

The Medical Assistant program is designed to prepare students to become skilled office subordinates work closely with doctors, registered nurses, and other office personnel delivering patient care and assuming appropriate responsibilities before, during, and after hospital stays, surgical procedures and doctor's care.

Professional Credentials

After completion of the program graduates can appear for national certification examination, Clinical Medical Assistant Certification (CCMA) through NHA (National Health Career Association).

Employment

Many medical assistants are employed in Doctor's offices, hospitals, ambulatory centers, and emergency departments. Some are employed directly by doctors as 'private assistants' while others work as 'surgical assistants'. They also work in clinics, surgery centers, and general and specialty medical offices. Their broad educational background plus specialized focus, allows medical assistants to function well in a number of diverse areas of their field. Employment possibilities in addition to MA, include, surgery schedulers, materials managers, organ/tissues procurement and preservation, cardiac catheterization laboratories, product development, EKG technicians, phlebotomists and sales. A number of medical assistants become instructors after 3 years of experience in the field.

Program Layout

| Term | Module | Course Title | Sem Credit | Theory | Lab | Clinical |
|-----------------|--------------|---|-------------|------------|------------|------------|
| Term I | | | | | | |
| | Mod 1 | BIO 110 Medical Terminology | 2.5 | 40 | | |
| | Mod 2 | BIO 111 Anatomy and Physiology 1 | 6.0 | 90 | | |
| | Mod 3 | PHL 113 Phlebotomy | 4.0 | 50 | 30 | |
| | Mod 4 | EKG 113 Electrocardiography | 4.0 | 45 | 25 | |
| Term II | | | | | | |
| | Mod 1 | MBC 121 Introduction to Billing | 4.0 | 60 | | |
| | Mod 2 | CMA 223 Assisting with Medical Specialist | 7.5 | 90 | 90 | |
| Term III | | | | | | |
| | Mod 1 | CMA 235 CMA Externship | 4.5 | | | 200 |
| | | | 32.5 | 375 | 145 | 200 |

Total Semester Credits – 32.5

Total Contact Hours - 720

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

BIO111 Anatomy and Physiology 1

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

PHL 113 Phlebotomy

In this module the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

EKG 113 Electrocardiography

This module will cover comprehensive information on the normal anatomy and physiology of the heart, the conduction pathway, 12-lead EKG, normal and abnormal heart rhythms. The students will perform the EKG on each other to learn how to perform the same.

MBC 121 Introduction to Billing

In this module, the student will be provided with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

CMA 223 Assisting with Medical Specialist

The student will learn on how to assist medical specialist to prepare students to work with doctors and other health care professionals for an entry level position in the medical field with an emphasis administrative duties and clinical procedures.

Required pre-requisite for the module: BIO 111.

CMA 235 CMA Externship

This course will provide the student with hands-on experience in a physician's office and hospital under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: CMA 223.

MEDICAL BILLING & CODING SPECIALIST

340 Contact Hours, 18.5 Semester Credit Hours

Approximate Duration in Weeks: 17(for Day classes), and 20 (for Evening classes)

Program Description

In this program, students learn Medical terminology, computer application, Medical insurance, billing, coding, HIPAA and medical law & ethics. The clinical externship hours gives you an idea of working in hospital, doctor's office, labs and insurance companies.

Program Objective

The purpose of medical billing and coding program is to provide students with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

Professional Credentials

After completion of the program graduates can appear for national certification examination, Certified Billing & Coding Specialist (CBCS) through NHA (National Health Career Association).

Employment

Medical Billers and coders usually work 40 regular office hours from Monday through Friday on a desk in the billing office or billing department of the professional healthcare office. They must know the different methods of billing patients, understand various collection methods, ethical and legal implications have a good working knowledge of medical terminology, medical billing and claims form completion, and coding. They also must understand database management, spreadsheets, electronic mail, and possess state-of-the-art word processing and accounting skills, be proficient in bookkeeping, and be able to type at a good typing speed.

