

2023 Catalog



Charter Career Academy

750 Sandhill Road, Suite 100

Reno, Nevada 89521

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Introduction

Charter Career Academy (CCA) is designed to give students a quick, affordable, and 24/7 accessible, online pathway to help jump-start or reboot careers in America’s high-demand industries as well as help students pursue lifelong learning. CCA’s programs are specifically designed to build industry recognized skills and competencies and provide the learning content required for nationally recognized certifications.

CCA is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual or any form of unlawful harassment, discrimination, or retaliation. College policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, gender, gender identity, gender expression, genetic information, volunteer or internship status or any other classification protected by the federal, state, or local law.

Ownership

CCA is a private, postsecondary education institution that is owned, governed, and operated by Charter College, LLC. 750 Sandhill Road, Suite 100, Reno, Nevada 89521. The members of the Board of Managers Gunnar Bjorklund, Chairman; Joshua Swayne, CEO; Robert McCart, Manager; and Leslie Pritchard, Manager.

Administrative Staff

Shane Reeder, Academy Director – Reno, NV

JD, Willamette University

Joel Nelson, Academic Director – Reno, NV

MBA, Morrison University

Shane Smith, Director of Business Development – Reno, NV

BS, Eastern Washington University

Location, Facility, Contact Information, and Hours of Operation

CCA’s instruction is fully online, as are admissions, student finance, library resources, academic support, and career services. CCA has its administrative offices in Reno, Nevada. Skills Labs are available in the states in which Charter Career Academy is authorized to operate. The locations of the labs are provided in the State specific provisions of this Catalog. The labs include sinks, desks, workstations, and equipment appropriate to the learning objectives of the lab courses.

The Skills Lab hours of operations are:

Skills Lab Hours

Monday – Thursday, 8:00 am to 4:00 pm

Excluding Holidays.

The address and contact information for CCA’s Administrative office is:

Administrative Offices
Charter Career Academy
750 Sandhill Road, Suite 100
Reno, NV 89521
775-525-2115
CharterCareerAcademy.com
info@CharterCareerAcademy.com

Administrative Office Hours
Monday – Friday, 8:00 a.m. to 4:00 p.m.
Excluding Holidays

Programs

CCA offers programs that are designed to prepare students for industry recognized national certification examinations and entry-level employment. **Not all programs are available in all states.** The programs available in each state are listed in the State specific provisions of the Catalog. The table below lists the available CCA programs, the respective clock hours, program durations and tuition cost for each program.

Program	Clock Hours	Program Duration	Tuition
Medical Assistant (No Lab or Externship)	320	20 - 32 Weeks	\$3,999
Medical Assistant Lab (Optional)	60	3 - 6 Weeks	\$799
Medical Assistant Externship (Optional)	160	4 – 6 Weeks	\$799
Phlebotomy	190	12 – 20 Weeks	\$1,999
Medical Equipment Technician	96	6 – 9 Weeks	\$999
Medical Administrative Assistant	170	11-17 Weeks	\$1,999
Medical Billing and Coding Specialist	170	11-17 Weeks	\$2,499
Electronic Health Records Specialist	130	8-13 Weeks	\$1,999
EKG Technician	120	10-12 Weeks	\$1,999
Biomedical & Imaging Information Security	45	6 – 9 Weeks	\$1,299

Start Dates 2023 and 2024

2/13/2023	1/29/2024
4/24/2023	4/8/2024
7/3/2023	6/17/2024
9/11/2023	8/26/2024
11/20/2023	11/4/2024

CCA's programs enroll on a 10-week cycle. Lab courses and externships will have set days and times of attendance. Other than lab and externship courses, CCA's programs are fully digital and available online 24/7. Each program and its courses have a set number of weeks within which a student must complete the program and its respective courses. A student's expected completion date is based on each student's date of enrollment.

Each course in a program includes multiple learning tools including video instruction, simulations, learning activities, virtual demonstrations, and assessments. Lab courses and externships include hands-on skill development.

For CCA programs that include lab courses as part of the program, lab work can be done at one of the lab locations listed in the State specific provisions of this Catalog, or at a partnered auxiliary lab site that has been coordinated between CCA, the site, and the student.

CCA's Medical Assistant Lab Course and Externship course are not required in the program and are not included in the base tuition price of the Medical Assisting Program. These courses are optional for those students who want to engage in a lab and/or externship learning experience and have an additional tuition cost. Start dates for the Lab and Externship courses must be coordinated between CCA and the student. Externships will be completed at an externship site that has been coordinated between CCA, the externship site, and the student.

Medical Assistant

Delivery Method: Blended or Online

Clock Hours: 320-540

Length: 20 - 44 Weeks

The Medical Assistant program provides the technical skills and work habits required to seek entry-level employment as Medical Assistants. Students are prepared for a National certification Exam (NHA).

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.

3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry-level medical assistant in a variety of settings.
4. Identify, characterize, describe, and explain, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
5. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Clock Hours
MA101	Introduction to Healthcare Science and Anatomy and Physiology ¹	112
MA102	Clinic Communication and Ethics ¹	48
MA103	Administrative Procedures and Care Coordination ¹	48
MA104	Patient Care for Medical Assistants ¹	112
MA105	Medical Assistant Lab Skills (optional) ²	60
MA106	Medical Assistant Externship (optional) ³	160
	Grand Total	320-540

¹This course is taught online.

²This course is taught in-person.

³This course is completed off-site at an Externship Facility.

Course Descriptions

[MA101 Introduction to Healthcare Science and Anatomy and Physiology](#) [112 Clock Hours](#)

Prerequisites: None

This course introduces common healthcare systems and settings. This course includes the roles and responsibilities of the medical assistant, other health care providers, and allied health professionals. Basic pharmacology is introduced. Drug classification, drug schedules, and commonly prescribed medications are covered. This course includes an approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations. This course introduces basic science. Infectious agents, chain of infection is covered within the course.

