



MedNoc

Training College



2018/2019
Catalog
&
STUDENT HANDBOOK

Effective September 13, 2018.

MedNoc Training College



MedNoc

Contact Information

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MedNoc
Training College

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Ownership

MedNoc Training College (MTC) is a private Institution of learning offering training in Medical Field and Healthcare. MedNoc Training College is owned by MedNoc LLC.

MedNoc Training College is headed by Mr. Paul Mungiria, RN, BSN, CCRN; who is the Director.

DIRECTOR'S CONTACT INFORMATION:

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Introduction

Welcome to MedNoc Training College. Thank you for your interest in our programs. We welcome you to join and be part of our amazing MTC family! MedNoc Training College is an institution of learning devoted in offering health career training courses that are aimed to help students gain knowledge and skills needed for employment.

MTC programs are centered around our students and employers needs. Our courses are short in length but broad and deep in quality to save on time. MTC programs focuses on, time, quality and affordability. MTC programs are offered in different schedules to accommodate the needs of our students. We offer daytime, evening/night, and weekend classes. All programs at MTC are offered at our school and require strict attendance. These training programs are offered in three phases: First phase is Lectures, second phase Skills training in the skills lab, and third phase is clinical externship. All programs and Catalog offered by MedNoc Training College are approved and Licensed by Oklahoma Board of Private Vocational Schools (OBPVS) MTC programs are approved by different approving bodies such as Oklahoma State Department of Health (OSDH) Oklahoma Department of Human Services (OKDHS) Pharmacy Technician Certification Board (PTCB) and National Health Career Association (NHA)

We welcome you on board. Know that MTC is a family that has great tradition of success.

Mission:

MTC provides timely, quality, and affordable Training centered on our students, to enable them master knowledge, and skills needed to gain employment and render quality Service.

Vision:

Unlocking Our Potential for Better Human Success.

Motto:

Your Source for Healthcare Training!

Values:

Honesty.

Integrity.

Commitment

Innovation.

Respect.

Professionalism.

Ethical.

Excellence.

CNA (2weeks)

HHA (2 days)

CNA Test Review

Phlebotomy Tech (1 Month)

MAT (2 days)

CMA- Update

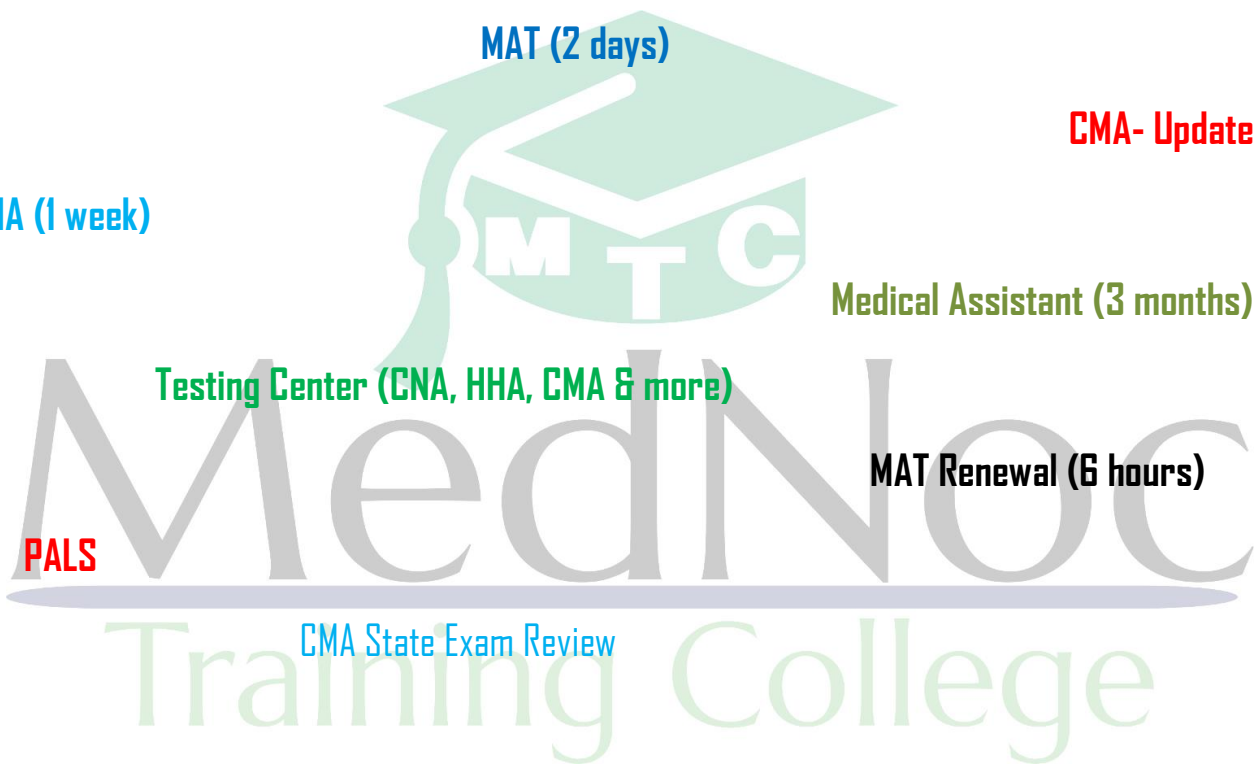
CMA (1 week)

Medical Assistant (3 months)

Testing Center (CNA, HHA, CMA & more)

MAT Renewal (6 hours)

PALS



CMA State Exam Review

Pharmacy Tech (5weeks)

BLS

ACLS

Electrocardiograph (ECG) Technician

Certified Billing & Coding Specialist (CBCS)

Heartsaver

Calendar

2018 Federal Holidays.

*****Unless noted in red classes and all other activities will continue at MTC*****

Date	Holiday
Monday, January 1	New Year's Day (<i>No classes or Clinicals</i>)
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day (<i>No classes or Clinicals</i>)
Monday, September 3	Labor Day
Thursday, November 22	Thanksgiving Day (<i>No classes or Clinicals</i>)
Tuesday, December 25	Christmas Day (<i>No classes or Clinicals</i>)

2019 Federal Holidays.

Date	Holiday
Tuesday, January 1	New Year's Day (<i>No classes or Clinicals</i>)
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day (<i>No classes or Clinicals</i>)
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Day (<i>No classes or Clinicals</i>)
Wednesday, December 25	Christmas Day (<i>No classes or Clinicals</i>)



Programs Information
MedNoc
Training College

COURSE TITLE	COURSE LENGTH	Training COST
	Hours	<i>Note that books are on loan. Must be returned. If not returned you will be charged per policy.</i> <i>The Actor is the person who the candidate uses as a resident or a patient to demonstrate skills during the state examination.</i>
Certified Nurse Aide (CNA) Training Only	76	\$ 500.00
CNA Exam, Knowledge and Skills***		\$ 150.00 plus \$10.00 Actor's fees
CNA Skills Exam***		\$ 130.00 plus \$10.00 Actor's fees
CNA State Knowledge Exam***		\$ 60.00
CNA Written Exam Single Event ***		\$100.00
CNA Skills Exam Single Event***		\$130.00
Certified Medication Aide (CMA) Training Only	40	\$ 450.00
CMA Exam***		\$ 150.00
Medication Administration Technician (MAT)- Initial	12	\$ 150.00
Medication Administration Technician (MAT)-Update	6	\$ 75.00
Certified Home Health Aide (CHHA) Training only	16	\$ 100.00
HHA State Exam		\$ 130.00 plus \$10.00 actor's fees
Phlebotomy Technician (All cost included)	137.5	\$ 1,590.00
Medical Billing and Coding Specialists (All cost included)	200	\$ 3,100.00
Pharmacy Technician (All cost included)	130	\$ 1,590.00
Medical Assistant (All cost included)	355	\$ 3,500.00
Optometric/Ophthalmic Technician (All cost included)	213	\$ 3,100.00
Electrocardiograph (ECG) Technician (All cost included)	71	\$ 1,000.00
CNA State Exam Skills Review	8	\$ 75.00
CNA State Exam Knowledge Review	8	\$ 75.00
CMA State Exam Review	8	\$ 75.00
OSBI***		\$ 20.00
TB Skin Screen Test***		\$ 20.00
Basic Life Support (BLS) Initial (Training & Books)	6	\$ 80.00
Basic Life Support (BLS) Initial Renewal (Training & Books)	6	\$ 80.00
Advanced cardiac life support Initial (ACLS) (All cost included)	16	\$ 250.00

Advanced cardiac life support (ACLS) Renewal (All cost included)	8	\$ 200.00
Heartsaver Initial (Training Books Included)	6	\$ 100.00
Heartsaver Renewal (Training Books Included)	6	\$ 100.00
CMA Update	8	\$ 80.00

***** Note that the fee indicated is nonrefundable.**

INTRODUCTION

All students enrolled at MedNoc Training College, must meet all minimum general requirements. In addition, the student must meet all specific course requirements including prerequisites, education level and age limit.