Program Layout

| Term | Module | Course Title | Sem Credit | Theory | Lab | Clinical |
|-----------------|--------------|----------------------------------|-------------|------------|-----|-----------|
| Term I | | | | | | |
| | Mod 1 | BIO 110 Medical Terminology | 2.5 | 40 | | |
| Term II | | | | | | |
| | Mod 1 | MBC 221 Billing & Coding and EHR | 14.5 | 220 | | |
| Term III | | | | | | |
| | Mod 1 | MBC 235 Clinical Externship | 1.5 | | | 80 |
| | | | 18.5 | 260 | | 80 |

Total Semester Credits - 18.5

Total Contact Hours - 340

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

MBC 221 Billing & Coding and EHR

In the Medical Billing & Coding module, the students will be introduced and given an overview of Medical Insurance, billing cycle, coding procedure, claim follow up and payment processing, management, legal and ethical skills with an emphasis on the basic and essential information. Students will be introduced to the basic usage of the Electronic Health Record (EHR) system, its benefit to the patients and healthcare workers.

MBC 235 Clinical Externship

This course will provide the student with hands-on experience in a medical office, hospital, or billing & coding management company under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: MBC 221

PATIENT CARE TECHNICIAN

300 Clock Hours

Approximate Duration in Weeks: 12.25 (for Day classes), 18 (for Evening classes)

Program Description

This course is designed to provide students with the knowledge and skills necessary to become a Patient Care Technician by first attaining to meet or exceed the standards for the state's nursing aide license.

Graduates are trained to work in the acute hospital/ clinic setting, as well as Chronic, long-term care settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to the patient care job duties.

After completion of the program, student will appear for the Connecticut Nurse Aide Exam.

The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

Program Objective

The objective of the PCT program is to prepare students for entry-level patient care technician jobs as well as equip them with the skills and knowledge required to assist in direct patient care.

Professional Credentials

After completion of the program, students will appear for the Connecticut Nurse Aide Exam.

Employment

PCT is employed at any long term health care facilities including convalescent centers and hospitals.

Program Layout

| Term | Module | Course Title | Theory | Lab | Clinical |
|--------|--------|-----------------------------|--------|-----|----------|
| Term I | | | | | |
| | Mod 1 | EKG 113 Electrocardiography | 50 | 20 | |
| | Mod 2 | PHL 113 Phlebotomy | 50 | 30 | |
| | Mod 3 | CNA 110 Nursing Assistant | 80 | 40 | |
| | Mod 4 | CNA 255 CNA Externship | | | 30 |
| | | | 180 | 90 | 30 |

Total Clock Hours- 300

Course Description

CNA 110 Nursing Assistant

In this module, the students will be provided with the knowledge and skills necessary to become certified as a Nurse Aide in the State of Connecticut, by meeting the standard curriculum suggested by the state of CT.

EKG 113 Electrocardiography

This module will cover comprehensive information on the normal anatomy and physiology of the heart, the conduction pathway, 12-lead EKG, normal and abnormal heart rhythms. The students will perform the EKG on each other to learn how to perform the same.

This module will also cover the basics of treadmill (stress) tests and Holter monitoring.

PHL 113 Phlebotomy

In this module the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

CNA 255 CNA Externship

This course will provide the student with hands-on experience to practice the skills learned in the CNA 110 module in a long term care center in the observation of clinical instructor.

Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: CNA 110

PHARMACY TECHNICIAN

500 Contact Hours, 24.5 Semester Credit Hours

Approximate Duration in Weeks: 20(for Day classes) and 24(for Evening classes)

Program description

The pharmacy technician course will provide students with an overall understanding of the pharmacy profession by teaching the topics like introduction to pharmacy, pharmacokinetics, drug administration and pharmacy management.

Graduates are trained to work in the retail pharmacies or hospital based pharmacy settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to the patient care job duties.

The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

Program Objective

The purpose of the program is to provide learning experiences which enable graduates to obtain basic competencies needed for entry level employment as a Pharmacy Technician in either the hospital or retail setting.

Professional Credentials

After completion of the program graduates can appear for national certification examination, Pharmacy Technician Certification (CPht) through NHA (National Health Career Association).

Employment

Pharmacy Technicians are employed in retail pharmacies and hospitals pharmacies. They assist the pharmacist for over the counter medication, refill the prescriptions, take patient information, do the billing and take care of pharmacy inventory. They are work also in the pharmacies associated with clinics, Surgery centers and in nursing homes. Their educational background plus specialized focus, allows Pharmacy Technician to function well in their field.