[MA102 Clinic Communication and Ethics](#) [48 Clock Hours](#)

Prerequisites: MA101 Introduction to Healthcare Science and Anatomy and Physiology

This course introduces the medical assistant's role in communication and customer service. Emphasis is placed on effective communication skills. Legal, ethical, and cultural aspects of healthcare are also introduced.

[MA103 Administrative Procedures and Care Coordination](#) [48 Clock Hours](#)

Prerequisites: MA102 Clinic Communication and Ethics

This course introduces the medical assistant's role in administrative activities and care coordination in the medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Emphasis is placed on educating patients and patient care coordination.

Hours

Prerequisites: MA103 Administrative Procedures and Care Coordination

This course introduces the medical assistant's role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs, and assisting in life span specialties. common healthcare systems and settings. This course introduces common phlebotomy and lab procedures for adults and children. This course includes an approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

MA105 Medical Assistant Lab Skills (Optional)

60 Clock Hours

Prerequisites: MA104 Patient Care for Medical Assistants

This course provides hands-on training in the patient care skills of a Medical Assistant. Emphasis is placed on assisting with physical examinations, obtaining vital signs, and assisting in life span specialties in common healthcare systems and settings. This course introduces common phlebotomy and lab procedures for adults and children. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

MA106 Medical Assistant Externship (Optional)

160 Clock Hours

Prerequisites: MA104 Patient Care for Medical Assistants

This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 160 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor.

Phlebotomy

Delivery Method: Blended

Clock Hours: 190

Length: 12 – 20 Weeks

The Phlebotomy program prepares students to seek entry-level employment in a medical office, hospital, laboratory, or blood bank. The program provides skills in venipuncture, capillary sticks, nonblood specimen collection, point of care, infection control, customer service, safety, orders, site preparation, and equipment selection.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Describe the role of the phlebotomy technologist in the physician's office laboratory and hospital laboratory.
2. Apply the proper procedures to prepare a patient for specimen collection.
3. Apply the proper procedures for obtaining, transporting, and processing a specimen.
4. Demonstrate successful specimen collections using the appropriate technique.
5. Perform point of care testing (urinalysis, glucose, occult blood, pregnancy testing).
6. Perform and record quality control procedures and results.
7. Comply with laws and standards governing specimen collection as related to reliability and accuracy in lab testing.

8. Maintain quality control in the collection of blood specimens.
9. Select appropriate specimen collection equipment for the test ordered and type of patient.

Course Code	Course Title	Clock Hours
PB101	Introduction to Phlebotomy ¹	35
PB102	Phlebotomy and Lab Procedures ¹	35
PB103	Phlebotomy Lab Skills ²	40
PB104	Phlebotomy Externship ²	80
	Total	190

¹This course is taught online.

²This course is taught in-person.

Course Descriptions

PB101 Introduction to Phlebotomy

35 Clock Hours

Prerequisites: None

This course introduces common phlebotomy and lab procedures for adults and children. This course includes an approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

PB102 Phlebotomy and Lab Procedures

35 Clock Hours

Prerequisites: PB101 Introduction to Phlebotomy

This course provides advanced training in phlebotomy and lab procedures. Emphasis is placed on specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, and prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

PB 103 Phlebotomy Lab Skills

40 Clock Hours

Prerequisites: PB102 Phlebotomy and Lab Procedures

This course provides hands-on training in phlebotomy and lab procedures. Emphasis is placed on common phlebotomy and lab procedures for adults and children, specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

PB 104 Phlebotomy Externship

80 Clock Hours

Prerequisites: PB103 Phlebotomy Lab Skills

This is an advanced course applying Phlebotomy skills at a sponsoring medical facility. The course provides 80 hours of supervised work involving Phlebotomy practical/procedural skills, and career professionalism. Students will be expected to perform entry-level Phlebotomy duties, as assigned by the designated supervisor.

Medical Equipment Technician

Delivery Method: Online

Clock Hours: 96

Length: 6 – 9 Weeks

The Medical Equipment Technician program is designed to equip students with the technical skills and knowledge required to obtain an entry-level position as a medical equipment technician. Students completing the program are prepared to sit for the Association for the Advancement of Medical Instrumentation (AAMI) national Certified Associate in Biomedical Technology (CABT) certification examination.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Demonstrate an understanding of the functions and components of Anatomy and Physiology.
2. Identify, describe, and explain key medical terms associated with biomedical equipment repair and healthcare technology management.
3. Understand medical equipment and the function of test equipment, monitoring equipment, diagnostic equipment, and therapeutic equipment.
4. Explain the knowledge, skills, and professional behavior necessary to perform medical device calibration, repairs, and routine maintenance, checks, and services, safely in a healthcare environment.
5. Identify the basic steps associated with troubleshooting medical equipment.
6. Explain the management requirement associated with prioritizing medical device repairs, use error, device error.
7. Identify and explain training needs for monitoring equipment, diagnostic equipment, and therapeutic equipment.
8. Identify and differentiate Healthcare Information Technology standards (HITECH, MDDS, IEC 80001, HIPAA), troubleshoot PC hardware, troubleshoot networks (wired and wireless), be able to use PING, understand healthcare applications and understand networking fundamentals.

Course Codes	Course Title	Clock Hours
MT101	Introduction to Anatomy, Physiology, and Healthcare Terminology	16
MT102	Medical Devices as Related to Patient Care	16
MT103	Safety in Healthcare	16
MT104	Fundamentals of Electricity and Electronics	16
MT105	Reasoning and Problem Solving	16
MT106	Healthcare Information Technology	16
	Total	96

Course Descriptions

MT101 Introduction to Anatomy, Physiology, and Healthcare Terminology 16 Clock Hours

Prerequisites: None

This course introduces the basic functions and interactions of the physiological systems; the basic functions of the major organs; and develop a foundational understanding of healthcare terminology associated with biomedical equipment technology.