MedNoc Training College offers post-secondary education aimed at offering training in healthcare career. However, MTC also offers training to High school seniors who are waiting to complete their secondary education. All high school senior must produce evidence of enrollment to be allowed to enroll at MedNoc Training College if the course in which the student intends to enroll requires high school diploma or GED as a prerequisite. High school seniors aged below 18 years of age shall have parent or their legal guardian present to sign enrollment documents.

General Admission Requirements at MTC

1. Fill out a complete Application
2. Two forms of identification. One must be current government issued Photo ID. The other ID must be a copy of your social security card.
3. Oklahoma State Bureau of Investigations (OSBI) background check.
4. A signed copy of an affidavit of lawful presence stating citizenship or alien status.
5. Black solid Scrubs for attending classes, skills and clinical training.
6. TB Skin screen test. If your TB skin screen test is positive, you will be required to bring a negative TB Chest X-Ray.
7. Minimum age of 18 years.
8. Current BLS/CPR card for all courses.
9. Some courses require high school diploma or GED or higher.
10. If less than 18 years of age, you must have parent or guardian legal consent, or currently enrolled in high school. The parent or the student legal guardian must sign the enrollment form and other paperwork including financial agreement on behalf of the student.

11. Drug test screening might be required for some courses.
12. Be mentally ready and physically to finish the program.
13. Be able to pay your training cost.
14. During flu season, flu shot records may be required depending with the facility that the student will be attending clinical training.
15. Some courses may require immunization records. Please check with our admissions office during enrollment.

Note: All students must meet the above general requirements for any program at MTC. In addition, some courses may have additional requirements. For specific course requirements please check the specific course that you are interested in under programs.

Admission

The prospective student will be required to fill out an application for admission. The application can be filled through our website by visiting www.mednoc.com. You can also come to our office to fill out an application. Similarly, you can email info@mednoc.com to request for an application, you can also call, and we will fax you an application. After you fill it out you can fax it back to us on Fax: (405) 421-9521. Also, you can walk in during office hours and fill out an application.

Upon review of your application by the director of the program, you will be contacted and arrange a meeting to start the intake process. The following information will be given/discussed during this meeting:

- a) The details of our training program.
- b) The cost of this training, including the certification testing fees.
- c) Financial assistance availability and options including payment plans, assistance available for American Indians/Native Americans, workforce, charity, and loans.
- d) Criminal background checks requirements for State of Oklahoma.
- e) Program requirements, including State and federal requirements.
- f) Clinical Rotation requirements.
- g) Employment & career growth in Oklahoma and beyond.
- h) Other Expectations.

Readmission

- A student who was enrolled in any of our programs but did not complete the training due to unavoidable circumstances is eligible for readmission into the upcoming or subsequent class. However, new course fees will be charged.
- Students who drop or withdraw from a program without disciplinary problems with MTC School may be eligible for readmission if the previous balance fees are paid in full.
- Those students, who fail their exam for Oklahoma state certification several times and are not allowed to retake without further training, may enroll back into MedNoc Training College.

Prerequisites:

Prerequisites for enrollment into MTC courses will vary depending on the program. Every program has different prerequisites. Therefore, check the specific course that you are interested in enrolling for the prerequisite requirement. All courses require the ability to read and comprehend in English.

Training Uniforms

Black Scrubs are required to attend skills lab, clinical, and on the test date. Students must wear black scrubs during skills lab, clinical, and on the test date. MedNoc Training College does not issue students with scrubs. It is the responsibility of the student to buy their own scrubs. The scrubs must be solid black color. The top must match the pants. MedNoc Training College does not recommend any brand. The students can purchase black scrubs from their place of choice.

MedNoc Training College shall issue all students with a name tag before they go to clinical. The name tags may be issued at the day of clinical at the clinical site by the clinical instructor. All students enrolled at MTC must have at least one pair of solid black scrubs.

PROGRAMS DETAILS

CERTIFIED NURSE AIDE (CNA)

Course Description/Objectives:

This is the basic course for the professional Certified Long-Term Care Aide. The course focuses on caring for the residents, elderly and, patients with compassion. Students are taught principles of infection control, communication techniques, and the skills to safely care for people. These skills include bathing, dressing, assisting to eat, grooming, and toileting, lifting and moving while using proper body mechanics.

This is a Two Week Certified Long-Term Care Training course. It's composed of 76 hours of course training of which there are; 16 hours of clinical teaching/learning and 52 hours of class teaching, and learning composed of lectures, lab, video, and 8 hours of skills check off. After successful completion with pass on both written and clinical skill testing, the student will be allowed to take exam for state certification upon successful score of 70% on written test and 80% on clinical skill, the student will be registered by the Oklahoma Nurse Aide Registry and a certification shall be issued.

The prospective student will be required to fill out application for admission upon which the director of the MedNoc Health Training will review the application and arrange a meeting with the applicant for intake process. The following information will be given/discussed out during this meeting:

Admission Requirements

- a) MedNoc Training College completed application.
- b) Criminal background requirement.
- c) TB Skin Screen Test.
- d) Current BLS card needed before attending clinicals.
- e) Presence of Legal status documentation.
- f) Employment/ career growth.
- g) Oklahoma Nurse Aide registry requirements.
- h) Drug screening may be required before you are placed for clinical rotation. In addition, immunization records may also be required. This will be communicated in the first two days of class.

Class Examinations/Clinical Skill Examinations:

1. Students will be required to take two (2) written exams and make a minimum score of 90%. Before being allowed to take state certification exam. In addition, students must pass all clinical skills and lab skills with a score of 90%.
2. Homework, tests, and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must be prepared at all time.
3. If a student is unable to pass state certification challenge exam both written and clinical skills, he/she will be required to remediate until such a passing score is attained before he/she can test for the state certification test.

State Certification Examination

1. The Written Test Proctor will give instructions for taking the electronic WebETest Written Test. You will have a maximum of ninety (90) minutes to complete the 72 questions Written Test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the Written Test (such as "What does this question mean?") You must have a score of 70% or better to pass the written portion of the test. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution. An Oral may be taken in conjunction with the written test. If you want to take the Oral Test you must request it when you submit your application. There is an additional charge for an Oral Test. You will listen to the questions on the computer headphones being read to you, in a neutral manner, and you will have control buttons on the computer screen (play, rewind, pause, etc.).
2. The purpose of the Skill Test is to evaluate your Long-Term Care Aides skills. You will find a complete list of skill tasks in the handbook provided to you. ***~~ Hand washing will be one of the tasks you will need to perform. Four (4) additional tasks will be randomly selected from the included list for you to perform on your Skill Test. The steps that are listed for each task are the steps required for a Nursing Assistant to completely demonstrate the skill task. Steps indicated with an (*) are given more weight when scoring than other steps, and you must have a score of 80% on each task without missing any key steps (the Bolded steps) to pass the skill portion of the test. If you fail a single task you will have to take another skill test with five tasks on it and at least one of the tasks will be one that you failed.

***~~Note: MedNoc Health Training will use Headmaster LLP for state certification examination. The Handbook from Headmaster will be provided to all students.

NOTE: *Students have THREE attempts to pass the CNA state Exam. Failure to pass after the third trial, students will be required to retake the whole course and submit new payments for both training cost and state exam.*

Tuition and Fees

MedNoc Health Training shall charge the following fees for Certified Nurse Aide training. The fees must be cleared in full before the student is issued with Verification Form and be allowed to take the State examination for the CNA. If fees are not paid in full, even if the student drops before finishing the program, the skills checklist will not be issued or other academic documents. Unpaid fees balance must be cleared up before the last day of class. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned or on before the testing day or before the issuance of Training Verification form. Failure to return books you will be charged \$50.00**

a) Tuition, Books, Study materials, Folders and files, Name Badge:	\$ 500.00
b) Testing: Written Exam, and Clinical Skills:	\$ 150.00
c) TB Skin Screen Test	\$ 20.00
d) OSBI	\$ 20.00
Total Cost:	\$ <u>690.00</u>

Note: Deeming HHA \$ 100.00

Note: Payment plan can be made with the director of the program. However, the whole balance must be cleared and paid in full before the student can take State Certification Examination. No records will be issued to the student if he/she has a hold on fees.

CERTIFIED MEDICATION AIDE (CMA)

Course Description/Objectives of the program

This is the basic course for the professional Certified Medication Aide (CMA). Our CMA course is a 40 Clock Hour Program, composed of 24 hours of classroom, and 16 hours of supervised practical training.

The course focuses on Administration of Medications to the residents and clients under the supervision of a licensed nurse. The course requires the applicant/trainee to be a CNA with an active clean and free from abuse certification in the state of Oklahoma and having been a CNA for at least six months prior to applying for CMA program. The student will learn the following:

- 1. Preparation and administration of medication.**
- 2. Observe, report, and document resident's status.**
- 3. Principles of safety.**
- 4. Knowledge of measurement systems.**
- 5. Body systems and common Diseases**

The class must be completed either in **ONE WEEK or THREE WEEKENDS** depending on the schedule that the student chooses.

