Chula Vista Campus Addendum

Catalog Addendum for Pima Medical Institute, 2024-2025 Catalog published January 2024

Effective Dates: January 1, 2024 - December 31, 2025

Main Campus:
780 Bay Blvd., Suite 101
Chula Vista, CA 91910
619.425.3200

Separate Veterinary Classroom location:
130 Beyer Way, Chula Vista, CA 91911

All class sessions, with the exception of clinical externships, will be held at the Chula Vista campus located at the addresses above

INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO:

STATE OF CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 North Market, Suite 225
Sacramento, CA 95834

Web: www.bppe.ca.gov
Phone: 916.574.8900

Revision date: 07/01/2024

Table of Contents

Staff

Name	Credentials	Title
PMI Leadership:		
Andy Andress	MBA	Chief Executive Officer
Liby Lentz	MBA	President
Erik Nystrom		Chief Financial Officer
John Hanson	MBA	Chief Operating Officer
Jordan Utley	PHD	Director of Education
Marnie Doctor	MPH	Director of Regulatory Operations
Kathy Cheatham	BBA	Director of Financial Aid
Sandy Lopez	MA	Director of Human Resources
Kory Gray	BS	Director of Information Technology
Erin Fitzgerald	MBA	Director of Marketing and Board Secretary
Michele Poulos	MEd	Director of Online Education
Bree Fulp	MBA	Corporate Director of Admissions
DeWayne Johnson	MBA	Regional Director of Operations
Tara Dailey	MBA	Regional Director of Operations
Campus Leadership and Staff:		
Rich Garti		Campus Director
George Powers		Associate Campus Director
Deborah Mendoza		Medical Career Specialist
Elizabeth Budiman		Medical Career Specialist
Angelica Gaytan-Medrano		Medical Career Specialist
Lorena Fletes		Student Finance Coordinator
Edna Lewis		Student Finance Officer
Berenice Morelos		Student Finance Officer
Alejandra Cortez		Receptionist
Diana Castillo		Receptionist
Monique Carrillo		Student Services Coordinator
Renae Woods		Registrar
Jena Graham		Career Services Coordinator
Bianca White		Career Services Advisor
Alicia Lopez		Career Services Advisor
Diana Flores		Office Assistant
Vince Tolan		Maintenance Technician

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Ayroso, Rosemarie	CPht	Certificate	United Education Institute	Pharmacy Technician Lab Instructor	Part-time
Bailey, Tyler		PhD BS	University of California Riverside California State San Marcos	General Education Instructor	Part-time
Best, Michael	CMA	BS	San Diego State University	Career Prep Instructor	Part-time
Birdsong, Joel	RT(R)(CT) (ARRT)	MHA BS AAS Licensed Radiologic Technologist	University of Phoenix Pima Medical Institute Pima Medical Institute	Radiography Instructor	Part-time
Brewer, Karin	RVTg	BAS AS Registered Veterinary Technologist	St. Petersburg College San Diego Mesa College	Veterinary Programs Director	Full-time
Britt, Leilani	RVTg	BAS AAS Registered Veterinary Technologist	St. Petersburg College Pima Medical Institute	Veterinary Assistant Instructor	Full-time
Brooks, Sherry	RVT	AOS Registered Veterinary Technician	Pima Medical Institute	Veterinary Assistant Instructor	Full-time
Bueno, Mary	CMA	AAS Certificate	Pima Medical Institute San Diego County Regional Occupational Program	Medical Assistant Instructor	Full-time
Cabrera, Christina	CST	AAS CST	Mira Costa College	Surgical Technology Instructor	Full-time
Chaverra, Kattia	RVT	AAS	Mesa College	Veterinary Technician Instructor	Part-time
Covarrubias, Joselle	RDA	Certificate	San Diego Dental Careers	Dental Assistant Instructor	Full-time
Esquivel, Tammy	MCP+	MSEd BS Microsoft Certified Professional+	Perdue University Perdue University	Assistant Dean of Faculty	Full-time
Garza, Rachel	CST	AAS Certified Surgical Technologist	Concorde Career College	Surgical Technology Instructor	Full-time
Gibson, Lance	DVM	DVM BS	Oklahoma State University San Diego State University	Veterinary Technician Instructor	Full-time
Hernandez Gomez, Maryan	CMA	Certificate	Vista Adult School	Medical Assistant Instructor	Part-time
Hernandez, Yessenia				Veterinary Assistant Instructor	Part-time
Jimenez, Lisa	Licensed Pharmacy Technician	Certificate	United Education Institute	Pharmacy Technician Instructor	Full-time

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
LaValle, Cynthia	RVT	AS Registered Veterinary Technician	Mesa College California	Veterinary Assistant Instructor	Full-time
Liban, Freeman	MCSE	Certificate	Computer Education Institute	Career Prep Instructor	Part-time
Lopez, Enrique	CPht	Licensed Pharmacy Technician	Valley Career College	Pharmacy Technician Instructor	Part-time
Matulac, Kristine	CMA	AAS Certificate Certified Medical Assistant	Pima Medical Institute Maric College	Medical Assistant Instructor	Full-time
McDowell, Ken	RT(R), CRT	BS AART CRT Licensed Radiologic Technologist	TUI University	Radiography Clinical Director	Full-time
Montoya, Benjamin	CPhT	BS Licensed Pharmacy Technician	California State Polytechnic University	Lead Pharmacy Technician Instructor	Full-time
O'Brien, Diane	RVT	BVE Registered Veterinary Technician	San Diego State University	Veterinary Technician Instructor	Full-time
Pangrazzi, Erica	RVT	AAS	Pima Medical Institute	Veterinary Technician Clinical Director	Full-time
Perez, Kerson H.		MS BS	San Diego State University University of Illinois	General Education Instructor	Part-time
Perez Miranda, Yesenia	RDA	AA Certificate	University of Phoenix Pima Medical Institute	Dental Assistant Instructor	Full-time
Perry, Mary	RDA	BVE AA Registered Dental Assistant	San Diego State University Palomar College	Dental Assistant Instructor	Part-time
Polanco, Jesus		AAS Certificate	Pima Medical Institute Pima Medical Institute	Career Preparation Instructor	Full-time
Ramirez, Yvette	RDA	BS AAS Certificate Registered Dental Assistant	Pima Medical Institute Pima Medical Institute Concorde Career Institute	Lead Dental Assistant Instructor	Full-time
Rosenfield, Ilana				Surgical Technology Instructor	Full-time
Roy, Casandra	CMA	Certificate Certified Medical Assistant	Pima Medical Institute	Medical Assistant Instructor	Part-time
Safir, Blaine		BS Certified Medical Assistant	University of California San Diego	General Education Instructor	Part-time

Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Salowski, Michael	RT(R), CRT	BS AAS Certified Radiologic Technologist	Minot State University Del Mar College	Radiography Instructor	Full-time
Stevens-Hulsinger, Kendria	CST	BS AAS	Concorde Career College Ivy Tech State College	Surgical Technology Program Director	Full-time
Thomas, Angela	CST	BS AAS	Concorde Career College Frederick Community College	Surgical Technology Clinical Director	Full-time
Wilder, Jennifer	CMA	BS AAS	Pima Medical Institute Pima Medical Institute	Lead Healthcare Administration Instructor	Full-time

Online (Hybrid) Faculty

Online (hybrid) faculty teaching schedules will vary based on course offerings.

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Aldridge, Jaime	MEd	Educational Leadership	Northern Arizona University	Hybrid Veterinary Technician Instructor	Part-time
	BA	Elementary Education	University of Arizona		
Braxton, Sheila	MA	Forensic Psychology	Argosy University	Hybrid Career Prep Instructor	Full-time
	Ed.D	Counseling Psychology	Argosy University		
	BA	Psychology	University of Wisconsin		
Broeske, Melissa	CCMA	Master of Science in Psychology	University of Phoenix	Hybrid Career Prep Instructor	Part-time
		Bachelor of Science in Psychology	University of Phoenix		
		Associate of Arts in Psychology	University of Phoenix		
		Medical Assistant Diploma	Maric College		
Clark, Benjamin	MA	Bachelor of Science, Healthcare Administration	UNLV	Hybrid Medical Assistant Instructor	Full-time
Cuelhoruiz, Shayla	LVT	AOS, Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
De Leon, Pedro	AS	Veterinary Technician	Lone Start College	Hybrid Veterinary Assistant Instructor	Part-time
Denson, Kedra	BS	Healthcare Management	Bellevue University	Hybrid Career Prep Instructor	Part-time
Easom Colin	M.A.	Library and Information Management	Liverpool John Moores University, England	Hybrid Veterinary Technician Instructor	Full-time
	B.A.	Librarianship and Information Studies	Liverpool Polytechnic, England		
Farley, Jennifer	BS	BS - Health Promotion	Weber State University	Hybrid Career Prep Instructor	Full-time
Fernandez, Jalyn	CPhT	Associate of Applied Science in Pharmacy Technology	Heald College	Hybrid Pharmacy Technician Instructor	Full-time
Fimbres, Amanda	Diploma	Medical Assisting	Everest Institute	Hybrid Medical Assistant Instructor	Part-time
Francis, Lindsay	BA	Biology	University of North Texas	Hybrid Veterinary Assistant Instructor	Part-time
	DVM	Doctor of Veterinary Medicine	Colorado State University		
	MS	Biomedical Sciences	Colorado State University		
	MS	Microbiology	Colorado State University		
Gallegos, Andrea	BS, MPH	Masters of Science - Health Education	University of New Mexico	Hybrid Medical Assistant Instructor	Part-time