MT102 Medical Devices as Related to Patient Care 16 Clock Hours

Prerequisites: MT101 Introduction to Anatomy, Physiology, and Healthcare Terminology

This course provides an advanced training in the functions of diagnostic medical equipment, such as the otoscope, ophthalmoscope, thermometer, scales, centrifuges, bladder scanners, EKG cart, and microscopes. Students will develop an understanding of the purpose and basic functions of patient monitoring equipment such as non-invasive blood pressure units, pulse oximetry devices, telemetry systems, EtCO₂, and ECG recording devices; the purpose and basic functions of therapeutic medical equipment such as infusion pumps, suction pumps, syringe pumps, PCA pumps, physical therapy equipment, defibrillator, patient warming and cooling units; an understanding of the proper use of hand tools such as, a graduated cylinder, a stopwatch, Allen and torque wrenches, channel lock, vice grip and needle-nose pliers, diagonal cutters and wire strippers; and, an understanding of the proper use of biomedical calibration verification and test equipment such as a multimeter, an electrical safety analyzer, patient simulator, a tachometer and scales.

MT103 Safety in Healthcare 16 Clock Hours

Prerequisites: MT102 Medical Devices as Related to Patient Care

This course introduces students to safety concepts and symbolism for safety programs such as lock out tag out (LOTO), safety data sheets (SDS), color coding for gases and hazardous signage. During the course, students will explore topics associated with identifying potential safety hazards such as those associated with environmental, macro/micro electrical and chemical situations, steps for following universal precautions along with biohazard and infection control procedures, and requirements associated with risk management methodology when working with various medical equipment units such as imaging devices, defibrillator units, lab equipment and PPE standards.

MT104 Fundamentals of Electricity and Electronics 16 Clock Hours

Prerequisites: MT103 Safety in Healthcare

This course prepares students to better understand basic electronics and electricity principles, including familiarizing students with Ohm's Law and how it applies to electrical safety checkout procedures and equipment testing; Understanding basic concepts of electricity and symbols associated with voltage, current, resistance, capacitors, ground, transformers, batteries, switch, fuses, circuit breakers; understanding and differentiating between direct and alternating current (DC/AC) principles; understanding basic electronics terminology such as electrostatic discharge (ESD), wiring principles, color-code wire standards (US/EUR), LED); how to interpret basic operation of a simple circuit comprised of, switches, loads, power supply; and how to identify open and short circuits within a simple circuit.

MT105 Reasoning and Problem Solving 16 Clock Hours

Prerequisites: MT104 Fundamentals of Electricity and Electronics

This course trains students how to employ reasoning and problem-solving steps to troubleshoot, isolate, and identify problems associates with biomedical equipment devices. The course prepares students to perform metric system unit conversions and unit readings utilizing wave form/tolerance and visual

indicator comparisons; how to read/interpret visual representations of information presented in graphs and tables; and how to use scenario information and resources, such as flowcharts, process of elimination theory, service manual excerpts to determine logical following solution development steps.

MT106 Healthcare Information Technology

16 Clock Hours

Prerequisites: MT105 Reasoning and Problem Solving

This course introduces students to Information Systems (IS) and Information Technology (IT) related requirements associated with Healthcare Technology Management (HTM) and medical device maintenance and repair. Students will be familiarized with basic computer and smart-phone applications used with applicable hardware and software and develop an understanding of basic concepts of computer architecture and system hardware such as CPU, GPU, power supply, RAM, platter based hard-drives, solid-state drives, printers (local and networked connected); computer connectors such as those used by video, USB, network interface cables. Understand basics of local and wireless networks concepts such as LAN, WAN, Bluetooth, Radio Frequency Identification (RFID), data closet, server rack, VPN, VLAN; basic HIPAA regulations as they apply to device integration and Electronic Medical Records (EMRs); and the importance of network security concepts such as firewalls, phishing, patches, and passwords.

Medical Administrative Assistant

Delivery Method: Online

Clock Hours: 170

Length: 11 – 17 Weeks

The Medical Administrative Assistant program prepares students to seek entry-level employment in a medical office, hospital office setting, or medical insurance company. Students are prepared for a national certification exam i.e., National Healthcareer Association's Certified Medical Administrative Assistant. Typical roles for students entering the field would be medical administrative assistant, medical secretary, and medical receptionist. The content of the program provides students with specialized training in industry-current medical administrative procedures. Upon successful completion of the program, graduates could seek entry-level employment in the medical office administrative assistant field.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical office administrative assistant field.
2. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistant in a variety of settings.
3. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical records.
4. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
5. Demonstrate an understanding of the importance of medical health record retention and security.
6. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
7. Explain and perform appropriate administrative tasks effectively.

Course Codes	Course Title	Clock Hours
MOA101	Medical Terminology	50
MOA102	Medical Administrative Assistant	120
	Total	170

Course Descriptions

MOA101 Medical Terminology

50 Clock Hours

Prerequisites: None

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

MOA102 Medical Administrative Assistant

120 Clock Hours

Prerequisites: MOA101 Medical Terminology

This course will prepare the student for the National Healthcareer Association's Medical Administrative Assistant certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of a Medical Administrative Assistant as well as test taking strategies. Students must attempt the certification exam which serves as the final exam of the course.