The 16-hour clinical teaching/learning will be spent in a nursing home where students will learn how to administer medication safely to residents under direct supervision of the licensed nurse who will be the clinical instructor. The 24 hours of classroom training is composed of lectures, teaching and learning in the lab, doing practice, watching video and taking exams and quizzes. Student must score 100% on Clinical Testing and 90% on two Classroom Exams before being allowed to register for CMA state Exam. After successful completion of our CMA program, student/trainee will be issued with Verification Form, signed and dated.

Upon successful completion of certified medication aide training and competency evaluation program and passing the Oklahoma State Exam for CMA, the student will be registered by the Oklahoma Nurse Aide Registry and a CMA certification shall be issued and you will be listed on the Oklahoma State Department of Health (OSDH) -Nurse Aide registry

State Certification Examination

Students seeking certification as a Certified Medication Aide must score 70% or higher on the examination. Trained candidates must attest that medications were passed to 20 consecutive individuals with 100% accuracy after completion of training. This medication pass is to be done after training is completed and is in addition to the medications passed during the clinical portion of the training.

NOTE: *Students have THREE attempts to pass the CMA state Exam. Failure to pass after the third trial, students will be required to retake the whole course and submit new payments for both training cost and state exam.*

Prerequisites:

1. CNA certification.
2. High school diploma, GED or higher.
3. Current BLS card needed before attending clinicals.

Admission Requirements:

The prospective student will be required to fill out application for admission upon which the director of the MedNoc Training College will review the application and arrange a meeting with the applicant for intake process. The following information will be given/ discussed during this meeting:

- a) MedNoc Training College Application form.

- b) Payment of the Cost of this Training and State Certification Testing fees.
- c) Oklahoma Nurse Aide registry requirements.
- d) Criminal background requirement.
- e) Affidavit of Legal presence status documentation. You must sign and date this document and must be presented for testing.
- f) Minimum age: 18 Years
- g) Minimum education: High school or General Equivalency Diploma (GED)
- h) Current Oklahoma nurse aide certification with no abuse notations
- i) Experience working as a certified nurse aide for six months
- j) Physical and mental capability to safely perform duties.
- k) Employment/ career growth.
- l) Drug screening maybe required before you are placed for clinical rotation.
- m) TB screening is required before you go out for clinical. In addition, immunization records may also be required. This will be communicated within the first two days of class.
- n) During Flu season, Flu shot record may be required before attending clinicals.

Tuition and Fees

MedNoc Health Training shall charge the following fees for Certified Medication Aide training. The fees must be cleared in full before the student is issued with Verification Form and be allowed to take the State examination for the Certified Medication Aide. If fees are not paid in full, even if the student drops before finishing the program, the skills checklist will not be issued or other academic documents. Unpaid fees balance must be cleared up before the last day of class. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned on or before the testing day or before the issuance of Training Verification form. Failure to return books, you will be charged \$ 50.00**

1. Tuition, Books, Study materials, Folders and files, Name Badge:	\$ 450.00
2. Testing: Written Exam, and Clinical Skills:	\$ 150.00
3. TB Skin test	\$ 20.00
4. OSBI:	\$ 20.00
Total Cost:	\$ <u>640.00</u>

Note: Payment plan can be made with the Vice President. However, the whole balance must be cleared and paid in full before the student can take State Certification Examination. No records will be issued to the student if he/she has a hold on fees.

PHARMACY TECHNICIAN

Course Description:

Pharmacy Technician course teaches the knowledge, and the skill development required to gain employment as a nationally certified pharmacy technician. This course Emphasis on:

- a) Accurately measure medication amounts.
- b) Package and label prescriptions.
- c) Establish and maintain patient records.
- d) Accept payment for prescriptions and process insurance claims.
- e) Manage inventory.
- f) Receive prescription requests from patients and doctors' offices.

Total Training hours for this program = 130 hours

Class =78

Skills Lab = 12 hours

Clinical =40 hours.

Prerequisites:

1. 18 years of age
2. High school, GED or higher
3. Basic math knowledge.
4. Current BLS card needed before attending clinicals.
5. If you are 16-17 years of age you must be currently enrolled in high school.

Admission Requirements.

- a) Minimum High School Diploma or GED or higher.
- b) Background check.
- c) No history of drug abuse and arrest charged with controlled substance.
- d) TB Skin Screening Test.
- e) Drug Test.
- f) Current BLS card needed before attending clinical.
- g) Mentally and physically able to complete and pass this course.
- h) During Flu season, Flu shot record may be required before attending clinicals.

Class Examinations/Clinical Skill Examinations:

1. Students will be required to take a minimum of five (5) written exams and make a minimum score of 90%. Before being allowed to take National Certification Exam. In addition, students must pass all clinical skills and lab skills with a score of 100%.

2. Students must write a clinical paper and score a minimum of 90%.
3. Homework and popup quizzes will be given. Therefore, completion of all readings assigned daily will be of paramount importance. This means that the student must be prepared at all time.
4. If a student is unable to pass National Certification challenge exam, he/she will be required to remediate until such a passing score is attained before he/she can test for the state certification test. The cost for remediating will be \$100.00.

National Certification Exam

After you finish your Pharmacy Technician training at MedNoc Training College, you will be required to take the National Certification Exam to be Nationally Certified through National Health Career Association (NHA). The exam will be offered at MedNoc Training College.

Pharmacy Technician Certification (CPT): candidate must:

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

Eligibility for Pharmacy Technician National Exam

PTCB

To achieve PTCB Certification, candidates must satisfy the following eligibility requirements:

- Completion of Pharmacy Technician Training program.
- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma)
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.

NHA

- Completion of Pharmacy Technician Training program.
- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.

Tuition and Fees

MedNoc Training College shall charge the following fees for Pharmacy Training. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MedNoc Training College and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 100.00**

a) Tuition, useable materials Books, Study materials, Folders and files, Name Badge:	\$1,260.00
b) National Pharmacy Technician Certification Exam, and Clinical Skills:	\$ 150.00
c) Laboratory fees	\$ 50.00
d) OSBI Background check	\$ 20.00
e) TB Skin Screen Test	\$ 20.00
f) Drug Test	\$ 50.00
g) Oklahoma Pharmacy Tech Permit	\$ 40.00
Total Cost:	<u>\$ 1,590.00</u>

MedNoc

PHLEBOTOMY TECHNICIAN

Training College

Course Description:

Phlebotomy course teaches the skill development in the performance of variety of blood collection methods, using proper techniques and standard precautions. These include: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. This course Emphasis on:

- Infection prevention,
- Patient identification,
- Specimen labeling,
- Quality assurance,
- Specimen handling,
- Processing, accessioning, professionalism, ethics, and medical terminology.

Total Training hours for this program = 137.5 hours

Lectures and Skills Lab = 105.5 hours

Clinical =24 hours

Skills check offs = 8 hours

Prerequisites:

1. 18 years of age.
2. If you are 16-17 years of age you must be currently enrolled in high school.
3. High school diploma, GED or higher.

Admission Requirements:

1. MTC Application.
2. Minimum High School Diploma or GED or higher.
3. Background check.
4. TB Skin Screening Test.
5. Current BLS card needed before attending clinicals.
6. Mentally and physically able to complete and pass this course.

Instructional Goals and Purposes: The purpose of this course is to learn and develop the skill of blood collection and become a nationally certified phlebotomist.

Tuition and Fees

MedNoc Training College shall charge the following fees for Phlebotomy Training. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MedNoc and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 100.00**

a) Tuition, useable materials Books, Study materials, Folders and files, Name Badge:	\$1,260.00
b) National Phlebotomy Certification Exam, and Clinical Skills:	\$ 150.00
c) Laboratory fees	\$ 140.00
d) OSBI Background check	\$ 20.00
e) TB Skin Screen Test	\$ 20.00
Total Cost:	<u>\$ 1,590.00</u>

MEDICAL ASSISTANT

Course Description:

Medical Assistant course is designed to incorporate classroom instruction including lectures, role playing, videos and testing. In addition, the program also incorporates skills training in the skills lab, and clinical externship. At the end of this training the students should master the knowledge, and skill development that is required to prepare, and pass National Certified Medical Assistant Exam, and gain employment at entry level as a Nationally Certified Medical Assistant. As Certified Medical assistant you will work with doctors, nurses and other healthcare professional to render care to newborns, children and adults. You will become part of the health care team, involved in treating patients from pediatrics to geriatrics.

This course Emphasis on:

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

Total Training hours for this program = 355 hours

Class =210 hours

Skills Lab = 38 hours

Clinical =104 hours

Clearance and graduation= 3hrs

Prerequisites:

1. High school diploma, GED or higher
2. 18 years of age.
3. If you are 16-17 years of age you must be currently enrolled in high school.