Program Layout

| | Course Title | | Sem Credit | Theory | Lab | Clinical |
|----------------|--------------|-----------------------------|-------------|------------|-----|------------|
| Term I | | | | | | |
| | Mod 1 | PHT 110 Pharmacy Tech | 20.0 | 300 | | |
| Term II | | | | | | |
| | Mod 1 | PHT 125 Pharmacy Externship | 4.5 | | | 200 |
| | | | 24.5 | 300 | | 200 |

Total Semester Credits - 24.5

Total Contact Hours - 500

Course Description

PHT 110 Pharmacy Tech

This module will cover a comprehensive study of the pharmaceutical terminology, pharmacy related health care system, technician's roles in the field and Drugs Regulations & controls. This module will also cover information on how to fill prescriptions, pharmacy calculation, various drug administration routes & formulation, compounding, basic bio-pharmaceutics, factor affecting drugs activity, drug inventory management and financial issues related to it.

PHT 125 Pharmacy Externship

This course will provide the student with hands-on experience with affiliated pharmacy or hospital under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: PHT 110.

VASCULAR TECHNOLOGIST

1760 Contact Hours, 70.0 Semester Credit Hours

Approximate Duration in Weeks: 60 (for Day classes) and 88(for Evening classes)

Program Description

Vascular technologist, work towards conducting sonographic exam to create images in order to help physicians assess and diagnose medical conditions. Sonographers schedule and coordinate tests, records test results, and prepares and maintains operational logs.

In this program, students learn to perform sonographic examinations utilizing ultrasonic equipment to locate, evaluate and record critical functional, pathological, and anatomical data. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, and Vascular Scanning module. The coursework also includes 800 hours of externship which will also give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

Program Objective

The objective of the Vascular Technologist Program is to prepare students to become skilled Vascular Technologists and also prepare them to take Registered Vascular Sonographer exam through Cardiovascular Credentialing International. This program will equip them with the essential knowledge of the vital principles and instrumentation of Vascular Ultrasound.

Professional Credentials

After completion of the program student may appear for certification examinations offered by:

- ✓ Cardiovascular Credentialing International (CCI) or
- ✓ American Registry for Diagnostic Medical Sonography (ARDMS) or

Students may appear for Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](http://cci-online.org/content/examinations-offered) (CCI). For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Vascular Technologist (RVT) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: http://www.ardms.org/Prerequisite%20Charts/generalprerequisites_-2014-2.pdf.

Employment

Many vascular technologists are employed in hospitals, ambulatory centers, and radiology centers. The education focus of the student allows them to function well in their field. The Sonographers not only scan vessels but are also responsible for maintaining equipment and orders supplies when needed. They rely on limited experience and judgment to plan and accomplish goals. They should be able to perform a variety of tasks, and typically report to a chief technologist or manager.

Program Layout

| Term | Module | Course Title | Sem Credit | Theory | Lab | Clinical |
|-----------------|--------------|--------------------------------------|-------------|------------|------------|------------|
| Term I | | | | | | |
| | Mod 1 | BIO110 Medical Terminology | 2.5 | 40 | | |
| | Mod 2 | BIO111 Anatomy and Physiology 1 | 6.0 | 90 | | |
| | Mod 3 | BIO112 Anatomy and Physiology 2 | 3.0 | 50 | | |
| | Mod 4 | PTC 110 Patient Care | 1.0 | 20 | | |
| | Mod 5 | UHC 111 Understanding Healthcare | 2.5 | 40 | | |
| Term II | | | | | | |
| | Mod 1 | SPI 222 Ultrasound Physics & Doppler | 10.5 | 160 | | |
| | Mod 2 | SPI 223 Instrumentation and Doppler | 10.0 | 120 | 60 | |
| Term III | | | | | | |
| | Mod 1 | DMS 243 Vascular Scanning | 16.0 | 150 | 190 | |
| Term VI | | | | | | |
| | Mod 1 | RVT 264 Pre - Clinical | 1.0 | | 40 | |
| | Mod 2 | RVT 265 RVT Externship | 17.5 | | | 800 |
| | | | 70.0 | 670 | 290 | 800 |

Total Semester Credits - 70.0

Total Contact Hours - 1760

Course Description

BIO110 Medical Terminology

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

BIO111 Anatomy and Physiology 1

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

BIO112 Anatomy and Physiology 2

This is an introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics: The Spinal cord and Spinal Nerves, Development and Inheritance and Vascular Anatomy. *Required pre-requisite for the module: BIO 111.*

PTC 110 Patient Care

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

UHC 111 Understanding Health Care

In this module, the student will learn about ICD diagnostic codes, medical insurance, office administration, PACS & DICOM. Students will also gain knowledge about record keeping, personnel & fiscal management. The student also learns about latest & future trends in ultrasound imaging, understanding other modalities, statistics & transducer disinfection.