Medical Billing and Coding Specialist

Delivery Method: Online

Clock Hours: 170

Length: 11 – 17 Weeks

The Medical Billing and Coding Specialist Program will prepare the student for the National Healthcareer Association's Certified Medical Insurance Billing and Coding Certification (CBCS) exam. The program focuses on coding diagnostic and professional services rendered by the physician, and insurance and billing processes. Emphasis is placed on the use of procedural and diagnostic coding and systems utilized in insurance claim submission and processing and a focused review of the knowledge, skills and abilities to perform the duties of a Medical Billing and Coding Specialist. Students must attempt the Certification Exam which serves as the final examination of the final course.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Support the billing and coding process.
2. Assign appropriate codes for diagnoses and procedures.
3. Demonstrate the ability to prevent fraud and abuse by auditing billing.
4. Perform accurate claim submission for reimbursement.
5. Verify appropriate documentation to support claims.
6. Exhibit an in-depth understanding of medical terminology.

- Be prepared for the National Healthcareer Association’s Medical Administrative Assistant certification exam.

Course Codes	Course Title	Clock Hours
MOA101	Medical Terminology	50
MBC101	Medical Insurance Billing and Coding	120
	Total	170

Course Descriptions

MOA101 Medical Terminology

50 Clock Hours

Prerequisites: None

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

MBC101 Medical Insurance Billing and Coding

120 Clock Hours

Prerequisites: MOA101 Medical Terminology

This course is an independent paced student-centered course that will help students prepare for the National Healthcareer Association’s Medical Insurance Billing and Coding Certification Exam. The course focus on coding diagnostic and professional services rendered by the physician, and insurance and billing processes. Emphasis is placed on the use of procedural and diagnostic coding, the systems utilized in insurance claim submission and processing, and a focused review of the knowledge, skills and abilities to perform the duties of a Medical Billing and Coding Specialist. Students must attempt the certification exam which serves as the final exam of the final course.

Electronics Health Records Specialist

Delivery Method: Online

Clock Hours: 170

Length: 11 – 17 Weeks

The Electronic Health Records Specialist Program will prepare the student for the National Healthcareer Association’s Certified Electronic Health Record Specialist (CEHRS) exam. Topics include Medical Terminology, Anatomy, Physiology, HIPAA Regulations, Ethical Medical Procedures, Medical Office Procedures, Billing and Insurance, Law and Ethics, Risk Management and a focused review of the knowledge, skills, and abilities to perform the duties of an Electronic Health Record Specialist. Students must attempt the certification exam which serves as the final exam of the final course.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

- Adhere to Health Insurance Portability and Accountability Act in the work environment.

2. Demonstrate an understanding of medical health record systems.
3. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
4. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
5. Demonstrate an understanding of the importance of medical health record retention and security.
6. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
7. Explain and perform appropriate administrative tasks effectively.
8. Be prepared for the National Healthcareer Association’s Electronics Health Record Specialist certification exam

Course Codes	Course Title	Clock Hours
MOA101	Medical Terminology	50
EHR101	Electronic Health Record Specialist	80
	Total	130

Course Descriptions

[MOA101 Medical Terminology](#) [50 Clock Hours](#)

Prerequisites: None

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

[EHR101 Electronic Health Record Specialist](#) [80 Clock Hours](#)

Prerequisites: MOA101 Medical Terminology

This course will prepare the student for the National Healthcareer Association’s Certified Electronic Health Record Specialist (CEHRS) exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of an Electronic Health Record Specialist as well as test taking strategies. Students must attempt the certification exam which serves as the final exam of the course.

EKG Technician

Delivery Method: Blended

Clock Hours: 120

Length: 10 - 20 Weeks

The EKG Technician program provides the technical skills and work habits required to seek entry-level positions as an EKG Technician. Students are prepared for a National certification Exam i.e., National Healthcareer Association’s Certified EKG Technician. The content of the program provides students with specialized training in industry-current EKG procedures including setting up and administering

electrocardiograms, stress tests, and ambulatory monitoring; editing final test results for physician analysis; transcribing physicians' interpretations; and scheduling appointments

Program Outcomes

Upon successful completion of this program, graduates should be able to: Define the role of an EKG Technician

1. Define the role of an EKG Technician.
2. Demonstrate the proper care and safety of patients.
3. Define unique characteristics of cardiac system related to anatomy and physiology of the heart.
4. Identify common variations in the electrical conduction of the cardiac system.
5. Demonstrate understanding of causes and treatment modalities for various electrical conduction abnormalities.
6. Distinguish deadly heart rhythms in the electrical conduction of the cardiac system.
7. Demonstrate understanding of role and responsibilities of person obtaining & or monitoring EKG.
8. Successfully perform 3, 5 and 12 lead electrocardiograms.
9. Demonstrate recognition of changes on 12-lead EKG due to ischemia, injury, metabolic disorders.

Course Codes	Course Title	Clock Hours
EKG101	Certified EKG Technician I ¹	50
EKG102	Certified EKG Technician II ²	70
	Total	120

¹This course is online

²This course is Blended with in-person lab

Course Descriptions

EKG101 EKG Technician I

50 Clock Hours

Prerequisites: None

This course is an independent paced student-centered course. This course is the first course of a two-part series that will prepare the student for the National EKG Technician certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of an EKG Technician as well as test taking strategies.

EKG102 EKG Technician II

70 Clock Hours

Prerequisites: EKG Technician 1

This course is an independent paced student-centered course. This course is the second course in a two-part series that will prepare the student for the National EKG Technician certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of an EKG Technician as well as test taking strategies. Students are required to pass a labs skills assessment and successfully perform a minimum of 10 EKGs on live individuals.

Biomedical and Imaging Information Security

Delivery Method: Online

Clock Hours: 45

Length: 6-9 Weeks

This program is designed for Healthcare Technology Management (HTM) professionals responsible for medical device management, maintenance, and integration into a networked healthcare environment. The program encompasses the overlap of Information Technology (IT), Information Systems (IS), and cybersecurity considerations, including standards, operations, roles, and responsibilities.