Admission Requirements

- a) MTC Application.
- b) Minimum High School Diploma or GED or higher.
- c) Background check.
- d) TB Skin Screening Test.
- e) Drug Test.
- f) Current BLS certification needed before clinicals.
- g) Mentally and physically able to complete and pass this course.

Tuition and Fees

MedNoc Training College shall charge the following fees for Medical Assistant Training Cost. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 200.00**

a) Tuition, usable materials Books, Study materials, Folders and files, Name Badge:	\$ 2,990.00
b) National Medical Assistant Certification Exam, and Clinical Skills:	\$ 200.00
c) Laboratory fees	\$ 150.00
d) Class supplies	\$ 70.00
e) OSBI Background check	\$ 20.00
f) TB Skin Screen Test	\$ 20.00
g) Drug Test	\$ 50.00
Total Cost:	<u>\$ 3,500.00</u>

National Examination

Certified Clinical Medical Assistant (CCMA),

National Healthcare Association (NHA) National Certification Exam

After you finish your Medical Assistant training at MedNoc Training College, you will be required to take the National Certification Exam to be Nationally Certified through National Healthcareer Association (NHA). The exam will be offered at MTC. **Medical Assistant Certification** candidate for the CPT certification must:

- 150 scored questions, 30 pretest questions
- Exam time: 3 hours
- For each our NHA exams 390 out of 500 is a passing score. We use a scaled scoring system

CERTIFIED HOME HEALTH AIDE (CHHA)

Home Health Aide Certification HHA class is a two-day 16-hour course tailored to meet the needs of students who want to be certified as HHA and work as Home Health Aides in Oklahoma.

Total Training hours for this program = 16 hours

Class: 8 hours

Skills lab: 8 hours

Prerequisites:

1. CNA certification

Admission Requirements:

1. Fill and complete MTC application.
2. Clean CNA certification free from abuse if you are already a certified CNA in Oklahoma.
3. Pass an Oklahoma State Bureau of Investigations (OSBI) background check.
4. Provide two forms of identification. One must be a Social Security Card and the other must be a photo ID, such as a current State Identification card or Driver's License.
5. A signed copy of an affidavit of lawful presence stating citizenship or alien status.

Our HHA class is designed in following ways:

1. Students who are enrolled in our CNA class can take 16 additional hours to become certified in both CNA and HHA upon passing their CNA & HHA Oklahoma State Test.
2. If you are already certified as a CNA in Oklahoma with a clean certification, you can enroll at MedNoc Training College for HHA class. You will attend HHA class for 16 hours (2 days) of training. Upon successful completion, you will take your HHA state test. If you pass, you will be issued with a HHA certification by the Oklahoma State Department of Health and Nurse Aide registry.
3. You can also take 75 hours of HHA training to be certified as a HHA in Oklahoma if you are not a certified CNA. Please call for more information regarding this option.

Tuition and Fees

MedNoc Training College shall charge the following fees for CHHA Cost. The fees must be cleared in full before the first day of the class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining

balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 50.00**

1. Tuition, usable materials Books, Study materials, Folders and files, \$ 100.00
 2. State Exam :.....\$ 130.00
- Total Cost: \$ 230.00**

MEDICATION ADMINISTRATION TECHNICIAN (MAT) – INITIAL & RENEWAL

Our MAT course is a 12-hour class completed in 2 days. MTC Medication Administration Technician (MAT) program is approved by Department of Human Services (DHS) under the Developmental Disabilities Services (DDS). The initial MAT training program must be 12 hours in length and must be renewed annually by attending a 6-hour update course. This MAT class is offered in our Oklahoma City Campus

As MAT certified, you can work and pass medications in Assisted Living, Group Homes, and homes for Disabled people. The MAT certification does not give the holder authority to work in a Long-Term Care facility such as Nursing Home. To apply in our MAT program the Applications can be filled out online, in the office at school, or the student can call or email us to request an application form. Filled out applications can be faxed, emailed, submitted through our online portal, mailed, or in person at our office.

Prerequisites:

1. High school diploma, GED or higher.
2. 18 years of age.
3. Have not had a suspended certification in healthcare profession.

Admission Requirements:

1. Fill and complete the application and admission forms.
2. Applications can be filled out online, in the office at school, or the student can call or email us to request an application form. Filled out applications can be faxed, emailed, submitted through our online portal, mailed, or in person at our office.
3. Pass Oklahoma State Bureau of Investigations (OSBI) background check.
4. One Form of Identification with photograph such as current State Identification card or Driver's License and your Social Security card
5. A signed copy of an affidavit of lawful presence stating citizenship or alien status.

Tuition and Fees

MedNoc Training College shall charge the following fees for MAT Cost. The fees must be cleared in full before the classes begin. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book or folders you will be charged.

1. Tuition, usable materials Study materials, Folders and files: ~~~~~\$ 150.00

Total Cost: ~~~~~=**\$ 150.0**

MAT Update:

Medication Administration Technician (MAT)- Update is a 6-hour class. **The cost is \$75.00.** You must bring a copy of your unexpired MAT Certificate to do the MAT-Update.



Course Description:

This combined 200-hour billing and coding course offers the skills needed to solve insurance billing problems, manually and electronically file claims, complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course provides instruction in the following areas: Current Procedural Terminology (CPT); Healthcare Common Procedure Coding System (HCPCS); specialty fields such as surgery, radiology and laboratory; International Classification of Diseases (ICD); and basic claims processes for medical insurance and third-party reimbursements.

Upon completion of this program, students will be able to:

1. Learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS manuals).
2. Identify and select the right diagnostic and procedural code for third party insurance reimbursement.
3. Be able to complete common insurance forms, trace delinquent claims, appeal denied

- claims and use generic forms to streamline billing procedures.
4. Understand HIPAA and Electronic Data Interchange (EDI).
 5. Be able to trace delinquent and denied claims, and utilize insurance problem solving

Total Training hours for this program = 200 hours

Lectures and Skills Lab = 104 hours

Clinical =96 hours

Skills check offs = 8 hours

Prerequisites:

- Minimum High School Diploma or GED or higher
- Background check
- Current BLS certification needed before attending clinicals.
- TB Skin Screening Test
- Mentally and physically able to complete and pass this course

Tuition and Fees

MedNoc Training College shall charge the following fees for Medical Billing and Coding Specialists Cost. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 200.00**

a) Tuition, usable materials Books, Study materials, Folders and files, Name Badge:	\$ 2,590.00
b) National Medical Assistant Certification Exam, and Clinical Skills:	\$ 200.00
c) Laboratory fees	\$ 150.00
d) Class supplies	\$ 70.00
e) OSBI Background check	\$ 20.00
f) TB Skin Screen Test	\$ 20.00
g) Drug Test	\$ 50.00
Total Cost:	<u>\$ 3,100.00</u>

OPTOMETRIC/OPHTHALMIC TECHNICIAN

Course Description:

Optometric/Ophthalmic Technicians assist eye care practitioner in their practice of ophthalmology, which focuses on primary eye problems. Optometric/Ophthalmic technicians fulfill numerous functions, such as acquiring health histories from patients, explaining how to use contact lenses, maintaining equipment, measuring vision, performing diagnostic examinations and providing eye medication. This is a bright, easy setting course, which has extended opportunities in the field of eye care looking no further for vertical mobility. This course designed to offer the student with an opportunity to choose between becoming nationally certified either as Optometric or Ophthalmic Technician or even both.

Additional responsibilities may include the following:

- Arranging instruments for operation under supervision.
- Performing ophthalmic clinical photography.
- Maintenance and handling of the equipment.
- Assisting ophthalmic staff.

Total Training hours for this program = 213 hours

Lectures and Skills Lab = 117 hours

Clinical =96 hours

Prerequisites:

- i) Minimum High School Diploma or GED or higher.
- j) Background check.
- k) BLS needed before attending the clinicals.
- l) TB Skin Screening Test.
- m) Mentally and physically able to complete and pass this course.