SPI 222 Ultrasound Physics & Doppler

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real- time imaging, displays and image storage, dynamic range, and harmonics.

Required pre-requisite for the module: BIO 112.

SPI 223 Instrumentation and Doppler

Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

Required pre-requisite for the module: SPI 222.

DMS 243 Vascular Scanning

This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels.

Required pre-requisite for the module: BIO 112 and SPI 223.

RVT 264 Pre - Clinical

In this module the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Abdomen and Small Parts, Ob/Gyn and Vascular modules.

Required pre-requisite for the module: DMS 243.

RVT 265 RVT Externship

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: RVT 264.

AVOCATIONAL Program

PHLEBOTOMY TECHNICIAN

(Avocational)

80 Clock Hours

Approximate Duration in Weeks: 4(for Day classes), 5(for Evening classes) and 16(for Weekend classes)

Program Pre-requisite

This course is **NOT OPEN TO THE PUBLIC**. This program could be used towards professional development or continuing education.

To enroll in the course, the students should have completed or should have been enrolled in the following areas/programs but not limited to:

- Certified Nurse Assistant (CNA) program or
- Nursing related field or
- Biomedical Science Program or
- Currently working in medical field or
- Has a medical background and is looking to enter into a research field.

Program Description

In the Phlebotomy program, the students learn how to draw blood samples successfully; learning the proper techniques to draw blood using different blood drawing equipment. They also learn how to obtain samples of some non-blood specimens like stool, urine, sputum etc. The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject. The program is an avocation course.

The course is offered to students who do not wish to pursue a completion certificate from the school. The course is for students who are preparing to enter the medical field and want to take this course as an introduction to the field. The course is also for professionals from the related field like Patient Care Technicians and Certified Nurse Aides, who want to get an in-depth knowledge about the field and use it to advance in the field.

Program Objective

This course will provide the opportunity to the prospective students to continue education or advance in the professional /medical field.

Program Layout

| Term | Module | Course Title | Theory | Lab | Clinical |
|--------|--------|--------------------|--------|-----|----------|
| Term I | | | | | |
| | Mod 1 | PHL 113 Phlebotomy | 50 | 30 | |
| | | | 50 | 30 | |

Total Clock Hours - 80

Course Description

PHL 113 Phlebotomy

In this module the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

Required pre-requisite for the module: To enroll in the course, the students should have completed or should be enrolled in Certified Nurse Assistant (CNA) program or Nursing related field or Biomedical Science Program or currently working or has a medical background and is looking to enter into a research field.

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APPENDIX A: Holiday and Program Schedule - 2018

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule.

| | |
|--------------------------------|--------------------------------------|
| New Year Day..... | January 1, 2018, Monday |
| Martin Luther King B- Day..... | January 15, 2018, Monday |
| President's day | February 19, 2018, Monday |
| Good Friday | March 30, 2018, Friday |
| Memorial Day | May 28, 2018, Monday |
| Independence Day..... | July 4, 2018, Wednesday |
| Labor Day..... | September 3, 2018, Monday |
| Columbus Day..... | October 8, 2018, Monday |
| Veterans Day..... | November 12, 2018, Monday (observed) |
| Thanksgiving Day..... | November 22, 2018, Thursday |
| Black Friday..... | November 23, 2018, Friday |
| Christmas Day..... | December 25, 2018, Tuesday |

Summer Vacation: August 27th to August 31st 2018

Winter Vacation: December 24th to December 31st 2018

If classes are cancelled due to inclement weather or other unforeseen circumstances, make-up classes will be required for the missed hours. Your respective instructor will inform the class about any mandatory make-up classes.

In case of unscheduled school closings, students will have to access the school's website for updated information.