Program Outcomes

Upon successful completion of this program, graduates should be able to:

1. Define and explain the Healthcare Internet of Things (HIoT) and identify cybersecurity threats affecting Healthcare Delivery Organizations (HDOs) in the contemporary operational environment.
2. Examine the Cybersecurity threat environment; identify and define related cybersecurity concepts and terms; and distinguish individual and organizational cybersecurity responsibilities.
3. Identify and distinguish laws, regulations, and standards related to medical device security; analyze and assess local policies and guidance; and synthesize and apply the guidelines and requirements in a healthcare environment.
4. Identify individual and organizational responsibilities associated with the process of securing sensitive data within the Healthcare Internet of Things (HIoT); appraise and apply processes for securing sensitive data and information.
5. Describe and distinguish social engineering attack methods and consequences; correlate appropriate preventions to thwart such attacks in a healthcare environment.
6. Analyze the Internet of Things (IoT) within a typical Healthcare Delivery Organization (HDO) and identify corrective measures to address critical resources, processes, policies, procedures, and training programs (qualifications) to reduce cybersecurity threats.

Course Codes	Course Title	Clock Hours
BIS101	Biomedical & Imaging Information Systems	45
	Total	45

Course Description

[BIS101 Biomedical & Imaging Information Systems](#)

[45 Clock Hours](#)

Prerequisites: None

This course is an independent paced student-centered course. This course covers the six learning objectives describe above and will prepare the student for the CompTIA – Security+ certification focusing on the Healthcare Internet of Things (HIoT) within a typical Healthcare Delivery Organization (HDO) and covers the threat landscape, terminology, infrastructure, applications and software, cybersecurity, operations, incident response, governance, risk, and compliance.

Certifications

Nationally recognized certifications are often required or preferred by employers in making hiring decisions; therefore, our programs are designed to provide students with the knowledge and skills that make them eligible to sit for certification examinations. Potential national certifications include:

Medical Assistant Certification (CCMA)

The Certified Clinical Medical Assistant is issued by the National Healthcareer Association (NHA).

Phlebotomy Technician Certification (CPT)

The Phlebotomy Technician Certification is issued by the National Healthcareer Association (NHA).

Certified Associate in Biomedical Technology (CABT)

The Certified Associate in Biomedical Technology Certification is issued by the Association for the Advancement of Medical Instrumentation (AAMI).

Medical Administrative Assistant (CMAA)

The Medical Administrative Assistant Certification is issued by the National Healthcareer Association (NHA).

Billing and Coding Specialist (CBCS)

The Billing and Coding Specialist Certification is issued by the National Healthcareer Association (NHA).

Electronic Health Records Specialist (CEHRS)

The Electronic Health Records Specialist Certification is issued by the National Healthcareer Association (NHA).

EKG Technician (CET)

The EKG Technician Certification is issued by the National Healthcareer Association (NHA).

Security+

The CompTIA Security+ Certification is issued by CompTIA.

Program Completion

CERTIFICATE OF COMPLETION

An official ***Certificate of Completion*** will be provided to all students that have:

- Successfully completed a CCA program, and
- Paid their tuition in full.

National Certification Examination Eligibility

Charter Career Academy is recognized as an institutional sponsor for the certification exams identified as available within the student's program. This sponsorship of the exam demonstrates to the certifying body that students who have earned a ***Certificate of Completion*** have completed requisite training requirements to sit for the certification exam.

Post-Program Completion Services

Students who have earned an official **Certificate of Completion** are eligible to receive the additional services described in this section.

CERTIFICATION EXAM PREPARATION SUPPORT, DETERMINATION OF READINESS, REGISTRATION, AND PAYMENT

To ensure that the program curriculum and national certification exams are aligned, the Certification Exam services listed below are available to students for 90 days following the date of a student's **Certificate of Completion**.

- CCA will provide appropriate supplemental resources and study materials for to help students prepare for the certification exam. We reserve the right to determine exam readiness. If we deem a student not to be ready for the exam, an appropriate extension of the 90-day availability of these services will be granted.
- CCA will coordinate registration for the certification exam/s relevant to the respective programs.
- CCA will pay the exam fee for a student's first attempt for the students that have registered under Charter Career Academy's sponsorship.
- The cost for any exam re-take will be the responsibility of the student. CCA will help facilitate the first re-take.
- As an institutional sponsor, CCA will be notified of a student's initial exam results as soon as they become available. Nonetheless, because exam results may not be made immediately available to CCA, or because the exam may be a re-take, we require that the student notify Student Services of exam results directly.
- Students enrolled in the Medical Administrative Assistant program will take the certification examination as part of the MOA102 Course.

STUDENT SERVICES - PLACEMENT

CCA's Placement Advisors provide resources to graduates to assist them in finding jobs in the fields for which they have received training. Our advisors provide a range of support services including career exploration, resume and cover-letter writing and review, locating interviewing resources, and occupational resource materials.

Completion of Charter Career Academy programs and/or National certification neither guarantees job placement nor satisfaction of state or local occupational licensing requirements. Students/Graduates are solely responsible for determining if the program satisfies the state and local educational/licensing requirements for the chosen career field.

Entrance Requirements

Students must be 18 years of age and have received a high school diploma or its equivalency.

Prior to enrollment, students can choose to meet with an admissions representative to review available programs and their relation to the career objectives, training needs, and overall motivations of the prospective student.

An applicant must complete and sign/accept the terms of an Enrollment Agreement prior to gaining access to programs or courses.

Many employers conduct background checks and have drug screening and immunization policies that may prevent or impact future employment, particularly in healthcare fields. CCA does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely.