Tuition and Fees

MedNoc Training College shall charge the following fees for Optometric Technician. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned before the testing day or before the issuance of completion certificate. Note that you will be**

renting these materials and must be returned. Failure to return the book you will be charged \$ 200.00

a) Tuition, usable materials Books, Study materials, Folders and files, Name Badge:	\$ 2,590.00
b) American Allied Health (AHH):	\$ 200.00
c) Laboratory fees	\$ 150.00
d) Class supplies	\$ 70.00
e) OSBI Background check	\$ 20.00
f) TB Skin Screen Test	\$ 20.00
g) Drug Test	\$ 50.00
Total Cost:	\$ <u>3,100.00</u>

ELECTROCARDIOGRAPH (ECG/EKG) TECHNICIAN

Course Description:

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

Total Training hours for this program = 71.0 hours

Lectures and Skills Lab = 47hours

Clinical =24 hours

Prerequisites:

1. Minimum High School Diploma or GED or higher
2. Background check.
3. BLS/CPR card. This can be done at before graduation.
4. TB Skin Screening Test
5. Mentally and physically able to complete and pass this course

Total Training hours for this program = 71.0 hours

Lectures and Skills Lab = 47hours

Clinical =24 hours

Tuition and Fees

MedNoc Training College shall charge the following fees for Electrocardiograph (ECG) Technician Cost. The fees must be cleared in full before the second week of class. Student will not be issued with any academic documents or completion certificate until all fees are paid in full. If fees are not paid in full, even if the student drops before completing the program, the student still owes MTC and will be required to pay fees in full. If student leaves the program with unpaid balance, the remaining balance shall be turned to the collection agency and legal action will be taken for garnishment order. **All folders and Text books issued to students must be returned on or before the testing day or before the issuance of completion certificate. Note that you will be renting these materials and must be returned. Failure to return the book you will be charged \$ 200.00**

a) Tuition, usable materials Books, Study materials, Folders and files, Name Badge:	\$ 710.00
b) National HealthCareer Association (NHA):	\$ 160.00
c) Laboratory fees	\$ 90.00
d) OSBI Background check	\$ 20.00
e) TB Skin Screen Test	\$ 20.00
Total Cost:	\$ <u>1,000.00</u>



MedNoc Training College

BASIC LIFE SUPPORT (BLS): INITIAL & RENEWAL

This Basic Life Support for Healthcare provide is offered through American Heart Association. This BLS class is an instructor led training, that includes initial BLS and BLS renewal class. The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compression, deliver appropriate ventilation and provide early use of an AED following American Heart Association protocols. In our Instructor-led BLS training course, the students participate in simulated clinical scenarios and learning stations. Students also work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. Both BLS Initial and BLS renewal cost the same.

Training Cost -----	\$ 80.00
BLS Book-----	\$ 15.00
Total-----	\$ 95.00

HEARTSAVER

Cardiopulmonary Resuscitation (CPR) *Initial &Renewal*

Our CPR training course is taught by an American Heart Association approved instructor. Cardiopulmonary Resuscitation (CPR) is a lifesaving technique useful in many emergencies, including heart attack or near drowning, in which someone’s breathing, or heartbeat has stopped. The American Heart Association recommends that everyone untrained bystanders and medical personnel alike begin CPR with chest compressions.

Training Cost -----	\$ 100.00
BLS Book-----	\$ 15.00
Total-----	\$ 115.00

ADVANCED CARDIOVASCULAR LIFE SUPPORT (ACLS) - INITIAL

This course is offered through American Heart Association. Our advanced cardiovascular life support (ACLS) course is a 16-hour class led by AHA instructor. The ACLS course is only offered in class where the American Heart Association instructor who leads the course throughout the training period. This advanced course highlights the importance of high-performance team dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

Training Cost -----	\$ 250.00
BLS Book-----	\$ 40.00
Total Cost-----	\$ 290.00

ADVANCED CARDIOVASCULAR LIFE SUPPORT (ACLS) - RENEWAL

This course is offered through American Heart Association. Our advanced cardiovascular life support (ACLS) course is a 16-hour class led by AHA instructor. The ACLS course is only offered in class where the American Heart Association instructor who leads the course throughout the training period. This advanced course highlights the importance of high-performance team

dynamics and communication, systems of care, recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS).

Training Cost ----- \$ 200.00
ACLS Book----- \$ 40.00
Total Cost----- \$ 290.00

CMA-Update (Certified Medication Aide CEU)

2018-2019

Course

Course Description:

This CMA-Update course provides a Certified Medication Aide with 8 hours of required continuing education unit (CEU). The annual CMA Update is required by Oklahoma State Department of Health-Nurse Aide Registry to enable the certification holder to renew the CMA certification.

Prerequisites:

- i) Current Long-Term Care certification (CNA) with no abuse notations.
- j) CMA Certification.
- k) Government issued Photo ID.

Books:

- 1) *MACE Exam Cram: Medication Aide Certification Exam 1st Edition by Linda Whitenton & Marty Walker*
- 2) *Kansas Certified Medication Aide Curriculum.*

Course Objectives: Medication Safety and Effective Care Environment:

- 1. Demonstrate and discuss drug classifications
- 2. Demonstrate and discuss safety precautions when preparing to administer medications.
- 3. Infection Control.
- 4. Medications Rights.

5. Discuss routes of Medications administration
6. Discuss and demonstrate Vital signs measurements in relation to medications.

Mode of Teaching:

This class will be led and instructed by a licensed nurse. However, the student is expected to take personal responsibility to enhance his/her own learning. The student must attend and actively participate in all class lectures, skills lab and activities planned for the course. The student cannot miss more than 5 minutes of this class. If a student misses more than 5 minutes of this class, he/she must reschedule. No refund shall be issued.

This CMA update class will follow the following format:

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

SCHEDULE

8am-12:00pm	12:00pm-12:30pm	12:30pm-2:30pm	2:30pm-3:30pm 3:30pm-4:00pm (Presentation)	4:00pm-5:00pm
<p>1. Demonstrate and discuss drug classifications and give 3 examples of each</p> <ul style="list-style-type: none"> A. Calcium channel blocker B. Benzodiazepine C. Enzyme inhibitor D. Analgesic E. Antibiotics F. Antidepressant G. Diuretic H. Anticonvulsant I. Nonsteroidal anti-inflammatory drug J. Anticoagulant K. Steroid L. Antipsychotic 	<p>Lunch Break</p>	<p>6. Medications Rights.</p> <p>Video: Vital signs (Douglas Martin YouTube Video)</p> <p>Skills Lab: Handwashing</p> <p>PPE</p>	<p>Online Medication Research: Activity to be done in the computer lab using reliable online sources:</p> <p>Students to look up for the following Medication information:</p> <p>-Generic Name</p>	<p>TEST</p>

<p>M. Calcium N. Sedative O. Opioid P. Antihypertensive drug Q. Vitamin R. Beta blocker S. Receptor antagonist T. Stimulant</p> <p>2. Demonstrate and discuss safety precautions when preparing to administer medications.</p> <p>Video: (CSMDTUBE-Medication Administration YouTube Video)</p> <p>3. Infection Control: Video: Infection Control (Douglas Martin YouTube Video)</p> <p>4. Discuss routes of Medications administration</p> <p>5. Discuss and demonstrate Vital signs measurements in relation to medications.</p>		<p>Vital signs</p> <p>Documentation</p> <p>Video: Communication (Douglas Martin YouTube Video)</p>	<p>-Trade Name</p> <p>-Drug Indication</p> <p>-Drug Classification</p> <p>-Drug Dosing</p> <p>-Drug Side effects.</p> <p>-Drug Interactions</p> <p>Students to be assigned 5 different medications randomly</p> <p>Every Students to do class presentation of the medication information they have found from online research</p>	
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***Note: Students must get 30 Minutes of Lunch break on and a 15 Minutes break in the morning and afternoon

Exam:

The students must take a test at the end of CMA update training. The student must make a minimum of 70%. If the student scores less than 70%, he or she shall have to remediate until a minimum score of 70% is obtained before the certificate of attendance is issued.

Fees:

The following fees shall be charged for CMA update:

CMA Update	Class Duration	Training Fees
Annual Required CEU	16 Clock Hours	\$80.00

BOOKS:

All books, folders, and other materials issued to students belong to MedNoc Training College. Books are given to students on loan and must be returned in the same condition as they were before. MTC will not accept to take a book that is damaged, written on or marked or missing pages. If MTC refuses to accept the return of the book based on those reasons, the student will be charged the cost of the book or folders. If the student fails to return the book, he/she will not be issued with a completion certificate or verification form until the student has paid for the cost of the book or returned all books and folders. Student must not write, mark or color the books issued to them by MTC. A book that is marked, colored or written is deemed as damaged and may not be returned.

The student has the right to purchase the folders or books from MTC. Please check with MTC Staff to inquire about the cost of the books or folders that you aspire to purchase. For failure to return the Text books or folders the student shall be charged anywhere from \$50.00 to \$200.00 depending on the program in which the student was enrolled. If a student attempts to return a damaged book or books or folders, he/she shall be charged anywhere from \$50.00 to \$200.00 depending on the program in which the student was enrolled in.