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Garza, Debra	MA MS BA	History Educational Leadership Mathematics	St. Mary's University Western Governors University Our Lady of the Lake University	Hybrid Veterinary Technician Instructor	Part-time
Heaton, Shelly	CCMA	Bachelor of Science in Health and Wellness	Kaplan University	Hybrid Career Prep Instructor	Full-time
Hendrickson, Jean	DAR, DANB	Certificate, Dental Assisting	Renton Technical College	Hybrid Dental Assistant Instructor	Part-time
Heredia, Forrest	BS AST CMAA, CPC, CPC-I	Business Administration Electronics / Computer Engineering	University of Phoenix ITT Technical Institute National Health career Association	Hybrid Medical Assistant Instructor	Part-time
Hooshang, Mojda	MA-C	MA Certificate	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
Jelmo, Shirley	B.S. CMA RMA	B.S. in Occupational Management Certified Medical Assistant Registered Medical Assistant	Colorado Christian University American Association of Medical Assistants American Medical Technologists	Hybrid Medical Assistant Instructor	Full-time
Kirkendoll, Carol	BS Diploma	Heath Care Administration Medical Assistant	Pima Medical Institute Corinthian College	Hybrid Medical Assistant Instructor	Part-time
Lane, Galyna	RMA, BS	Bachelor of Science in Healthcare Administration Certificate, Medical Assistant Registered Medical Assistant	Pima Medical Institute Emily Griffith Technical College	Hybrid Medical Assistant Instructor	Full-time
McClure, Gloria	CVT	Associate of Science and Art - General Studies Bachelor of Science in Animal Sciences	Brigham Young University Idaho-Ricks College Brigham Young University	Hybrid Veterinary Assistant Instructor	Full-time
Micromatis, Lucas	M.A. B.A.	Media Arts English Literature	University of Arizona Berry College	Hybrid Veterinary Technician Instructor	Part-time
Miller, Jennelle	M.A. B.A.S.	Career & Technical Education Veterinary Technology - Hospital Management	University of South Florida St. Petersburg University	Hybrid Veterinary Technician Instructor	Part-time
Molina, Krystina	AAS Certificate	Veterinary Technician Veterinary Assistant	Pima Medical Institute Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
Moorehead, Elaythea	B.S. MBA	Public Relations Marketing	University of Central Missouri Argosy Unversity	Hybrid Career Prep Instructor	Part-time

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Morgan, Jamie	B.S.	Animal Health Technology	Murray State University	Hybrid Veterinary Technician Instructor	Part-time
Neale, Charlotte	B.S.	Applied Management	Grand Canyon University	Hybrid Veterinary Technician Instructor	Part-time
Ohanuka, Albertus	RRT, RCP, EdS	EdS	Walden University	Hybrid Veterinary Technician Instructor	Part-time
Perez, Antonio	Diploma	Medical Assistant	Kaplan University	Hybrid Medical Assistant Instructor	Part-time
Phare, Samantha	RMA	Associate of Applied Science in Healthcare Administration Certificate, Medical Assistant Registered Medical Assistant	Pima Medical Institute Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
Reyes, Marlyn	RDA	Certificate, Dental Assistant	Texas School of Business	Hybrid Dental Assistant Instructor	Part-time
Ribald, Tanya	CPhT	Certified Pharmacy Technician AS - Health Information Technology	Penn Foster Pima Community College	Hybrid Career Prep Instructor	Part-time
Richardson, Kacee	M.S. B.S.	Animal Science Animal Science	University of Arizona University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
Rose, Susan	B.S. M.Ed.	Animal Science	University of Arizona Northern Arizona University	Hybrid Veterinary Technician Instructor	Part-time
Roy, Casandra	CMA	Certificate, Medical Assistant	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
Scala, Sandra		AS MS	Triton College Phoenix Institute of Herbal Medicine and Acupuncture	Hybrid Career Prep Instructor	Full-time
Smith, Carrie	RMA	Associate of Science in Medical Assistant	Inellitec College	Hybrid Medical Assistant Instructor	Full-time
Stevens, Tara	LVT	A.V.T., Veterinary Technology A.A., Arts & Sciences	Pierce College Edmonds Community College	Hybrid Veterinary Assistant Instructor	Part-time
Tawney, Traci	MEd BA	Special Education Communications	University of Phoenix University of Washington	Hybrid Veterinary Technician Instructor	Part-time
Taylor, Latreish	B.S.	Applied Behavioral Analysis	Purdue University Global	Hybrid Medical Assistant Instructor	Part-time

Online (Hybrid) Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Timmons, Elizabeth	B.A. CVT	Bachelor of Arts in Equine Science Certified Veterinary Technician	Otterbein University Bel-Rea Institute of Animal Technology	Hybrid Veterinary Assistant Instructor	Part-time
Tolitsky, Melinda	D.C. B.S. B.A.	 Anatomy Spanish, Biology, Chemistry	Parker Chiropractic College Parker Chiropractic College University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
Torres-Cortes, Karina	M.S. B.S. A.A.S.	Leadership Management Veterinary Technician	Grand Canyon University Grand Canyon University Macomb Community College	Hybrid Veterinary Technician Instructor	Full-time
Valencia, Regina	DMD	Doctor of Dental Medicine	Philippines, Centro Escolar University	Hybrid Career Prep Instructor	Full-time
Volante, Heather	CDA	Certified Dental Assistant	Carrington College	Hybrid Dental Assistant Instructor	Full-time
Waldow, Jason	M.A. B.A.	Leadership Journalism and Marketing	City University Seattle Evergreen State College	Hybrid Veterinary Technician Instructor	Part-time
Walker, Nichole	MA BA	Education/Elementary Teacher Education Communications	University of Phoenix University of Mary	Hybrid Veterinary Technician Instructor	Part-time
Wheeler, Dawn	MA-C, RMA	Certificate, Medical Assistant	Lake Washington Technical College	Hybrid Medical Assistant Instructor	Full-time
White, Allana	LVT	A.A.S., Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time

SOC Codes
Addendum to the 2024-2025 Catalog published January 2024

PROGRAM	SOC CODE	EMPLOYMENT POSITIONS
DENTAL ASSISTANT	31-9091.00	Dental Assistant (DA), Certified Dental Assistant (CDA), Registered Dental Assistant (RDA), Expanded Duty Dental Assistant (EDDA), Expanded Functions Dental Assistant (EFDA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant)
HEALTH CARE ADMINISTRATION-CERTIFICATE	43-6013.00	Health Care Administrative Assistant, Medical Administrative Assistant, Health Care Secretary, Medical Secretary, Administrative Assistant, Assistant Office Manager, Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Physician Office Specialist, Unit Clerk, Unit Support Representative, Ward Clerk, Front Office Assistant, Medical Insurance Clerk
MEDICAL ASSISTANT	31-9092.00	Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), Certified Clinical Medical Assistant (CCMA), National Certified Medical Assistant (NCMA), Clinical Medical Assistant, Back Office Assistant Manager, Back Office Manager
OCCUPATIONAL THERAPY ASSISTANT	31-2011.00	Certified Occupational Therapist Assistant (COTA), Certified Occupational Therapist Assistant/Licensed (COTA/L), Certified Occupational Therapy Assistant (COTA), Certified Occupational Therapy Assistant-Licensed (COTA-L), Licensed Certified Occupational Therapist Assistant (COTA/L), Licensed Occupational Therapy Assistant, Occupational Therapist Assistant (OTA), Occupational Therapy Assistant (OTA)
PHARMACY TECHNICIAN	29-2052.00	Pharmacy Technician, Certified Pharmacy Technician (CPhT), RPhT (Registered Pharmacy Technician), Pharmacy Aid, Pharmacy Clerk, Compounding Technician, Filling Technician, IV Technician, Medication Technician
PHLEBOTOMY TECHNICIAN	31-9097.00	Phlebotomist, Phlebotomy Technician, Certified Phlebotomy Technician, Registered Phlebotomist
PHYSICAL THERAPIST ASSISTANT	31-2021.00	Physical Therapist Assistant (PTA), Physical Therapy Assistant (PTA), Certified Physical Therapist Assistant (CPTA), Licensed Physical Therapist Assistant (LPTA), Licensed Physical Therapy Assistant, Outpatient Physical Therapist Assistant
RADIOGRAPHY	29-2034.00	Radiographer, RT(R) (Registered Radiologic Technologist), Radiological Technologist, Radiology Technician (Radiology Tech), Radiology Technologist, Registered Radiographer, X-Ray Technician (X-Ray Tech), XRay Technologist (X-Ray Tech), Computed Tomography Technologist (CT Technologist), Mammographer
RESPIRATORY THERAPY	29-1126.00	Respiratory Therapist (RT), Certified Respiratory Therapist (CRT), Respiratory Care Practitioner, Registered Respiratory Therapist (RRT). Staff Respiratory Therapist, Certified Respiratory Therapy Technician (CRTT), Respiratory Therapy Technician (RTT), Cardiopulmonary Rehabilitation Respiratory Therapist
SURGICAL TECHNOLOGY	29-2055.00	Certified Surgical Technologist (CST), Certified Surgical Technician, Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech)
VETERINARY ASSISTANT	31-9096.00	Veterinary Assistant, Veterinarian Assistant, Animal Care Provider, Animal Caregiver, Animal Care Attendant, Animal Lab Assistant, Pet Care Attendant, Kennel Assistant, Kennel Attendant, Kennel Technician
VETERINARY TECHNICIAN	29-2056.00	Veterinarian Technician, Certified Veterinary Technician (CVT), Registered Veterinary Technician (RVT), Licensed Veterinary Technician (LVT), Veterinary Nurse, Veterinary Technologist

Hours of Operation

Addendum to the 2024-2025 Catalog published January 2024

Hours of Operation:

Hours of Operation:	7:30 AM - 10:00 PM Monday through Thursday and 7:30AM – 5:00 PM Friday
Class Schedule:	Morning Classes: 8:00 AM - 12:00 PM Monday through Friday Afternoon Classes: 1:00 PM - 5:00; Monday through Friday Night Classes: 5:40 PM - 10:00 PM; Monday through Thursday
Student Breaks:	10 minutes per hour, not exceeding 40 minutes per 4 hours
Mealtimes:	Pima Medical Institute does not provide "mealtime", however students are welcome to eat meals during student breaks

Recent Updates

Addendum to the 2024-2025 Catalog published January 2024

The items located in this section reflect new changes from the prior addenda publication. Updates from prior publications are available in their respective catalog section within this same document.