Cancellation Policy

An Enrollment Agreement may be cancelled not later than three (3) days after signing the agreement. To cancel an enrollment agreement students can either email or call the following indicating an intent to cancel the enrollment agreement:

- info@chartercareeracademy.com
- Shane Reeder
Director
Direct: 775-525-2192
shane.reeder@chartercareeracademy.com

Credit For Previous Training

CCA does not award credit nor reduce the cost or length of the program for previous training apart from that previously completed at CCA.

Language Of Instruction

All classes at Charter Career Academy are conducted in English only. Students must be able to read, write, speak, understand, and communicate in English.

Tuition Information

STUDENT TUITION

The course or program tuition price includes:

- Access to online course materials and all instructional content for the course or program into which the student is enrolled.
- e-Books, educational supplies, and equipment used during the program.
- Student Advisor support
- Technical Support
- Post-Program Completion Services
- Student Transcripts and Certificates of Completion

PAYMENT OPTIONS

Students are responsible for satisfying the program or course tuition for the program/s or course/s into which they are enrolling. Students will not be granted access to the program or course until tuition is fully paid or an approved tuition plan is in place.

Payment and payment plans include the following:

- Credit Card (Visa, MasterCard, American Express)
- Global Payments / TSYS
- Personal Check
- Cashier’s Check or Money Order,
- Private Loans
- Third-Party Funding (Employers, Foundations, Governmental Agencies, etc.)
- Approved Charter Career Academy Tuition Payment Plan

STUDENTS USING THIRD-PARTY FUNDING

CCA works with third parties that provide tuition payments on behalf of students such as Employers, Foundations, Government Agencies, etc. Prior to attending classes, Charter must receive written authorization from an official of the organization to sponsor students such as an email or initial award letter. Within two (2) weeks after this initial authorization is received, Charter must receive a signed authorization such as a funding contract, payment voucher, or award letter in order for the sponsored student to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

CHARTER CAREER ACADEMY PAYMENT PLAN

The CCA Payment plan is only available to students enrolling in full programs. Students can choose to pay tuition for full programs in four equal payments made over 90 days at 0% interest. The first payment is due at enrollment. Subsequent payments are due every thirty-days thereafter.

PAST DUE ACCOUNTS

Students whose accounts with CCA are past due and who have not made satisfactory payment arrangements may be Involuntarily Withdrawn from CCA. Any refund for tuition paid, if applicable, will be made according to the Refunds section of this Catalog.

Students must be current and not in default with any payments prior to receiving a ***Certificate of Completion*** or sitting for a certification examination.

STUDENT WITHDRAWAL

Students have the right to withdraw from a program of instruction or non-program course at any time. The Charter Career Academy Refund Policy below describes CCA’s refund obligations in the event of withdrawal.

REFUND POLICY

The CCA refund policy is as follows:

1. General Policy
 - a. If a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - b. If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment

- agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- c. If a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - a. Date of cancellation by a student of his or her enrollment.
 - b. Date of termination by the institution of the enrollment of a student.
 - c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - d. Last day of attendance of a student, whichever is applicable.
 3. Books, educational supplies, or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
 4. For the purposes of this section:
 - a. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - b. The period of time for a training program is the period set forth in the enrollment agreement.
 - c. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Academic Policies

Each program and course will follow a detailed learning plan that includes an expected completion date. The student's completion date for programs and courses is based on the student's date of enrollment. It is expected that the student will complete the program at or before the completion date stated in the student's enrollment agreement.

ATTENDANCE

Each course includes multiple topics and a variety of learning tools including video instruction, simulations, learning activities, virtual demonstrations, and/or assessments. It is expected that students will engage with each of these learning tools for each topic.

Attendance, however, is measured on a student passing a topic's learning activity or assessment. Each grade of "Pass" for a learning activity or assessment constitutes attendance.

Students who fail to attend for 14 consecutive days will be involuntarily withdrawn from Charter Career Academy.

GRADING

Course assessments and activities are graded as PASS/FAIL. A student will be considered to have Passed an assessment or activity with a score of 80% or better. A student may retake the assessments and activities until mastery is demonstrated by a passing grade or the student's expected completion date for the course expires. Grades for assessments and activities are available immediately after completion of the assessment or activity.

The final Course grade is also PASS/FAIL based on the composite results of the course's assessments and graded activities and the course's Final Examination.

To achieve a grade of "PASS" for the course, a student must:

- Attempt and Pass all assessments and graded activities with a minimum score of 80%, and
- Score at least 80% on the Final Examination.
- Successfully complete any other program-specific requirements (as presented in syllabus or course schedule/outline).

A PASS grade for a course will be recognized/reported or assigned as soon as the student's PASS grade is verified.

A FAIL grade is not officially recognized/reported or assigned until the end of the student's projected course completion date.

A "W" (Withdrawal) grade will be given if a student withdraws from a class prior to completing the course.

A "WN" (Withdrawal No Attendance) grade will be given if a student withdraws from a class without submitting any graded material i.e. posting attendance.

STUDENT PROGRESSION

Student progression is measured by timely completion of the graded activities and assessments reflected in the course syllabi.

CCA student advisors actively monitor attendance and timely progression toward a student's expected course/program completion date. Students that find themselves off-track for timely completion of a course or program will be contacted and informed that they are off pace. If that contact is insufficient, additional actions, with the goal of timely student completion, will be taken by the student advising team. Those additional actions include email or phone outreach and consultation, the collaborative development of a remediation plan, and potentially dismissal from the program.

Students who are dismissed for lack of progression may be readmitted subject to the *CREDIT FOR PREVIOUS TRAINING* provisions of this catalog and subject to the catalog, costs, policies, and procedures in effect at the time of readmission.