Program Schedules:

| Program Name | Day | Evening | Weekend |
|---|--|--------------------------------|-----------------------|
| Medical Assistant Medical Billing & Coding Pharmacy Technician | Monday - Thursday 9am - 2pm | Monday - Thursday 5pm - 9pm | None |
| Diagnostic Medical Sonography Cardiovascular Technologist Vascular Technologist | Monday - Friday 9am - 2pm | Mon-Tue-Wed 5pm - 10pm | None |
| Certified Nurse Assistant Patient Care Technician | Monday - Thursday 9am - 2pm Friday 9am - 1pm | Monday - Thursday 5pm - 9pm | None |
| Phlebotomy Technician | Monday - Thursday 9am - 2pm | Monday - Thursday 5pm - 9pm | Saturday 9am - 3pm |

Note: Each course may vary in length; therefore, start and end dates will also vary. Observed holidays and inclement weather may cause program completion dates to vary.

Weather Emergencies: The school reserves the right to close during weather emergencies or natural disasters. Under this condition, the student will not be considered absent and instructors will cover the missed material in the following class. The AHIT website will provide updates regarding any school closings or delayed openings.

APPENDIX B: Administrative Members

| Name | Position Held |
|----------------|---|
| Jimmy Patel | Board Director |
| Ravish Shah | Director |
| Lauren Fox | Enrollment Administrator |
| Dinny Mathew | Coordinator of Education Affairs & Instructor |
| Chandani Payal | Career Services and Clinical Coordinator |

APPENDIX C: Instructional Staff Members

Full Time Faculty Member

Dinny Mathew MPH, MBBS, RDCS
Southern Connecticut State University,
New Haven, CT

Instructor (Diagnostic Medical Sonography &
Cardiovascular Technologist Program)

Part Time Faculty Members

Bhakti Chourasia, DA, MBBS
GR Medical College, Gwalior
India

Instructor (Medical Assistant and Ultrasound
Programs)

Bonnie Drozdowicz, DPM, BS, RN
Newton Wellesley Hospital
School of Nursing, Newton, MA

Instructor (Certified Nurse Assistant and Patient Care
Technician programs)

Chandni Payal MHA, MPhil, BS
University of New Haven,
New Haven, CT

Instructor (Medical Assistant and Ultrasound
Programs)

Cindy Distasio, RN
Cochran School of Nursing, St. John
Riverside Hospital, NY

Instructor (Certified Nurse Assistant and Patient Care
Technician programs)

Colleen Marsan AS, CCMA
Housatonic Community College,
Bridgeport, CT

Instructor (Medical Assistant and Phlebotomy
Program)

Elena Rafalski BS, RDMS
University of Wisconsin, Madison, WI
Sanford Brown, New York, NY

Instructor (Diagnostic Medical Sonography Program)

Jillian O'Neal BS, CBCS
Baruch College, New York, NY

Instructor (Medical Billing & Coding Program)

Kiela K. Farmer, LPN
Lincoln Technical Institute,
Shelton, CT

Instructor (Certified Nurse Assistant and Patient Care
Technician programs)

Michelle Abad, BS
University of Bridgeport, Bridgeport, CT

Instructor (Phlebotomy Program)

APPENDIX C: Instructional Staff Members (Continu..)

Part Time Faculty Members

Mikael Bangash MBBS, CCT, CPT
Ayub Medical College, Abbottabad,
Pakistan

Instructor (Medical Assistant Program)

Sobia Shahzad, MBBS
Rawalpindi Medical College, Rawalpindi,
Pakistan

Instructor (Medical Assistant and Ultrasound
Programs)

Susan Sampson, AS
Housatonic Community College,
Bridgeport, CT

Instructor (Medical Assistant, and Phlebotomy
Program)

APPENDIX D: Program Start and End Dates & Registration Deadline

| Sonography Programs | |
|---------------------|--------------------|
| Beginning Date | Estimated End Date |
| February 2018 | December 2020 |

Registration Ends: January 2018

| MA Program | |
|----------------|--------------------|
| Beginning Date | Estimated End Date |
| February 2018 | October 2018 |

Registration Ends: February 2018

| MBC Program | |
|----------------|--------------------|
| Beginning Date | Estimated End Date |
| February 2018 | May 2018 |

Registration Ends: February 2018