Section	Sub-Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Cover Page (Texas only)	N/A	N/A	TWC Web: http://csc.twc.state.tx.us THECB Web: http://www.thecb.state.tx.us/index	Updated	TWC Web: https://www.twc.texas.gov/programs/career-schools-colleges/students THECB Web: https://www.highered.texas.gov/student-complaints/
Hours of Operation (San Marcos Only)	N/A	N/A	Hours of Operation: 7:00 AM - 10:30 PM Monday through Thursday and 7:00 AM - 5:00 PM Friday	Updated	Hours of Operation: 7:30am - 7:00 pm Monday through Thursday and 7:30am - 5:00 pm Friday
Abbreviations	N/A	24	N/A	Added	CFP: College Financing Plan
Abbreviations	N/A	24	CPS: Central Processing System (FAFSA)	Updated	FPS: FAFSA Processing System
Abbreviations	N/A	24	EFC: expected family contribution	Updated	SAI: Student Aid Index
Abbreviations	N/A	24	ISIR: Institutional Student Information Record	Removed	N/A
Abbreviations	N/A	24	SAR: Student Aid Report	Updated	FSS: FAFSA Submission Summary
Campus Information	Albuquerque	16	Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted full approval with warning for a Nursing Program by the New Mexico Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.	Updated	Practical Nursing: The Practical Nursing program at Pima Medical Institute Albuquerque Campus has been granted conditional approval for a Nursing Program by the New Mexico Board of Nursing. Graduates of Pima Medical Institute's Practical Nursing Program are eligible to take the NCLEX-PN® Exam.
Campus Information	Denver El Paso Houston Las Vegas Mesa Renton San Marcos Tucson	8 - 13, 15	Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, ph: (301) 652-AOTA, website: www.acoteonline.org.	Updated	Occupational Therapy Assistant: The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814, ph: (301) 652-AOTA, website: www.acoteonline.org.
Campus Information	Las Vegas	12	Physical Therapist Assistant: The Physical Therapist Assistant Program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (702) 458-9650 or email pimaptalasvegas@pmi.edu.	Updated	Physical Therapist Assistant: The Physical Therapist Assistant program at Pima Medical Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.The program's current status is probationary accreditation; for more information see http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/. If needing to contact the program/institution directly, please call , please call 702-458-9650 or email pimaptalasvegas@pmi.edu.
Agency Information	Accreditation Council for Occupational Therapy Education (ACOTE®)	23	AOTA Accreditation Department 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929 Phone: (301) 652-2682; Website: www.acoteonline.org	Updated	AOTA Accreditation Department 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814 Phone: (301) 652-2682; Website: www.acoteonline.org
Prospective Students	PMI Math Admissions Test	153	Degree Programs: - Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct). - The use of a calculator is allowed. - No time limit. - The test can be taken up to 3 times using a different version for each attempt. Non-Degree Programs: - Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum score of 60% (18 out of 30 correct). - Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).	Updated	Degree Programs: - Applicants for associate degree programs are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct). - The use of a calculator is allowed. - Time limit: 45 minutes. - The test can be taken up to 3 times using a different version for each attempt. Non-Degree Programs: - Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum of 60% (18 out of 30 correct). - Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct).
Prospective Students	Background Check, Drug Testing	153	As part of the enrollment process, every prospective PMI student must sign a *Criminal Conviction and Advisement* form.	Updated	As part of the enrollment process, every prospective PMI student must sign a *Adverse Judgement and Criminal Activity Disclosure and Advisement* form.

Recent Updates

Addendum to the 2024-2025 Catalog published January 2024

Section	Sub-Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Prospective Students	Washington My Health My Data Act (Rev. Code Wash. § 19.373005 et seq.)	153	N/A	Added	WASHINGTON ONLY: Washington State prioritizes privacy, a core right protected by the state Constitution. While HIPAA offers safeguards for health data from certain healthcare providers, gaps remain for data collected by other entities. Chapter 19.373 RCW strengthens privacy protections for Washingtonians' health data. It mandates clear disclosures and consent for data handling, prohibits unauthorized data sales, allows individuals to request data deletion, and limits geofencing around healthcare facilities. Pima Medical Institute, as a regulated entity, must disclose its data practices, ensuring adherence to the law and respecting consumer rights. Clinical affiliates may require certain Consumer Health Data to accept students for their clinical course for the purpose of completing the educational program. Pima Medical Institute may collect and share this Consumer Health Data with the clinical affiliate; the affiliates may be a hospital or any other health-related facility or provider. If Pima Medical Institute requests this information on behalf of the clinical affiliate, Pima Medical Institute must obtain consent for the collection of this health information and obtain consent to distribute this information. If collected, Pima Medical Institute will not retain a copy of these records beyond the time the student is active within the institution. Programs that do collect the information will return the records or destroy the records and notify the student in writing. The student is responsible for maintaining their health records. Students are required to complete a clinical course, if included as a part of the educational program. Students who do not provide consent or are unable to provide a clinical affiliate the required documents may not be able to complete the course requirements, progress through the program, or graduate.
Prospective Students	Financial Considerations	154	Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable $150.00 processing fee will be charged for each course transferred. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a onetime processing fee of $150.00. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement.	Updated	Effective July 1, 2024: Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. A nonrefundable one-time $150.00 processing fee will be charged when the request for transfer of credit and required documentation are received by the end of the Student Right to Cancel period. Requests submitted after the Student Right to Cancel period will be charged a $300 late processing fee. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to a processing fee. Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits and pay a one-time $150.00 processing fee. Applicants eligible for qualified advanced entry will be charged a one-time $150.00 processing fee. Applicants for the Veterinary Assistant program at our Washington campuses may be eligible to transfer up to 74.9 percent of the total number of credits, refer to the Prospective Student Handout for more information on Life Experience Credit. Transfer credits for these applicants and advanced placement track applicants are awarded financial credit based upon the per-credit-hour fee schedule noted on the enrollment agreement. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a $300 late processing fee.
Prospective Students	Transfer Credit for Full Online Degree Programs	155	Fully online programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time fee of $150.00.	Updated	Fully online degree programs utilize a credit-evaluation process to review all requests to transfer credit for admission into the program and for courses in the curriculum. Credit(s) requested must meet PMI's transfer credit criteria. This evaluation process incurs a one-time processing fee of $150.00. Requests for evaluating transfer credit for courses in the program's curriculum that are submitted after the Cancel from Active period will be charged a $300 late processing fee.
Prospective Students	Distance Education	156	N/A	Added	Effective July 1, 2024 for Distance Education programs, in accordance with Federal regulations (34 C.F.R. § 668.14(b)(c) and 668.43), potential students seeking to enroll at a campus located in a different state from which they are currently residing, regardless of intent to move, may be required to sign an additional attestation about intent to pursue employment in a state where the program meets the state's requirements for licensure (certification or registration) post graduation. Disclosures regarding the education and licensing requirements of each state and program are provided to each prospective student in the catalog addenda prior to enrollment; the information is also available on the PMI website (Resources page). Students intending to pursue employment in a state where the program does not meet the licensing requirements of that state may not be eligible for enrollment. Students who intend to move to a different state after graduation are encouraged to review and research any state licensing/credentialing requirements for that state prior to enrollment (or, if already enrolled, as soon as it is known).
Current Students	Personally Identifiable Information	158	Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. PMI is required by law to collect and store educator and student information and to protect the privacy of data collected, used, shared, and stored by the School.	Updated	Personally identifiable information, or PII, includes but is not limited to the student's name, any unique identifier, including social security number, and other information that alone or in combination is linked or linkable to a specific student. In accordance with FERPA (Title 34 CFR Part 99), PMI includes student ID numbers on student identification badges. Students or graduates requesting access to student records will be required to provide other personal identifiers for identity verification. PMI is required by law to collect and store educator and student information and to protect the privacy of data collected, used, shared, and stored by the School.