STUDENT RECORDS

Permanent academic records, which include the student's transcripts, are maintained for all students. Individual records will be maintained indefinitely. It is CCA's policy to not release educational or financial information to anyone other than the student. A student may authorize release information to anyone

other than the student, by signing and submitting a “Student Information Release Form” signed and dated by the student.

CCA will report student information, as authorized or required by law, to regulatory agencies, licensing bodies and third-party funding sources.

ACADEMIC HONESTY

Academic honesty is expected of all students. CCA students are responsible for the preparation and presentation of work representing their own effort, skills, work, and achievement.

STUDENT CONDUCT AND DISMISSAL

CCA reserves the right to dismiss any student whose conduct is detrimental to the best interests of other students, to CCA and its employees and/or violates the policies stated herein. Types of conduct violations include:

- Cheating, hacking CCA systems, and falsification or alteration of institution documents and records.
- Inappropriate sharing of log-in credentials.
- Any type of bullying, harassment, or threats of violence, which violations may be reported to appropriate authorities.
- Violation of the Copyright Policy or unauthorized copying of course materials.
- For students participating in lab or externship opportunities, the following are considered conduct violations.
 - Theft or destruction of CCA or lab/externship site property or the private property of individuals associated therewith.
 - The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
 - Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
 - The use of profanity, insubordination, dishonesty, and violation of safety rules.
 - Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
 - Smoking or the use of tobacco products on CCA’s campus (e.g., cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco).
 - Food or drink in the CCA lab.
 - Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while CCA’s lab.
 - Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
 - For students participating in off-campus labs and externship, violation of the sites policies and procedures.

A student that is dismissed immediately loses access to the learning portal.

GRIEVANCE PROCEDURE

CCA recognizes that occasionally, a problem may arise between a student and another party, or with some aspect of the school. First, students are encouraged to verbally communicate their concerns to the appropriate person for resolution. CCA also has a five step Grievance procedure:

CCA follows a 5-step complaint policy as follows:

STEP 1

Communicate with the appropriate instructor or staff.

STEP 2

Communicate with the CCA Director. A “Complaint Form” can be obtained from the Director or the Academic Director. The contact information for each is as follows:

Shane Reeder, Director

Direct: (775) 525-2192

Shane.reeder@chartercollege.edu

Joel Nelson, Academic Director

Direct: (775) 525-2195

joel.nelson@prospecteducation.com

STEP 3

The Director will meet with the student to discuss the issue. The Director may also meet with the other party(ies) to attempt to resolve the issue.

STEP 4

Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Director, the Academic Director and/or instructor.

The following steps must be followed:

1. All parties involved must complete a “Complaint Form”.
2. All documentation must be received before the meeting, scheduled to occur within fourteen (14) days of acknowledged receipt.
3. All persons involved with the incident/complaint will be in attendance.
4. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
5. After all testimony is presented, the student and other parties will be excused.
6. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and Charter Career Academy.

STEP 5

If a student believes that CCA did not address the complaint or concern, the student may consider contacting the Director of Regulatory Affairs at 360-816-7584.

Miscellaneous

MINIMUM SYSTEM DEVICE REQUIREMENTS

To effectively complete coursework, students need to have:

- A functioning e-mail account
- Microsoft Office 365
- Adobe Reader, version DC
- Access to and maintain a functional computer less than five (5) years old
- High-speed Internet access
- At least two of the following supported web browsers:
 - Chrome: Versions 75 or higher
 - Firefox: Versions 67 or higher
 - Safari: Versions 11 or higher
- Sound card and computer speakers to listen to audio presentations
- A Compatible Operating System
 - Operating Systems for PC users
 - Windows 8
 - Windows 10
 - Operating Systems for Mac users
 - OS X 10 - version 10.8x or newer
- A Compatible Media Player
 - Apple QuickTime for Mac users
 - Windows Media Player for PC users

ACCREDITATION

CCA is not accredited by an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).

HOLIDAYS

Charter Career Academy observes the following holidays:

2022/2023 Holidays

Christmas Day – December 25, 2022
Winter Break - December 26-30, 2022
New Year's Day – January 2, 2023
President's Day – February 20, 2023
Memorial Day – May 29, 2023
Independence Day – July 4, 2023
Labor Day – September 4, 2023
Thanksgiving – November 23-24, 2023
Christmas Day – December 25, 2023
New Year's Day – January 1, 2024

Though the school will be closed on these holidays, students will continue to have access to the learning content and learning platform.

State Specific Information

Where State Specific Information and regulatory requirements differ from the general catalog provisions, the State Specific provisions will apply to the students from those states.

Idaho Residents

Charter Career Academy is registered as a Proprietary School with the State Board of Education in accordance with Section 33-2403, Idaho Code. The State Board of Education has not accredited or endorsed any course of study being offered by Charter Career Academy. Its courses may not be accepted for transfer into any Idaho public postsecondary institution.

PROGRAMS AVAILABLE IN IDAHO

Program
Medical Assistant (No Lab or Externship)
Medical Assistant Lab (Optional)
Medical Assistant Externship (Optional)
Phlebotomy
Medical Equipment Technician
Medical Administrative Assistant
Medical Billing and Coding Specialist
Electronic Health Records Specialist
EKG Technician
Biomedical & Imaging Information Security

SKILLS LAB LOCATIONS

The Skills Lab Locations are yet to be determined.