Fees Payment:

Fees must be paid in full by the first day of class unless payment arrangement is made prior to the start of the class with the Vice president or Admissions and Registration Director. The Student must at least pay 50% percent of the total cost of training at the beginning of the class and sign a financial payment plan agreement to pay the remaining balance before the end of the training. All fees must be paid before the last day of program completion date. The payment plan arrangement and financial agreement shall be legally binding between the student and MedNoc Training College. MedNoc Training College shall not charge any interest on any payment plan made by student if the student pays all the fee balance owed to MTC by the last date of the program he/she enrolled. However, if the student owes any balance after the last date of the program he/she was enrolled, the student shall be charged 10% interest fee recurring every month until the fees is paid in full. If the student debt is sent to collection, the student shall be charged all the fees incurred by MTC trying to collect from the student. If the student does not pay all the fees in full within 180 days (6 months) from the last date the program in which the student was enrolled completed, MTC may take a legal action against the student and the student will be charged all the legal and attorney's fees if the judgement is rendered in favor of MTC. The student shall be deemed enrolled after signing the enrollment agreement form unless he/she withdraws within the stipulated deadline date. If the student fails to

attend the program in which he/she enrolled shall still be required to pay MTC all fees owed. If the student is less than 18 years of age the parent or the legal guardian is legally responsible of the student account and must pay the student fees.

The payment plan arrangement form must be completed and signed by the student and MedNoc Training College representative. The signed copy the payment arrangement form must be attached to Enrollment Agreement.

Refund Policy:

1) CANCELLATION:

A. **Rejection:** If for any reason an applicant is not accepted by the school, the applicant is entitled to a full refund of all monies paid excluding the nonrefundable application fee in the amount of \$ 25.00.

B. **Program Cancellation or Discontinuance:** If the program is cancelled or discontinued by MTC, the student shall receive 100% refund, including the application fees.

C. **For Classes of 40 Hours or More:**

Programs of Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration or a cancellation fee of \$50.00.

2) Refund after the commencement of classes that are 40 clock hours or longer:

I. **Procedure for withdrawal/withdrawal date:**

A. A student intending to withdraw from any program must first return all books/file folders issued by MTC. The books/file folders must be in good acceptable condition; without missing pages, colored, highlighted, written on, or damaged. Failure to return undamaged books, and all other materials issued to the student will result in a charge of \$50.00 to \$200.00 depending on the program. The non-return charge of \$50 to \$200.00 shall be deducted from the student refund.

B. A student choosing to withdraw from the school after the commencement of classes is required to provide a written notice to the Director of the school. The notice must

indicate the expected last date of attendance and be signed and dated by the student. The student must notify the director via email at info@mednoc.com

- C. For a student who is on authorized Leave of Absence, the withdrawal date shall be the date the student was scheduled to return from the Leave and failed to do so.
- D. A student will be determined to be withdrawn from the institution if the student has not attended the class in which he/she is enrolled for 3 consecutive days without any written communication to the class instructor and or director.

II. Refund Procedures.

- A. If the student withdraws/drops after 11:00pm on or after the withdrawal deadline, there shall be no refund and the student shall pay 100% of the tuition.
- B. Students who are enrolled at MTC on scholarship shall not receive any refund. If there is any refund to be issued, it will be issued back to the organization or the company that had sponsored and paid for the student. The refund shall be issued in a form of check within 60 business days.
- C. *No refund shall be issued if the student fails to withdraw from the class in which he/she is enrolled by writing. The student must write to the director by 11:00pm on the set withdrawal date. Director's email: info@mednoc.com*
- D. All refunds will be issued within 30 business days of the determination of the withdrawal date, that may include: of the date of student notification, date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or the case of a student did not return from an authorized Leave of Absence (LOA).
- E. For the proper refund amount, refer to the refund table on the next page

MedNOC
Training College

REFUND AMOUNT FOR CLASSES 40 HOURS OR LONGER

Program	Length of Program, in Clock Hours and Tuition	Last Class Day (is 11:00pm) to Withdraw and Refund Amount for Refund Level:			NO REFUND After 50% of the Class is completed.	
		Initial, maximum Refund	Refund to 25% of the program	Refund to 50% of the Program		
CMA	40 / \$450	Day #1 / \$255	Day #2 / \$187.50	Day #3 / \$75		
ECG/EKG	71 / \$1,000	Day #1 / \$750	Day #3 / \$600	Day #6 / \$350		
CNA	76 / \$500	Day #1 / \$300	Day #4 / \$225	Day #7 / \$100		
Pharmacy Technician	130 / \$1,590	Day #4 / \$1,081	Day #6 / \$842.50	Day #11 / \$445		
Phlebotomy	137.5 / \$1,590	Day #5 / \$1,081	Day #6 / \$842.50	Day #12 / \$645		
Medical Billing & Coding	200 / \$3,100	Day #5 / \$2,440	Day #9 / \$1,975	Day #17 / \$1,200		
Optometric/Ophthalmic Technician	213 / \$3,100	Day #5 / \$2,440	Day #9 / \$1,975	Day #18 / \$1,200		
Medical Assistant	355 / \$3,500	Day #5 / \$2800	Day #15 / \$2,275	Day #30 / \$1,400		
REFUND CALCULATION, Per State Rules:		90% of Tuition Less \$150 Max. School Retention of \$350	75% of Tuition Less \$150	50% of Tuition Less \$150		NONE

Certain extra expenses such as the TB Skin Test, OSBI Background Check, and various Examination Fees are non-refundable and allowed to be excluded from the Refund Calculation under the Rules of the State of Oklahoma.

Charges for books not returned (disclosed in the Catalog that vary by Program) will be deducted from the preliminary Refund Calculation shown in the Table, above, and shall range from \$50.00 to \$200.00.

REFUND AMOUNT FOR CLASSES LESS THAN 40 HOURS.

For student to receive refund, he/she must cancel the class at least one business day before the class begins. The cancellation must be done by 11:00pm by writing an email to info@mednoc.com

***Certain extra expenses:** such as the TB Skin Test, OSBI Background Check, and various Examination Fees are non-refundable and allowed to be excluded from the Refund Calculation under the Rules of the State of Oklahoma.*

***Charges for books:** not returned (disclosed in the Catalog that vary by Program) will be deducted from the preliminary Refund Calculation shown in the Table, above, and shall range from \$50.00 to \$200.00.*

Withdrawal/ Dismissal by the program director:

- a) Student/Trainee has the right to withdraw from this program at any time.
- b) The student is entitled to refund upon withdrawing from any course. However, to receive any refund, the student must withdraw/drop by the deadline dates published on the student handbook and MTC's website. In addition, the student must return all books, folders, and all any other materials issued to them by MTC. Similarly, the application, and document processing fees must be paid. Refund shall be issued to the student per MTC policy that governs the refund clearly stated on the table under refund Policy. The student has the right to purchase the folders or books from MTC. Please check with MTC Staff to inquire about the cost of the books or folders that you aspire to purchase. For failure to return the Text books or folders the student shall be charged anywhere from \$50.00 to \$200.00 depending on the program in which the student was enrolled. If a student attempts to return a damaged book or books or folders, he/she shall be charged anywhere from \$50.00 to \$200.00 depending on the program in which the student was enrolled in.
- c) If the student drops after the withdrawal deadline, there will be no refund. Unless the student was sick and had very extreme reasons e.g. hospitalization or Jury duty that prevented the student from successfully completing the class. Physician documentation shall be required. If the student hospitalization led to the withdrawal from the program, he/she will be allowed by the program director to complete the training by joining the upcoming class. Any extreme condition or situation must be evidenced by documentation.
- d) MTC may withdraw or dismiss any student from any program due to behavior, discipline or failure to follow the MTC policy or nonpayment issues. If the student is dismissed from the program after refund issue deadline has passed, the student not be issued with any refund. Likewise, if the student is withdrawn or dismissed with from the program before the deadline of issuing refund, the student shall be issued with refund per MTC refund policy.
- e) If the student withdraws after the withdrawal deadline, he/she must pay all the training fees. No records will be issued to the student/Trainee including skills checklist or completion certificate unless the student has cleared all the school fees and returned all the books and folders issued to them by MTC. The student/trainee shall be required to clear up all the balance before the scheduled completion of the course which the student/trainee was enrolled. Failure to pay, the remaining balance shall be forwarded to the collection and legal action will be taken for garnishment.

Incomplete

Students who are not able to finish the program due to extreme and unavoidable situation such as illness, death in the family or jury duty will be given incomplete letter. No verification or completion form or certificate will be issued until the student has completed the program within 6 months. If the student is unable to complete program within 6 months, he/she shall have to enroll afresh and submit new application as well pay tuition fees again. Documentation must be provided.

TESTING POLICY

Testing:

Students must take the certification exams with one month from the date of completion. If the Students fail to complete the certification exam within the set time, the training acquired at MTC shall be deemed void. No documentation shall be issued. This requirement can only be waived through proper documentation that details unavoidable circumstances and very extreme condition as to why the student is not able to test.

Certification Examinations

MedNoc Training College is an approved Testing site for CNA, CMA, and HHA and delivers the Oklahoma State Examination for Certification, in conjunctions with D & S Diversified Technologies LLP dba Headmaster. Headmaster is approved by the Oklahoma State Department of Health Nurse Aide Registry to develop LTC exams.