Recent Updates

Addendum to the 2024-2025 Catalog published January 2024

Section	Sub-Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Current Students	Academic Transcripts and Diplomas	159	PMI students and graduates may request transcripts, at no cost, through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may apply if requesting reprints or expedited delivery.	Updated	PMI students and graduates may request transcripts through either the student portal (my.pmi.edu) or the alumni portal (alumni.pmi.edu). Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper. Fees or charges may vary with an estimated charge up to $25; however additional costs may apply for reprints or expedited delivery.
Current Students	Washington My Health My Data Act (Rev. Code Wash. § 19.373005 et seq.)	161	N/A	Added	WASHINGTON ONLY: Washington State prioritizes privacy, a core right protected by the state Constitution. While HIPAA offers safeguards for health data from certain healthcare providers, gaps remain for data collected by other entities. Chapter 19.373 RCW strengthens privacy protections for Washingtonians' health data. It mandates clear disclosures and consent for data handling, prohibits unauthorized data sales, allows individuals to request data deletion, and limits geofencing around healthcare facilities. Pima Medical Institute, as a regulated entity, must disclose its data practices, ensuring adherence to the law and respecting consumer rights. Clinical affiliates may require certain Consumer Health Data to accept students for their clinical course for the purpose of completing the educational program. Pima Medical Institute may collect and share this Consumer Health Data with the clinical affiliate; the affiliates may be a hospital or any other health-related facility or provider. If Pima Medical Institute requests this information on behalf of the clinical affiliate, Pima Medical Institute must obtain consent for the collection of this health information and obtain consent to distribute this information. If collected, Pima Medical Institute will not retain a copy of these records beyond the time the student is active within the institution. Programs that do collect the information will return the records or destroy the records and notify the student in writing. The student is responsible for maintaining their health records. Students are required to complete a clinical course, if included as a part of the educational program. Students who do not provide consent or are unable to provide a clinical affiliate the required documents may not be able to complete the course requirements, progress through the program, or graduate.
Current Students	Examination / Makeup Policy	167	Grades on all makeup examinations will be reduced by 10 percent from the earned score. A grade of zero is given for examinations not taken on the day of return or assigned date. With the proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a child. Online programs may provide additional waivers.	Added	Grades on all makeup examinations will be reduced by 10 percent from the earned score. A grade of zero is given for examinations not taken on the day of return or assigned date. Final didactic examination retakes are not allowed. Final didactic make up examinations may be allowed but will be reduced by 10% from the earned score; the exam must be scheduled with approval from the program director, program coordinator, or assistant dean of faculty. If a makeup exam has not been scheduled, a grade of zero is given for the final exam. With the proper documentation, the score reduction may be waived for students who are absent due to jury duty, military obligation, death of an immediate family member, or birth of a child. Online programs may provide additional waivers.
Current Students	Certificate (Non-Term-Based) Programs	167	Effective May 8, 2024: Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete Career Prep sequence in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.
Financial Services	Federal Student Aid Programs	172	Need is defined as the difference between the cost of attendance (COA) and the expected family contribution (EFC).	Updated	Need is defined as the difference between the cost of attendance (COA) and the Student Aid Index (SAI).
Financial Services	Federal Pell Grant (Pell Grant)	172	The application is transmitted electronically through the FAFSA Central Processing System (CPS), which determines the applicant's EFC.	Updated	The application is transmitted electronically through the FAFSA Processing System (FPS), which determines the applicant's SAI.
Financial Services	Federal Pell Grant (Pell Grant)	172	The grant award will depend on the EFC, COA, and the Pell Lifetime Eligibility Used.	Updated	The grant award will depend on the SAI, COA, and the Pell Lifetime Eligibility Used.
Financial Services	Federal Supplemental Educational Opportunity Grant (FSEOG)	172	Undergraduate students with the lowest EFC and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.	Updated	Undergraduate students with the lowest SAI and who will also receive Pell Grants for the award year have primary consideration for an FSEOG award.
Financial Services	Direct PLUS Loans	173	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC.	Updated	The parent PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's SAI.
Financial Services	Application	174	Once processed, the application produces an EFC, which determines eligibility.	Updated	Once processed, the application produces an SAI, which determines eligibility.
Financial Services	Application	174	PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's Student Aid Report (SAR)/Institutional Student Information Record (ISIR).	Updated	PMI may obtain this information by using the financial aid information received from the NSLDS page of the student's FAFSA Submission Summary (FSS).
Financial Services	Verification Policy / Procedures	174	1. All applicants selected by the federal CPS will be verified.	Updated	1. All applicants selected by the federal FPS will be verified.
Financial Services	Verification Policy / Procedures	174	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official ISIR.	Updated	3. Verification notification will be communicated to students electronically via the PMI Student Portal upon receipt of official FSS.

Recent Updates

Addendum to the 2024-2025 Catalog published January 2024

<table>
<tr><th>Section</th><th>Sub-Section</th><th>Catalog Page(s)</th><th>Current Catalog Statement</th><th>Action</th><th>New or Revised Statement</th></tr>
<tr><td>Financial Services</td><td>Verification Policy / Procedures</td><td>174</td><td>10. Students will be notified by an electronic updated award letter via the PMI Student Portal if the results of verification change the student's scheduled award.</td><td>Updated</td><td>10. Students will be notified by an electronic updated College Financing Plan (CFP) via the PMI Student Portal if the results of verification change the student's scheduled award.</td></tr>
<tr><td>Financial Services Information</td><td>Arizona</td><td>176</td><td>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid.

Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.

ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY
<table><tr><th>A student terminating training:</th><th>Is entitled to a refund of:</th></tr><tr><td>Within first 10% of enrollment period</td><td>90% less $100 administrative charge after the Student's Right to Cancel period</td></tr><tr><td>After 10% but within the first 30% of enrollment period</td><td>70% less $100 administrative charge</td></tr><tr><td>After 30% but within the first 60% of enrollment period</td><td>40% less $100 administrative charge</td></tr><tr><td>After 60% of enrollment period</td><td>no refund</td></tr></table></td><td>Updated</td><td>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid.

Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.

ARIZONA INSTITUTIONAL REFUND POLICY
<table><tr><th>A student terminating training:</th><th>Is entitled to a refund of:</th></tr><tr><td>Within first 10% of enrollment period</td><td>90% less $100 cancellation charge</td></tr><tr><td>After 10% but within the first 30% of enrollment period</td><td>70% less $100 cancellation charge</td></tr><tr><td>After 30% but within the first 60% of enrollment period</td><td>40% less $100 cancellation charge</td></tr><tr><td>After 60% of enrollment period</td><td>no refund</td></tr></table></td></tr>
<tr><td>Ratios</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Updated</td><td>Removed Montana.</td></tr>
<tr><td>Tuition Price Lists</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Updated</td><td>July 1st standard tuition price list update.</td></tr>
<tr><td>Start Calendars</td><td>N/A</td><td>N/A</td><td>N/A</td><td>Updated</td><td>Updated the VTT start calendars to reflect the new VTT22 program version.</td></tr>
<tr><td>Program Information</td><td>Medical Administrative Assistant</td><td>N/A</td><td>N/A</td><td>Added</td><td>The Medical Administrative Assistant program has been added to the Online programs. See the following program pages for the updated course descriptions.</td></tr>
<tr><td>Program Information</td><td>Medical Assistant - Washington</td><td>N/A</td><td>N/A</td><td>Added</td><td>Effective with the July 31st start, the Medical Assistant - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.</td></tr>
<tr><td>Program Information</td><td>Pharmacy Technician - Washington</td><td>N/A</td><td>N/A</td><td>Added</td><td>Effective with the July 31st start, the Pharmacy Technician - Washington program will have minor changes to the program. See the following program pages for the updated course descriptions.</td></tr>
<tr><td>Program Information</td><td>Ophthalmic Medical Technician</td><td>N/A</td><td>N/A</td><td>Updated</td><td>The Ophthalmic Medical Technician program has updated the OPH 115 Patient Services course description. See the following program pages for the updated course descriptions.</td></tr>
<tr><td>Program Information</td><td>Physical Therapist Assistant</td><td>94 - 97</td><td>N/A</td><td>Updated</td><td>The Physical Therapist Assistant program has updated the course prerequisites. See the following program pages for the updated course descriptions.</td></tr>
<tr><td>Program Information</td><td>Surgical Technology</td><td>114 - 116</td><td>N/A</td><td>Updated</td><td>The Surgical Technology program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.</td></tr>
</table>