INSTRUCTORS

Online Instructors

- Halie Anthony, Instructor
MBA, Colorado Technical University
Leading in the Digital Age Certificate, Boston University
Digital Transformation Strategy Certificate, Boston University
- Christian Bond, Instructor
BA - Web Design and Development, DeVry University
AAS - Biomedical Equipment Repair Technician, Community College of the Air Force
- Terisa Castillo, Instructor
Medical Assistant Certificate, Modern Technology School of X-Ray
- Kimberly Garcia, Instructor
Medical Assistant Certificate, Bryman College
- Robert Heriveaux, Instructor
Edd, Walden University
MHA, Eastern University

- Brian Hill, Instructor
MS – Cybersecurity, University of Maryland University College
- Manny Ortega, Instructor
BA – Liberal Studies, California University of Pennsylvania
Certified Biomedical Equipment Technician & Radiography, DoD Biomedical Equipment Technician Program
- Kimberly Rogers, Instructor
PhD – Public Health, Walden University
MPH, Walden University

Skills Lab Instructors

- TBD
- TBD

Nevada Residents

Charter Career Academy is licensed to operate as a Private Postsecondary Institution in the State of Nevada by the Nevada Commission on Postsecondary Education.

PROGRAMS AVAILABLE IN NEVADA

Program
Medical Assistant (No Lab or Externship)
Medical Assistant Lab (Optional)
Medical Assistant Externship (Optional)
Medical Equipment Technician
Phlebotomy

SKILLS LAB LOCATIONS

The Skills Lab Location is located at:

750 Sandhill Road, Suite 100
Reno, NV 89521

INSTRUCTORS

Online Instructors

- Christian Bond, Instructor
BA - Web Design and Development, DeVry University
AAS - Biomedical Equipment Repair Technician, Community College of the Air Force
- Terisa Castillo, Instructor
Medical Assistant Certificate, Modern Technology School of X-Ray
- Kimberly Garcia, Instructor
Medical Assistant Certificate, Bryman College
- Manny Ortega, Instructor
BA – Liberal Studies, California University of Pennsylvania

Certified Biomedical Equipment Technician & Radiography, DoD Biomedical Equipment Technician Program

Skills Lab Instructors

- Jazzmeen Johnson
AS – Health Studies, Carrington College
Medical Assisting Certificate, Carrington College

NEVADA STATE REFUND POLICY

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment.
 - (b) Date of termination by the institution of the enrollment of a student.
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

5. As used in this section, “substantially failed to furnish” includes cancelling or changing a training program agreed upon in the enrollment agreement without:

(a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or

(b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

Students who cancel their enrollments not later than 3 days after signing the agreement are also entitled to a 100% refund of all the money the student has paid.

COMPLAINTS TO THE NEVADA COMMISSION ON POSTSECONDARY EDUCATION

If a student believes that CCA did not address the complaint or concern, the student may consider contacting the Director of Regulatory Affairs at 360-816-7584. The student may also contact:

Nevada Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104
702.486.7330 (Phone)
702.486.7340 (Fax)

More information, including complaint forms, is available at https://cpe.nv.gov/Students/Students_Home/

NEVADA ACCCOUNT FOR STUDENT INDEMNIFICATION DISCLOSURE

In an event of a school’s discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Utah Residents

Charter Career Academy in Utah is registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code).

Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

Charter Career Academy is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

PROGRAMS AVAILABLE IN UTAH

Program
Medical Assistant (No Lab or Externship)
Medical Assistant Lab (Optional)
Medical Assistant Externship (Optional)
Phlebotomy
Medical Equipment Technician
Medical Administrative Assistant
Medical Billing and Coding Specialist
Electronic Health Records Specialist
EKG Technician
Biomedical & Imaging Information Security

None of occupations for which the listed programs are intended to provide training require Utah State Licensure.

SKILLS LAB LOCATIONS

Charter Career Academy,
Sandy Village Shopping Center
9485 S 700 E, Sandy, UT 84070
801-438-1926CharterCareerAcademy.com
info@CharterCareerAcademy.com

INSTRUCTORS

Online Instructors

- Halie Anthony, Instructor
MBA, Colorado Technical University
Leading in the Digital Age Certificate, Boston University
Digital Transformation Strategy Certificate, Boston University
- Christian Bond, Instructor
BA - Web Design and Development, DeVry University
AAS - Biomedical Equipment Repair Technician, Community College of the Air Force
- Terisa Castillo, Instructor
Medical Assistant Certificate, Modern Technology School of X-Ray
- Kimberly Garcia, Instructor
Medical Assistant Certificate, Bryman College
- Robert Heriveaux, Instructor
EdD, Walden University
MHA, Eastern University
- Bryan Hill, Instructor
MS – Cybersecurity, University of Maryland University College
- Manny Ortega, Instructor

BA – Liberal Studies, California University of Pennsylvania
Certified Biomedical Equipment Technician & Radiography, DoD Biomedical Equipment Technician Program

- Kimberly Rogers, Instructor
PhD – Public Health, Walden University
MPH, Walden University

Skills Lab Instructors

- TBD
- TBD

REQUIRED UTAH DISCLOSURES

General Disclosures

Charter Career Academy in Utah is registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code).

Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

Charter Career Academy is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

Charter Career Academy has posted a bond as required by the Utah Postsecondary Proprietary School Act. 13-34-107 (7).

Utah Specific Unearned & Payment Plan policy:

- a) In addition to the payment options and plans provided above in this catalog, the following applies.
- b) The collection of prepaid or unearned tuition and fees will be limited to four months of training. Consequently, for some programs, advance payment-in-full is not available. Payment plans will be implemented so that advance payment for training will be limited to the ensuing four months of training.

Utah Specific Refund Policy:

In addition to the refund policy provided above in this catalog, the following applies.

Students have a three-business-day cooling-off period during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period may not end prior to midnight of the third business day after the latest of the following days:

- a) the day the student signs an enrollment agreement;
- b) the day the student pays the institution an initial deposit or first payment toward tuition and fees; or
- c) the day that the student first visits the institution, if the program lasts more than 30 consecutive calendar days.