MedNoc Training College is also approved by National Healthcareer Association as a testing site for all NHA National Certification Exams such as: Phlebotomy Technician, Medical Assistant, EKG, Medical Billing and Coding.

Testing Fees

1. The student must complete the testing application form
2. The student is required to pay the full testing fees to MTC.
3. Testing fees must be paid at least 3 business days from the date the students intend to take the exam.
4. The student shall choose the testing date according to availability. Once the student chooses the date, MTC shall book the student for testing and the testing fees shall be submitted to the test generating institution.

5. Once the student details are confirmed by either NHA or headmaster, the student shall receive an email and a text message from MTC official informing him/her that the test has been confirmed. The message shall include the Testing venue, time and what the students need to bring on the testing day.
6. Once the student has confirmed the test is locked up and no refund can be issued even if the student does not show up on the testing date.
7. The testing is supervised, proctored by a Test Observer who must be a licensed Registered Nurse and trained and approved by headmaster, and NHA.
8. The Test Observer shall not be a direct employee of MTC

Testing Day:

1. The candidate must have must be paid the testing fees in full at least 3 business days before the day they anticipate taking their test.
2. The candidate must arrive at least 20 minutes before the time the test is scheduled.
3. The candidate must bring original photo ID, original Social Security Card,
4. The candidate must bring the original Training Verification Form (Completion Form), issued by the school in which you attended your training. The verification must be signed by the school official from the school which the candidate is coming from.
5. If a student is taking a test that has both skills and knowledge exam, both tests must be done the same day.
6. All candidates shall start with the written/knowledge test first, then each candidate shall take the skills exam during the time slot which the candidate is scheduled.
7. If the candidate shall be late on the testing day for not more than 15 minutes he/she must call 405-225-7876.
8. If the candidate arrives more than 15 minutes late, he/she shall not be allowed to test, and no refund shall be issued.
9. If a candidate misses the scheduled test due to unavoidable circumstances, he/she must contact either headmaster or NHA.
10. MTC shall not be able to reschedule any student who missed the test or was late for more than 15 minutes and missed the test with new application for testing accompanied with new full testing fees.

Exam Room

1. Read all instructions carefully before you begin your test. If you are not sure of directions, check with the Testing Observer/proctor. The Testing Observer/proctor will not answer any questions regarding the questions on your test.
2. You are responsible for monitoring your own time for each exam you are taking.
3. Talking to other candidates in the Testing Center is not allowed and you will be dismissed from the testing room and your exam will be cancelled with no refund.
4. All students are expected to comply with the MedNoc Training College Academic Honesty policy.
5. No electronic devices are allowed in the testing. Candidates must leave their computers, cellphones, pagers or any other electronic devices in their car. MTC does not provide storage.
6. No firearms are allowed within MTC premises. If you bring any type of weapon to school, you will not be allowed into the Testing Center.
7. Cameras or any other recording devices are not allowed in the Testing Center.

8. Bags, purse, backpacks are not all not allowed in the Testing Center.
9. Drinks and food are banned in the Testing room.
10. Once you finish your certification exam, you are needed to leave and come back to the facility only the time you are assigned for your skills. Please exit the testing area quietly and do not disturb other candidates who are still taking their test.

Testing Disclosure

MedNoc Training College does not issue students with their testing results. Results of either passing or failing shall be issued by either Headmaster or NHA depending on the nature of the test the candidate is taking. If the headmaster or NHA sends students testing score to MTC first before the candidate receives the score, MTC may at its discretion email the candidate a copy of their testing score.

MTC does not generate certification examinations and therefore cannot guarantee the quality of the exam content delivered to students. MTC is only a Testing Site. In addition, MTC does not certify any candidate. The OSDH-NUR certifies Long-term Aides in Oklahoma including CNA, CMA, HHA, and ACMA. The NHA certifies all candidates who take NHA exams at MTC.

MedNoc Training College shall adhere to Headmaster and NHA overall testing policy. The testing candidates can find the both NHA and Headmaster testing policies by vising the following websites:

1. For Headmaster:
<http://hdmaster.com/>
2. For NHA:
<https://www.nhanow.com/>

Attendance/Tardiness Policy:

As a student, you are expected to take personal responsibility to enhance your learning. You must be your own steward for your learning, mastering of skills and knowledge. You must attend and actively participate in all classes lectures, skills lab and clinical. You must attend classes on time and scheduled.

1. If a program is less than 40 clock hours in length or offered in less than 3 days in length, there shall be no unexcused tardy or absence allowed. If a student misses the class without prior authorization from the instructor, the student shall be dropped and required to enroll again. If a student must miss class or be late due to unavoidable situation, he/she must communicate with the instructor or write an email to info@mednoc.com. The missed absence or turdy must be evidenced by documentation.
2. If the class is more than 20 hours in length, but less than 100 hours in length, no more than 1 day of unexcused absence or a total of 2 tardies are allowed. If a student misses 2

or more of unexcused absence, he/she shall be dropped from the program. The student can enroll in the upcoming subsequent classes. If a student's is chronically tardy and accumulates 3 tardies totaling 60 minutes, he/she shall be required withdraw and take the next class

3. If the class is more than 100 hours in length, no more than 2 days of unexcused absence is allowed or 5 tardies. If a student has 3 or more unexcused absence, or 6 or more tardies, he/she shall be dropped from the program and must reapply to start the program in future.
4. If a student misses scheduled skills lab or clinical without prior authorization, the student shall be dropped from the program.
5. If a student is late for skills lab or clinical for more than 30 minutes with or without authorization, the student shall be sent home and required to make up the lost skills lab or clinical at the discretion of the instructor.
6. If the student is late for skills lab or clinical for more than 30 minutes on two different occasions, the student shall be sent home and dropped from the program.
7. All excused absences must be made up at the discretion of the instructor. No student shall graduate successfully from any of the programs at MTC without completing all the required program hours.

Leave:

MTC allows students to go on leave and come back to complete their training program without being dismissed from the program or charged retraining fees. However, the leave must meet the following criteria: medical leave, jury duty, maternity leave, or bereavement leave. To qualify for these types of leave from MTC, you must provide documentation for approval by the director of this program. Any other leave must be discussed with your instructor and be approved by the program director. If a student goes on leave without authorization from MTC director, the student enrollment at MTC will be deemed abandoned and the student shall still be required to pay all fees in full that is owed to MTC. Students who fail to return from authorized leave on time as scheduled will be dropped from the program.

Clinical Requirement Policy:

Student Conduct

1. The student shall not perform any skills at the clinical site if he/she has not been signed off by the instructor and practiced in the skills lab.
2. If the student notices any issue at clinical that he/she feels is against MTC policy, including abuse, neglect, violation of human rights, patients' rights including safety, the student must notify the instructor immediately. If the instructor fails to take an action, then the student must inform the program director. Students are not allowed to discuss any issues they think

are inappropriate with the clinical site staff at the facility. All issues must be addressed to the MTC instructor. Failure to follow this chain of command will lead to your dismissal from the program.

3. Clinical attendance is a requirement. Student must arrive at the clinical site on time. If you are late for any reason, you must notify your clinical instructor. You cannot be late for more than 30 minutes. Student who are late for clinical for more than 30 minutes will be sent home and must arrange with the instructor to make up the clinical hours. If you make a no call no show at clinical you will be dismissed from the program by the program director.
4. Scrubs and Uniform: While at the clinical site, students/trainees shall be required to wear scrubs and sport shoes/sneakers with no exceptions. The scrubs must be black and of solid color. I.e. Pants and shirt must both match. Shoes must cover toes.
5. Name Tag: Students must wear a name tag issued by MTC. Name tag is part of the uniform and must be worn always, while at skills lab, and at clinical site. If the student shows up at the clinical site without wearing scrubs or wearing street clothes he/she will be requested to go home, and that clinical day will be made up after the student makes arrangement with the program director.
6. All tattoos must be covered, and body piercings removed with an exception of one earring for each ear.
7. Students are forbidden from using cell phones while in the classrooms, skills labs and at the clinical sites. If student/students are found violating this rule for the first time the student will be orally warned. The second time the student will be written up and the program director notified by the instructor. The third time the student is caught with cell phone use violation, the student will be written up and dropped from the program with no refund.
8. Students are not allowed to bring their children, friends, relatives or visitors either in the classroom or clinical site.
9. Students are forbidden from bringing weapons of all kind to Clinical Site
10. Student may bring their own lunch to school or to the clinical site. There will be 30 minutes lunch break at which trainee/ student may leave the training site/ clinical site to go buy lunch.

Class/Clinical Cancellation:

If the classes or clinicals are cancelled for any reason, such as due nature, like bad weather, students will be notified via email and or text messages. The information for class or clinical cancellations will also be posted on MedNoc Training College website, Facebook Page, and MTC Facebook Group page. Classes or clinical can be cancelled by the program director at any time without prior notice or explanation. If the school is closed due to bad weather, all the days missed must be made up to ensure that our students receives quality learning and training. All classes must be made up following the upcoming weekend on Saturday and Sunday following any class cancellation. Other

arrangement might be made to accommodate students' needs. However, the time lost must be made up.