Campus Information

Addendum to the 2024-2025 Catalog published January 2024

Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Albuquerque	16	**Selected Programs Approved for Veterans Educational Benefits by:** The New Mexico State Approving Agency, Department of Veterans' Services.	Updated	**Selected Programs Approved for Veterans Educational Benefits by:** The New Mexico Department of Veterans' Services, State Approving Agency
Aurora	16	Pima Medical Institute, Practical/Vocational Nursing Program at Aurora, CO, holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding preaccreditation status does not guarantee that initial accreditation by NLN CNEA will be received.	Updated	Pima Medical Institute, Practical Nursing Program at Aurora, CO, holds an initial accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, D.C., 20037. 202-909-2487.
Aurora	16	N/A	Added	The Veterinary Technician Program at the Aurora campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.
Chula Vista	10	The Chula Vista Campus occupies approximately 24,000 square feet and is divided into nine major instructional areas. Each area contains appropriate instructional equipment and furniture. English as a Second Language Instruction is not offered by Pima Medical Institute, Chula Vista, CA.	Updated	The types of equipment used in classrooms include computers and laboratory areas for each program. The dental assistant classroom includes, 6 operatory stations, 6 dental chairs with operator unit, 3 x-ray units, 6 digital x-ray programs with 3 sensors, 5 x-ray view boxes, 3 lead aprons, 3 high speed hand pieces, 7 low speed hand pieces, 12 water and air syringes, 1 air compressor system, 2 automatic x-ray processors, 3 model trimmers, 6 model vibrators, 1 lathe with 2 attachments, 3 amalgamators, 3 curing lights, 3 Dexter with radio teeth and 1 regular teeth, 3 coronal polishing Dexter heads, 28 bench mounts, 3 lab micromotor hand pieces, 1 hydrocolloid conditioning bath, 2 autoclaves, 1 intra-oral camera, 1 Pentamix impression machine, vital sign monitor, EKG, 2 vacuum former, printer, x-ray duplicators, 1 ultrasonic unit, 1 oxygen unit, pit & fissure sealant equipment, 1 flat screen TV, DVD player, 4 computers with 1 printer. The medical assisting has 2 lecture classrooms with sinks, computers, and a printer in each room. The large lab includes 4 exam rooms, 2 sinks, 4 exam tables, 4 gooseneck lamps, 2 autoclaves, 2 venipuncture drawing chairs, 6 venipuncture and blood drawing practice arms, 4 ECG machines, 1 holter monitor, emergency clean-up kit, 2 eye wash stations, 6 glucometers, 2 HemaQue, miscellaneous medical instruments, ophthalmoscope, otoscope, 4 mayo stands, 4 medical waste containers, 2 microhematocrit centrifuges, 2 regular centrifuges, 4 microscopes, 2 nebulizers, 2 pediatric practice dummies, 1 pediatric scale, 3 pulse oximeters, refrigerator, 2 scales, 9 floor model sphygmomanometers, 6 manual sphygmomanometers, electronic and tympanic thermometers, 2 urinalysis test machines, Vacutainer tube rocker, walker, wheel chair, cane, and 2 pair of crutches. The pharmacy technician classroom includes an adding machine, cash register, compounding slabs, computers/printers, containers for syrups and pills, counting trays, dispensers, electronic scales, weight sets metric and apothecary, funnels/filter equipment, glass graduates/cylinders, laminar air flow hoods, mortars and pestles, original drug bottles, pill and tablet counters, large and small spatulas, ointment bases - Aquaphor, aquaphilic, etc., gelatin capsules, methylcellulose, glycerin, sodium chloride, mineral oil, cherry syrup, labels, coal tar solution, Ichthammol ointment, corn syrup, salicylic acid powder, lactose powder, cornstarch, camphor, menthol crystals, glass stirring rods, and torsion balance. The veterinary classroom includes refrigerator, microscopes, otoscope, refractometer, exam table, anesthesia machine, IV stand, x-ray view box, x-ray cassettes, caliper, lead apron with thyroid shield, lead gloves, film markers, specimen jars, crash cart, anatomical model (small animal), sink, autoclave, centrifuge, cages, and miscellaneous surgical instruments. The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophy heads, electric clippers, emergency crash kit, endotracheal tubes, esophageal stethoscopes, laryngoscope, nail trimmers, oral dosing equipment, oral speculum, cages complying w/ federal regulations, examination tables, oximeter/capnograph, surgical lights, surgical tables, surgical gowns, towels and drapes, basic surgical instruments, tourniquet, feeding and gavage tubes, vaginal speculum, warming pad blanket, twitch, restraint pole, Elizabethan collars, muzzles, cat bags, tonometer, blood mixer/ rocker, centrifuge, microhemotocrit centrifuge, clinical chemistry analyzer, differential blood cell counter, electronic blood cell counter, hand tally cell counters, hemocytometer, incubator, refractometer, lab scales, microscopes, lead apron with lead thyroid collar, lead gloves, radiation safety badges, storage racks for gloves and aprons, portable x-ray machine, x-ray machine, x-ray viewer, mop and bucket, automated film processor, calipers, cassette holders, digital film unit and processor, film ID markers, and high speed/rare earth screens. The radiologic technology classroom includes life sized skeletal model, VCR/TV, x-ray table with Potter-Bucky diaphragm, energized x-ray tube, wall-mounted wall bucky, energized control panel, full body positioning phantom, lead apron, half lead apron, pair of lead gloves, calipers, portable cassette holder, various sized film cassettes, hot light, curved film cassette, portable grid cassette, various lead markers, foam positioning sponges, foot stool, wheel chair, IV pole, standing eight scale, gurney/stretcher, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted sage lights, and film patient ID camera/flashers.

Campus Information

Addendum to the 2024-2025 Catalog published January 2024

Campus	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
				The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit & fissure sealant materials, vacutainers, capillary tubes, critoseal, plastic urine specimen cups, urinometer, urine tek tubes and caps, strep test dipsticks, pregnancy test dipsticks, Snellen charts, leashes, muzzles, rabies pole, splints, cast padding, tape, hot/cold packs, alcohol, betadine scrub, slides, cover slips, pipettes, Elisha tests, needles, syringes, gloves, shoe covers, stethoscope, catheters, masks, gowns, face shields, scrub brushes, thermometers and various wall charts.
Denver	11	N/A	Added	Pima Medical Institute is planning to make significant changes to the Ophthalmic Medical Technician program based on current market needs and feedback from the communities of interest. This change will not have a direct impact on students who enroll into the May 2024 program start and who progress through the program on schedule; however, this change could impact those who withdraw (official or unofficial) from the program. Any student who withdraws from the program and requests to return will be presented with available options at that time. Based on federal, state, and accrediting agency approval processes, there may also be a significant delay in when the restructured program will be available.
East Valley	9	Patient Care Technician: The Patient Care Technician Program has been approved by The Board of Nephrology Examiners Nursing Technology (BONENT). Patient Care Technician Program graduates are eligible to apply to take the BONENT certification exam.	Removed	N/A
Las Vegas	12	Paramedic: The Pima Medical Institute-Las Vegas campus Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation. To contact CoAEMSP: (214) 703-8445, www.coaemsp.org.	Updated	The Pima Medical Institute Las Vegas Campus Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 727-210-2350 www.caahep.org To contact CoAEMSP: 214-703-8445 www.coaemsp.org
Mesa	9	The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. The Pima Medical Institute Associate Degree Nursing program (system) holds pre-accreditation status from the National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received. They can be contacted at 800-669-1656 or through their website at www.nln.org/accreditation-services.	Updated	The Associate Degree Nursing Program does not currently have programmatic accreditation. The lack of national nursing accreditation may limit future educational and career options for students. On September 26, 2022, the Arizona Board of Nursing (AZBN) placed the Associate Degree of Nursing program (ADN) at Pima Medical Institute, Mesa campus on Probationary Accreditation status for a minimum of 24 months; for more information, see https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline. Graduates of Pima Medical Institute's Associate Degree Nursing Program are eligible to take the NCLEX-RN Exam.
Phoenix	17	N/A	Added	The Veterinary Technician Program at the Phoenix campus was placed on probationary accreditation by the AVMA CVTEA. This change in classification is not an adverse decision and graduates of programs classified as probationary accreditation are graduates of an AVMA CVTEA accredited program.

Prospective Students

Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Wonderlic Scholastic Level Exam	153	N/A	Added	Degree Programs: - Applicants for degree programs, excluding Nursing, are required to take the Wonderlic SLE and receive a minimum score of 20. - Applicants of the associate degree Nursing program are required to take the Wonderlic SLE and receive a minimum score of 23. Non-Degree Programs: - Applicants for non-degree programs, excluding Practical Nursing and Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 14. - Applicants for the Practical Nursing are required to take the Wonderlic SLE and receive a minimum score of 20. - Applicants for Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 16.
PMI Math Admissions Test	153	N/A	Added	Degree Programs: - Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct). - The use of a calculator is allowed. - No time limit. - The test can be taken up to 3 times using a different version for each attempt. Non-Degree Programs: - Applicants for the Pharmacy Technician program are required to take a Math Admission Test and receive a minimum score of 60% (18 out of 30 correct). - Applicants for the Practical Nursing program are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).
Credit for life experience	154	Credit for life experience	Added	Credit for Experiential Learning: credit for experiential learning (also referenced as “life experience”)
Late Enrollment / Hybrid Orientation	154	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling into hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 3:00 pm (local time) the Friday of the program’s start may be withdrawn from the program.	Updated	Candidates may be eligible to enroll after a program starts, depending upon space availability and date of enrollment. Candidates enrolling in hybrid certificate programs are required to complete a hybrid orientation prior to accessing online courses; students who have not completed the online orientation course by 11:59 pm (MST) the Friday of the program’s start may be withdrawn from the program.
Consortium Agreement	156	N/A	Added	The Health Care Administration Associate of Applied Science program is operated through a consortium agreement between PMI Tucson, PMI Albuquerque, and PMI Phoenix. The delivery of programs for students enrolled in the PMI Albuquerque or PMI Phoenix is provided by the Tucson campus.