Academic Progress:

Student enrolled at MTC programs must check course specific requirements. Each program has specific requirements that must be met to successfully and satisfactorily pass and complete the program. Student can discuss with their instructor or program director about their grades.

Credit for previous Training or Work Experience:

MTC does not offer any credit for previous training or work experience. If you had started your training in another training school, MedNoc Training College will not accept transfer of any credit. You must start your training afresh at MTC. In addition, students enrolled at MTC will not receive credit for previous work training and or experience.

Missed work:

If a student misses to submit school work on time including projects, homework, clinical paper he/she will lose 10 points. The work must be submitted within 48 hours. If the 48 hours have lapsed and the student has not submitted his/her missed work to his/her instructor, the student will be given F- failure for that work. The instructor will not accept that missed school work anymore. However, if you missed to submit your school work on timely manner because of things that are beyond your control such as illness, accidents, you must submit documentation to your instructor. The instructor will review your documentation and determine the outcome.

Open door Policy and Student Rights

The student/trainee has the right to a safe, clean and comfortable learning environment, with enough and adequate learning materials. The student/trainee has the right to discuss his/her performance, and grades with the instructor of the program. If there are problems/conflicts between the student/instructor, the student/trainee has the right to report and discuss the issue with the program director at any time. The student can call, write and email or talk with the program director face to face without any fear of reprisal or intimidation. Students/trainees will be treated with respect and dignity. Students/trainees are enrolled at MTC to learn and acquire skills needed to be employed. Therefore, our goal will be to help students learn and acquire quality training and prepare them for their new career and not just to pass the state exam or National Certification but also acquire skills and knowledge.

Grading System:

Unsatisfactory Grades/Performance

PERCENTAGE %	GRADE	
90-100	A	Excellent
80-90	B	Good
70-80	C	Average
60-70	D	Poor
60 and Below	F	Failure
	I	Incomplete

MTC uses percentage system to grade students. Students must score a minimum of 80% at least on four different exams to pass the course. Students must also demonstrate clinical skills with 100% accuracy. Students must also complete all the hours required for the program in which they are enrolled.

Failure to obtain 80% on at least four major exams, the student will remediate until such a score is achieved. If the student is unable to pass clinical skills with 100% accuracy, he/she shall remediate until he/she is able to demonstrate and pass all clinical skills.

To remediate you must make arrangement with your instructor or program director if your program has already graduated. The student will be charged the remediation fee in the amount of \$200.00

MedNoc Training College shall not dismiss any student from any program due to unsatisfactory performance. MTC shall recruit its resources to help the student learn, master knowledge and skills and pass the state or national examination. However, the student will be charged remediation fee if the program which student is enrolled has completed and yet the student is still making unsatisfactory grades or skills performance. The student will be given one week of remediation. Failure to pass after remediation no verification or completion letter shall be issued to the student. MTC policy is that any student must successfully pass both knowledge and clinical skills before a completion letter or certificate of completion verification form is issued.

If the student is unable to satisfactorily pass after remediation probation, he/she shall have to enroll again in the program. A new application must be submitted, and training fees repaid.

If a student continues averaging below 70% on the test scores after remediation, he/she shall be dropped for poor performance. However, the student shall be required to pay the training fees and tuition owed. A student's failure to achieve satisfactory performance does not enable the student or the student's scholarship sponsor to obtain/receive a refund.

Student Conduct Policy:

Skills Lab and Classroom

Student must take care of the skills lab and clean after themselves. All equipment must be handled with care and caution. Students must return all the equipment and material to their right place of storage. If a student is seen or reported that he or she damaged anything in the skills lab or classroom, he/she will be held accountable and will have to pay the replacement cost of that equipment. No documents shall be issued to any student who damaged any equipment in the skills lab or classroom and failed to replace or pay.

If any material or equipment is destroyed or damaged or stolen from the skills lab or in the classroom, the students attending that session must report the student who damaged or stole to the instructor. If the students fail to report the student who stole, damaged or destroyed any material, or equipment to their instructor, all students who were in the skills lab or classroom shall be charged the cost incurred by MTC to replace that equipment. No completion letters or verification form will be issued to any student who has not paid their portion of the cost of the equipment or material that was stolen, damaged or destroyed. Students must put trash in the trash cans provided in the classroom and skills lab. Any student noted to be trashing classroom shall be reprimanded.

Sexual Harassment

MedNoc Training College takes sexual harassment very seriously and does not tolerate any unwelcome sexual advances within our training facility or clinical site. Any sexual advances that are inappropriate and unwelcome in nature must be reported to the Director immediately, upon which investigation will be carried out and disciplinary action taken following the findings. Any MTC staff who is accused of sexual harassment by any student or coworker and after investigation the director finds him/her guilty of the offense shall be terminated with immediate effect.

Discrimination:

MedNoc Training College does not discriminate anybody based on sex, sexual orientation, color, creed, disability, or nationality in its admission. MTS staff and all students shall treat all people with respect and dignity. Any student who breaks this policy shall be given one written warning and the thereafter the student shall be expelled from MTC.

Firearms:

MTC does not permit students to bring firearms to school or clinical site. Any student who brings any type of firearm even with a concealed carrier permit to school or clinical site shall be expelled from MTC and reported to police to threatening behavior.

Privacy:

MedNoc Training College shall abide by privacy laws. MTC does not discuss student's academic progress or performance with any other second party. MTC shall not release any student information to any person or organization without prior written authorization from the student. MTC may however confirm the enrollment status of any student with any interested parties. If a student is less than 18 years of age, MTC may discuss academic performance and progress with the parent, or legal guardian who signed the enrollment consent. If a student is enrolled at MTC on scholarship, grant or receiving any form of financial assistant from any party, person or organization, MTC shall release student academic performance and progress to the person, party or organization that is sponsored the student without prior signed consent from the student. If MTC is subpoenaed by the court of law of any jurisdiction, to avail any student academic performance, enrollment, and progress, MTC shall produce all the information requested without any signed consent from the student or parent or legal guardian

Relationships:

MTC prohibits all romantic or sexual relationship between MTC staff, and students. Any breach of this policy must be reported to the MTC Director immediately. The staff involved shall be terminated without any benefits and the student involved shall be expelled without any completion certificate.

Grievance Policy:

If a student has any grievance, he/she must follow the MTC protocol to report file complaint. The student must inform the instructor through writing. If the problem was between the student and their instructor, the student involved can report the complaint to the program director. The program director will report to the MTC president if unable to resolve the grievance. The student must document all the steps he/she has taken to resolve the grievance.

If the student is dissatisfied with the outcome of the resolution of the grievance after meeting with the MTC Director, the student has the right to contact the State Agencies which have approved and have direct oversight of MedNoc Training College programs. These State Agencies includes:

Oklahoma Board of Private Vocational Schools

Address:

3700 N.W. Classen Boulevard, Suite 250.
Oklahoma City, OK 73118

Phone:

(405) 528-3370

Fax:

(405) 528-3366

Operating Hours: Monday through Friday from 8:00 a.m. to 4:30 p.m.

Director

Nora House

nhouse@obpvs.ok.gov

Licensing Administrator and Secretary to the Board

Angela Moore

angela.moore@obpvs.ok.gov

The Oklahoma State Department of Health (OSDH) - Nurse Aide Registry (NAR)

Vicki Kirtly.

Nurse Aide Registry

1000 NE 10th Street

Oklahoma City, OK 73117-1207

Phone (405) 271-4085 or (800) 695-2157

Fax (405) 271-1130

vickik@health.ok.gov

<https://www.ok.gov>

Jason A. Noreen, MBA

Health Facility Surveyor

Nurse Aide Registry

1000 NE 10th Street

Oklahoma City, OK 73117-1207

Office: (405) 271-4085

Fax: (405) 271-1130

Website: <http://nar.health.ok.gov>

JasonN@health.ok.gov

Oklahoma Department of Human Services

Rene Stewart

Developmental Disabilities Services
DDS Behavior Support Services and Training
P.O BOX 25352
Oklahoma City, Oklahoma-73125-0352
Phone: 405-521-4969
Fax: 405-522-3037.
rene.stewart@okdhs.org
<http://www.okdhs.org>

MTC has also partnered with the following National Certification Boards:

Pharmacy Technician Certification Board.

Zachary Green, CPhT,

Partnership Development Manager
Pharmacy Technician Certification Board
2215 Constitution Avenue NW, Suite 101
Washington, DC 20037
Phone: Desk: 202-888-1705
Google Voice: (202) 618-0733
www.ptcb.org

National Healthcareer Association

Tracey Skly

CERTIFICATION SPECIALIST
11161 Overbrook Road, Leawood, Kansas 66211
Phone: 913-661-5586 | f 913-661-6294 |
www.nhanow.com



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