Current Students

Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Academic Transcripts and Diplomas	159	Diplomas and official transcripts are processed by Parchment, a digital credentialing service, and are available electronically or by paper.	Updated	Diplomas and official transcripts are processed by Parchment®, a digital credentialing service, and are available electronically or by paper.
Academic Integrity	161	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct.	Updated	PMI enforces standards of honesty and integrity in all academic related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct. Unless use is clearly outlined in a course syllabus, this includes any content generated by software or artificial intelligence.
Course Assessments, Grades	163	N/A	Added	Department of Education – Grade Status of Q (COVID-19 related extension): A grade status of 'Q' applies to courses that were not completed due to reasons related to the COVID-19 pandemic. The Q is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat the course(s) that carry a Q designation, and the earned grade to the repeated course(s) is recorded on the student's transcript. A Q designation is not included in the calculation of the GPA or counted in the hours attempted for the purposes of calculating the successful course completion percentage.
Attendance / Absence	166	N/A	Added	Students enrolled into the San Marcos campus Phlebotomy Technician program that miss any scheduled classroom or laboratory hours must attend scheduled make-up classes or tutoring sessions to cover any missed course content. Make-up classes or tutoring sessions do not remove the classroom absence from the student's record and will still count toward attendance advisement, attendance warning, and termination thresholds.
Externship / clinical Absences	166	Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent3 of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Health Care Administration-Certificate, Medical Assistant, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.	Updated	Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent "total program" calculation; any externship absences in excess of 15 percent3 of the scheduled clinical hours may result in termination: Radiography–Bridge, Dental Assistant, Dental Assistant–California campuses, Health Care Administration-Certificate, Medical Assistant, Medical Billing and Coding, Nursing Assistant/Nurse Aide, Pharmacy Technician, Phlebotomy Technician, Practical Nursing, Sterile Processing Technician, and Veterinary Assistant.
Certificate (Non-Term-Based) Programs	167	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.	Updated	Students may request a leave of absence (LOA) for circumstances that will require a prolonged absence. Students must complete sequence 1 in their program to be eligible for an LOA and, prior to granting LOA status, the School must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.
Academic Interruption: Certificate (Nonterm-Based) Programs	167	N/A	Added	Students in nonterm programs (certificate) that have more than 7 days between course end and start date may be eligible to sign a letter of intent without having to withdraw from the program as long as the date that they will resume classes is no more than 60 calendar days after the student ceased attendance.
State / Jurisdiction Exceptions	167	In Texas, LOAs are not permitted for programs and seminars of 40 hours or less. In programs and seminars of 200 hours or less, no more than two (2) LOAs are permitted in a 12-month calendar period; an LOA in this case may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) LOAs are permitted; an LOA in this case may be no more than 60 total calendar days.	Updated	In Texas, LOAs are not permitted for programs and seminars of 40 hours or less. In programs and seminars of 200 hours or less, no more than two (2) LOAs are permitted in a 12-month calendar period; an LOA in this case may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) LOAs are permitted; an LOA in this case may be no more than 60 total calendar days. For programs over 600 hours that are eligible for Title IV funding, follow PMI policy for leave of absence.
Graduation Requirements	167	Students are awarded a certificate or degree when they have: • successfully completed the program of study with a minimum grade average of 77 percent in each course; and • completed exit requirements with Financial Services and Career Services personnel • have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and	Updated	Students are awarded a certificate or degree when they have: • successfully completed the program of study with a minimum grade average of 77 percent in each course; and • completed exit requirements with Financial Services and Career Services personnel
Student Services Department	167	N/A	Updated	Per the California Student Aid Commission data, the average housing cost in 2022/2023 is $1,339.00 per month.

Satisfactory Academic Progress

Addendum to the 2024-2025 Catalog published January 2024

Satisfactory Academic Progress

PMI's policy on satisfactory academic progress consists of a qualitative measure, which is the grade point average (GPA), and a quantitative measure, which is the maximum time frame in which the program must be completed.[1]

To maintain satisfactory academic progress, students are required to maintain a minimum GPA and/or complete the program within one and one-half (1½) times the program length in order to maintain federal financial aid and VA education benefits. PMI will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3).

Nonterm-based (Certificate) Programs: Students must maintain a cumulative GPA of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program, measured in credits and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

Evaluation Schedule

Students are evaluated for satisfactory progress at the end of the first payment period, which is based on successful completion of 50% of the program's credit hours and weeks.

Term-based (Semester) Programs (Excluding Master's Degree Program): Students must successfully complete 67% of their attempted credits with a cumulative GPA of 2.0 or greater in their current program, and must complete their program within one and one-half (1½) times the published length of the program, measured in credits and weeks. Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the clinical experience.

Evaluation Schedule

Students are evaluated for satisfactory academic progress (SAP) at the end of each semester.

Financial Aid Warning: Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 2.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

Financial Aid Probation: Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed on financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

SAP Appeal: Concurrently, students may submit a SAP appeal. If approved (term-based students, excluding fully online degree programs), students receive one term of funding eligibility. Students enrolled in a fully online degree program may be placed on an academic improvement plan to meet the institution's satisfactory academic progress standards by a set period in time.

Completion Length: If a student is not able to complete the program within one and one-half (1½) times the program length measured in credits, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

Master's Degree Program: Students must successfully complete 67% of their attempted credits with a 3.0 or greater cumulative program GA (and maintain a minimum term GPA of 2.0), and must complete their program within one and one-half (1½) times the published length of the program. Only courses completed with a minimum grade of 2.0 may be applied toward program completion.

Evaluation Schedule

Students are evaluated for satisfactory progress at the end of each semester.

Financial Aid Warning: Students who have not maintained the minimum SAP requirements are placed on financial aid warning status and notified via email. Students are still eligible for federal financial aid during this time. Students who achieve a cumulative program GPA of 3.0 of their attempted credits after the end of their next semester will be removed from financial aid warning status.

Financial Aid Probation: Students who continue to not meet the minimum SAP requirements at the end of the semester following the financial aid warning notification will be placed financial aid probation status and are notified via email. Students will lose their eligibility for federal financial aid until they achieve satisfactory academic progress or a SAP appeal has been submitted and approved.

SAP Appeal: Concurrently, students may submit a SAP appeal. If approved, students may be placed on an academic improvement plan and granted additional time.

Completion Length: If a student is not able to complete the program within one and one-half (1½) times the program length, the student can continue on a cash basis within the academic limits set forth in the course repetition policies and will no longer be eligible for financial aid.

[1]Transfer credits relative to maximum time frame: All transfer credits will be considered when calculating maximum time frame. Maximum time frame will be limited to one and one-half (1½) times the prescribed length of coursework actually taken at PMI.

Satisfactory Academic Progress

Addendum to the 2024-2025 Catalog published January 2024

Pace for Program Completion

The student's GPA and pace of completion may be affected by the following:

Status of Incomplete, Withdrawal, and Termination: The designation of incomplete, withdrawal, or termination is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Course repetition: For all students, only the highest grade is considered for GPA evaluation; all attempted credits are included for measurement of maximum time frame. Attendance in a course constitutes an attempt.

Transfer credit: Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

SAP Appeal – Term Based Only

Students in term-based programs that have been placed on financial aid probation have the right to appeal the determination based upon extenuating circumstances. Per the Department of Education, general eligibility requirements for a SAP appeal include the following (34 CFR 668.34(a)(9)):

i. Medical emergencies

ii. Severe health issues

iii. Severe personal or family problems

iv. Financial or personal catastrophe

v. Returning for a second degree

Inability to master course material is not an extenuating circumstance.

SAP Appeal Application: Students who wish to submit an appeal must fill out the SAP Appeal application, include supporting documentation to substantiate the reason for the appeal, and submit within five (5) business days of receiving the email notification. Incomplete applications or documentation that does not support the request will result in a denied appeal. Completed forms are submitted to the campus or online student services coordinator, who will then contact the respective appeal committee team.

SAP Appeal Decision: All decisions made by the committee, the Corporate Student Services Manager/Online Student Success Manger, and the Corporate Financial Services office are final. The student will be notified of the final determination via email.

For on-ground / hybrid programs: an appeal may be approved for one payment period, at which time the student's progress must be reviewed for satisfactory progress; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

For fully online programs: an appeal may be approved for one payment period or a time granted in the academic plan; students not meeting satisfactory progress will no longer be eligible for Title IV funding and may be terminated from the program.

VA Eligibility

In compliance with the Department of Veterans Affairs, PMI will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3). Previous transcripts will be evaluated and credit will be granted, as appropriate.

Financial Services Information

Addendum to the 2024-2025 Catalog published January 2024

<table>
<tr><th>Section</th><th>Catalog Page(s)</th><th>Current Catalog Statement</th><th>Action</th><th>New or Revised Statement</th></tr>
<tr><td>Refund and Return Policies</td><td>175</td><td>An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded, minus a cancellation charge of $100.00 if the applicant cancels enrollment within three (3) days (five [5] days in Washington and seven [7] days in California) after signing an enrollment agreement and making an initial payment but prior to the start of classes.</td><td>Updated</td><td>An applicant who fails to meet the enrollment requirements is entitled to a refund of all monies paid. All monies paid by an applicant are refunded if the applicant cancels enrollment within three (3) days (five [5] days in Washington and seven [7] days in California) after signing an enrollment agreement and making an initial payment but prior to the start of classes. An administrative charge of $100 is applied for students who withdraw or are terminated after the student's right to cancel period up to 60% of the program.</td></tr>
<tr><td>Arizona</td><td>176</td><td>Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.</td><td>Updated</td><td>Should a student fail to return from an approved leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.</td></tr>
<tr><td>Colorado</td><td>178</td><td>Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.</td><td>Updated</td><td>Should a student fail to return from an approved leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.</td></tr>
<tr><td>Nevada</td><td>178</td><td>5. If a refund is owed, PMI 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 their enrollment;
b. Date of termination by PMI 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.</td><td>Updated</td><td>5. If a refund is owed, PMI 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 their enrollment;
b. Date of termination by PMI of the enrollment of a student;
c. Last day of an approved 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.</td></tr>
<tr><td>Arizona and Montana</td><td>176</td><td>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid minus the $100 cancellation charge.

Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.

ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY
<table><tr><th>A student terminating training:</th><th>Is entitled to a refund of:</th></tr><tr><td>Within first 10% of enrollment period</td><td>90% less $100 cancellation charge</td></tr><tr><td>After 10% but within the first 30% of enrollment period</td><td>70% less $100 cancellation charge</td></tr><tr><td>After 30% but within the first 60% of enrollment period</td><td>40% less $100 cancellation charge</td></tr><tr><td>After 60% of enrollment period</td><td>no refund</td></tr></table></td><td>Updated</td><td>A cancellation fee is not charged if the applicant cancels the enrollment within three (3) business days of signing an enrollment agreement, but prior to starting classes. An applicant requesting cancellation more than three days after signing an enrollment agreement but prior to starting classes, is entitled to a refund of all monies paid.

Refunds are calculated on tuition and registration fee only. No refunds will be due on textbooks, uniforms, and supplies. Full refunds will be issued in the event courses/programs are discontinued. All refunds are based on the actual last day of attendance. The official date of withdrawal or termination of a student shall be determined in the following manner: The date on which the School receives written notice of the student's intention to discontinue the training program; or the date on which the student violates published School policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date. Refunds will be made within 45 days of a student's withdrawal or termination date.

ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY
<table><tr><th>A student terminating training:</th><th>Is entitled to a refund of:</th></tr><tr><td>Within first 10% of enrollment period</td><td>90% less $100 administrative charge after the Student's Right to Cancel period</td></tr><tr><td>After 10% but within the first 30% of enrollment period</td><td>70% less $100 administrative charge</td></tr><tr><td>After 30% but within the first 60% of enrollment period</td><td>40% less $100 administrative charge</td></tr><tr><td>After 60% of enrollment period</td><td>no refund</td></tr></table></td></tr>
</table>

Financial Services Information

Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Borrower Rights and Responsibilities	170 -171	Same as in the catalog		<u>Borrower Rights and Responsibilities</u> When students take on student loans, they have certain rights and responsibilities. Before the first loan disbursement, the borrower has the right to receive: 1. The full amount of the loan; 2. The interest rate; 3. When the student must start repaying the loan; 4. The effect borrowing will have on the student's eligibility for other types of financial aid; 5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected; 6. The yearly and total amounts the student can borrow; 7. The maximum repayment periods and the minimum repayment amount; 8. An explanation of default and its consequences; 9. An explanation of available options for consolidating or refinancing the student loan; and 10. A statement that the student can prepay the loan at any time without penalty. Before leaving the School, the borrower has the right to receive: 1. The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s); 2. A loan repayment schedule that lets the student know when their first payment is due, the number and frequency of payments, and the amount of each payment; 3. If the student has a Federal Direct Loan, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions; 4. The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default; 5. An explanation of available options for consolidating or refinancing the student's loan; and 6. A statement that the student can repay his/her loan without penalty at any time. The borrower has the following responsibilities: 1. Understand that by signing the promissory note the borrower is agreeing to repay the loan according to the terms of the note; 2. Make payments on the loan even if the borrower does not receive a bill or repayment notice; 3. If the borrower applies for a deferment or forbearance, they must still continue to make payments until notification that the request has been granted; 4. Notify the appropriate representative (institution, agency, or lender) that manages the loan when the student graduates, withdraws from college, or drops below half-time status; changes their name, address, or social security number; or transfers to another institution; and 5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving the School. In addition, students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of PMI. Refer to the Satisfactory Academic Progress information in the Current Students section of this catalog. A graduate's financial aid repayment commencement is determined by their last date of attendance.

General Notifications

Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Updated Statement
Definitions for Key Terms	25	Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.	Updated	Career Prep Sequence: The Career Prep Sequence is designed to help students develop a foundation for these certificate programs: Dental Assistant (non-California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, Sterile Processing Technician, and Veterinary Assistant. Students in these programs must complete the full Career Prep Sequence prior to externship.

Student to Instructor Ratios

Addendum to the 2024-2025 Catalog published January 2024

State	Program	Student : Instructor Ratio
Arizona	Dental Assistant	Lab 12:1
	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 20:1
	Nursing	Clinic 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
California	Dental Assistant	Lab 12:1 Preclinical/clinical lab 6:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Colorado	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
	Dental Assistant	Lab 12:1
	Practical Nursing	Lab 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
	Medical Laboratory Technician	Lab 10:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Nevada	Dental Assistant	Lab 12:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1

Student to Instructor Ratios

Addendum to the 2024-2025 Catalog published January 2024

State	Program	Student : Instructor Ratio
New Mexico	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Pharmacy Technician	Lab 12:1 Lab with sterile compounding (PHA 225) 8:1
	Practical Nursing	Lab 10:1 Clinic 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
Texas	GENERAL	Classroom 30:1
	Nursing Assistant/ Nurse Aide	Clinic: 10:1 Lab 10:1
	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Veterinary Technician (El Paso Only)	Lab (live animal) 4:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
	Respiratory Therapy	Clinic 6:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1
Washington	Dental Assistant	Lab 12:1
	Dental Hygiene	Lab 10:1 for RDH 215 Biomaterials All other labs, preclinical, and clinical 5:1
	Pharmacy Technician	Lab 12:1 Lab (PHA 225) 8:1
	Radiography	Lab 10:1 Clinic (Technologist) 1:1 Clinic (CI) 10:1
	Respiratory Therapy	Clinic 6:1
	Surgical Technician	Lab 10:1
	Veterinary Technician	Lab w/out animals 12:1 Lab with animals 8:1

Note: Exceptions to online / distance education class size must be approved by the Corporate Education Director or Corporate Online Education Director.

California Licensure Requirements

Addendum to the 2024-2025 Catalog published January 2024

CALIFORNIA LICENSURE REQUIREMENTS

The following statement applies to the Pharmacy Technician, Radiography, and Respiratory Therapy programs. The State of California requires graduates of Pharmacy Technician, Radiography, and Respiratory Therapy programs to be licensed, registered, or certified in order to obtain employment in the field. Relevant website links and licensure eligibility requirements are listed by program below:

PHARMACY TECHNICIAN - Pharmacy Technician Certification Board (PTCB) www.ptcb.org
California State Board of Pharmacy
www.pharmacy.ca.gov

List of Requirements for eligibility for licensure as a Pharmacy Technician in the State of California include the following:

1. Submit a sealed copy of a Practitioner Self-Query Report to the Board of Pharmacy at a cost of $8.00.
2. Submit a Live Scan receipt, showing fingerprint submission information at a cost of $69.00.
3. Submit a certified copy of High School transcripts or a certified copy of an official transcript of your General Education Development (GED) test results (cost may vary).
4. Submit an Affidavit of Completed Coursework or Graduation for Pharmacy Technician from one of the following: course which provides a minimum of 240 hours of instruction as specified in Title 16 California Regulation section 1793.6(c), course/program accredited by the American Society of Health-System Pharmacists or the Accreditation Council for Pharmacy Education instruction, or an Associate Degree in Pharmacy Technology program. Certified copy of Pharmacy Technician Certification Board certificate or armed services training copy of the DD214 can be submitted in place of the aforementioned affidavit.
5. Submit an application with attachments 1-4 above to the California State Board of Pharmacy with a passport photo attached and a fee of $105.00.

NOTICE: Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the Board. You are obligated to pay your state tax obligation. This application may be denied or your license may be suspended if the state tax obligation is not paid.

RADIOGRAPHY - Joint Review Committee on Education in Radiologic Technology (JRCERT)
www.jrcert.org
American Registry of Radiologic Technologists Examination (ARRT)
http://www.arrt.org
California Department of Public Health Radiologic Health Branch (CDPH-RHB)
www.cdph.ca.gov/programs/pages/radiologichealthbranch.aspx

List of Requirements for eligibility for licensure as a Radiologic Technologist in the State of California include the following:

1. Graduation from an approved Radiography Technology program.
   Student graduates from the PMI Chula Vista Radiologic Technology Program receive the following documentation:
   a. An Associate of Occupational Science Degree in Radiologic Technology
2. The graduate completes the American Registry of Radiologic Technologists National Certification Examination.
3. Upon passing, and within 4-6 weeks the graduate receives the ARRT certification by mail
4. The graduate can then submit an application to the California Department of Public Health Radiologic Health Branch for the
5. Following the application, the graduate must submit the following with the application:
   a. A copy of the ARRT certificate for Radiography.
   b. A non-refundable application fee of $112.00 in the form of a check or money order made payable to the CDPH-RHB.
   c. The graduate will be notified of their application status within 30 calendar days of submission of the application.
6. Graduates from the PMI Chula Vista Radiologic Technology Program have the option of also submitting the Radiologic
   a. The graduate must submit a copy of their current ARRT certificate or provide their California Diagnostic Radiologic
   b. The application is found at https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph8228.pdf
   c. The graduate must submit a non-refundable application fee of $112.00 in the form of a check or money order made

California Licensure Requirements

Addendum to the 2024-2025 Catalog published January 2024

RESPIRATORY THERAPY - National Board for Respiratory Care (NBRC)
www.nbrc.org
Respiratory Care Board (RCB)
www.rcb.ca.gov

On July 23, 2014 AB 1972 was signed by Governor Edmund G. Brown Jr., establishing the Registered Respiratory Therapist (RRT) exam as the minimum requirement for licensure effective January 1, 2015. Therefore, the Respiratory Care Board (Board) will no longer recognize passage of the Certified Respiratory Therapist (CRT) examination by new graduates for licensure as of January 1, 2015.

Those students will be required to take the new Therapist Multiple-Choice Examination (the new version of the NBRC exam which will be available 1/15/15), and pass the RRT examination to qualify for licensure. The cost for the Therapist Multiple-Choice Examination will remain the same as the current cost for the CRT examination ($190 for new applicants and $150 for repeat applicants). However, students/applicants taking the new exam will now be required to apply for (and pass) the Clinical Simulation Examination, which includes a fee of $200 (for both new and repeat applicants).*

Please contact the Board at 916.999.2190, or toll free at 866.375.0386 if you have any questions.

Before you apply for you examination you are strongly encouraged to review, in detail, the NBRC's Candidate Handbook. If you request your application for examination by calling the NBRC you will receive the handbook with your application. If you apply on-line or download the application, you can obtain a copy of the handbook by either:
1) visiting NBRC's website at www.nbrc.org. From the home page, click on "Examinations" then select "RRT." On the left side of the next screen click on "Candidate Handbook" or
2) calling the NBRC at 913.895.4900 and request a handbook be mailed to you.

List of Requirements for eligibility for licensure as a Respiratory Care Practitioner (RCP) in the State of California include the following:

1. Graduation from an CoARC approved Respiratory Therapy Program.
2. National Board of Respiratory Care (NBRC) to take the exam for RRT *credentialing:*
    a. The exam Therapist Multiple Choice (TMC)(computer based exam; $190.00)
    b. Application online: www.nbrc.org
    c. This exam can be scheduled and taken as soon as student is officially "cleared" for graduate status from PMI.
    d. Must achieve a passing score, RRT level
    e. Exam is taken at testing sites in CA (H&R Block, San Diego)
    f. This is the graduate's *national credential*
    g. This is the requisite exam for licensure status. (Alaska) does *not* have state licensure).

1. State of CA for licensure as a Respiratory Care Practitioner (RCP) Process.
    a. This process can begin as early as 90 days prior to graduation (early filing helps to expedite the process).
    b. Application online: www.rcb.ca.gov
    c. *Live Scan* fingerprints / passport photos (2): $70.00
    d. Professional Ethics course must be taken online from the AARC or CSRC; passed with 80% or >, and completion
    e. Applicant goes through FBI and DOJ *extensive* background checks
    f. Licensure Application fee: $300.00
    g. DMV "H-6": complete 10 year driving history in <u>all</u> states with DL held: $15.00/state

California Catalog Addendum

Addendum to the 2024-2025 Catalog published January 2024

Pima Medical Institute is a private institution and is licensed to operate under the terms of California Education Code (CEC) section 94890(a)(1) until February 28, 2024 per CEC section 94890(b). Approval to Operate means compliance with the standards as set forth in the CEC and 5, CCR.

If a student obtains a loan for an educational program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Pima Medical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pima Medical Institute to determine if your credits, or degree, diploma, or certificate will transfer.

Online and On-ground Articulation Agreements

Pima Medical Institute (PMI) has four articulation agreements with the following institutions: Chadron State College (CSC), Grand Canyon University (GCU), Montana State University, Billings (MSU), and University of Phoenix (UOP). In addition, PMI maintains an education agreement with Chamberlain College of Nursing. The agreements allow PMI students to pursue online or on-ground baccalaureate degree completion programs or advanced degrees. GCU allows for both PMI degree and non-degree students to transfer credit, while MSU, CSC and UOP are specific to the transfer of credit for PMI degree students.

Additional information about the agreements is included on the following pages. PMI supports the pursuit of life-long learning. In turn, PMI offers degree completion programs and maintains agreements with other institutions to provide graduates with multiple options for continuing their education.

Dr. Jordan Utley
Corporate Education Director
Pima Medical Institute

Pima Medical Institute does not guarantee the transfer of credit to any other institution. The college and/or university to which a student applies determine transfer of credit. The articulation agreements in this guide are subject to change.

Student Credit Transfer Options

Addendum to the 2024-2025 Catalog published January 2024

REGIONALLY ACCREDITED INSTITUTIONS

CHADRON STATE COLLEGE
1000 Main St.
Chadron NE 69337
(308) 432-6000
www.csc.edu

Chadron State College (CSC) allows transfer of credit for the following PMI associate degree programs: Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography, Respiratory Therapy, and Veterinary Technician.

Graduates of PMI associate degree programs listed above can transfer up to 70 credits from the earned PMI degree toward fulfillment of the 120 credits required for completion of CSC's Bachelor of Applied Science (BAS) degree. Graduates of PMI associate degree programs listed above can also transfer 66 credits from the earned PMI degree towards fulfillment of the 120 credits required for completion of a CSC Bachelor of Arts or Bachelor of Science degree.

For more information regarding transferring to CSC, contact the Start Office at 800-242-3766 x6060

GRAND CANYON UNIVERSITY
3300 West Camelback Road
Phoenix, AZ 85017
(800) 800-9776
www.gcu.edu

Grand Canyon University (GCU) allows transfer of credit for PMI degree and non-degree students.

PMI associate degree graduates can transfer up to 84 credits to GCU. Several bachelor degree options are available, many specific to fields of study at PMI. PMI bachelor degree graduates can transfer into several GCU graduate programs.

For more information with regard to transferring to GCU and obtaining a discount contact Rob Radar, Office: 520-792-7818, cell: 619-261-8875 or email: Robert.Rader@gcu.edu

MONTANA STATE UNIVERSITY
1500 University Drive
Billings, MT 59101
www.msubillings.edu

Mountain State University (MSU) allows transfer of credit for PMI degree students.

PMI graduates can transfer up to 36 credits from an earned PMI associate's degree. The Bachelor of Applied Science (BAS) and Bachelor of Science in Liberal Students (BSLS) degree completion programs at MSU are intended to provide online degree completion opportunities for PMI students who have completed an Associate of Occupational Science Degree in Radiography or Respiratory Therapy.

For more information regarding transferring to MSU, contact the New Student Services department at 800-656-6782 x2888; email: admissions@msubillings.edu

Student Credit Transfer Options
Addendum to the 2024-2025 Catalog published January 2024

UNIVERSITY OF PHOENIX
www.phoenix.edu/pmistudents

University of Phoenix (UOP) allows transfer of credit for PMI degree students. Credit from associate degrees awarded at PMI, will transfer to UOP; however, additional general education credits may be needed to fulfill the program requirements.

Students from PMI will be granted admission to a baccalaureate degree program at the UOP based on academic requirements as a result of having earned an associate degree.

PMI bachelor degree graduates can transfer into several UOP graduate programs.

For more information regarding transferring to UOP contact a representative from the respective campus location.

Contact for PMI Students, Graduates, and Employees (Faculty and Staff):
Stefanny Gerard – 617-984-9643
Stefanny.Gerard@phoenix.edu

CHAMBERLAIN COLLEGE
www.chamberlain.edu/info/pimamedicalinstitute
877-298-8234

PMI Associate Degree Nursing graduates who pass the NCLEX and maintain current, active Registered Nurse licensure will be awarded up to 82 proficiency credits hours through the Chamberlain College of Nursing Articulation Plan (CCAP), which includes 37 liberal arts and science credits and 45 nursing credits.

THIS PAGE INTENTIONALLY LEFT BLANK

Tuition Price List

Addendum to the 2024-2025 Catalog published January 2024

Pima Medical Institute - Chula Vista Campus
Tuition Price List
Effective July 1, 2024

Program	Total Cost	Tuition	Reg. Fee	Textbooks*	Uniforms*	Technology Fee	STRF**	Extern Weeks	Cost/Credit Hour	Total Credits/ Clock Hours	Total Weeks (Day/Night)	Extern Credits/Hours
Dental Assistant (DEN)***	$19,582.00	$18,400	$150	$562	$205	$265	$0.00	5	$575.00	32/820	35	4/200
Medical Assistant (MA)	$18,446.00	$17,152	$150	$714	$165	$265	$0.00	5	$536.00	32/800	35	4/200
Pharmacy Technician (PHA)	$18,199.50	$16,850.50	$150	$769	$165	$265	$0.00	6	$503.00	33.5/840	36	5/240
Radiography (RAD)***	$53,946.00	$50,640	$150	$2,191	$245	$720	$0.00	60	$633.00	80/2378	90	36/1680
Surgical Technology (ST)	$39,642.00	$36,470	$150	$2,257	$165	$600	$0.00	18	$521.00	70/1572	75	13/504
Veterinary Assistant (VTA)	$17,631.00	$16,327	$150	$714	$175	$265	$0.00	6	$563.00	29/720	30	5/240
Veterinary Technician (VTT)	$22,074.00	$19,885	$0	$1,624	$205	$360	$0.00	7	$410.00	48.5/1055	47/52	5/225

*Includes Tax @ 8.75%

**Student Tuition Recovery Fee (STRF); Per BPPE, the institution collects an assessment of zero dollars ($0) per one thousand dollars ($1,000) of institutional charges.

***Program Outline is unique to CV and SM, due to CA regulations

† Hybrid Programs: Students enrolling will have the option to purchase a laptop for an additional fee of $476.

The Registration Fee and the STRF Fee are non-refundable.

The registration fee is mandatory for each enrollment unless returning to the same program within 180 days or otherwise indicated in the Tuition Price List.

Certificate programs only have one period of attendance. Total charges for a period of attendance and the total charges for the entire certificate program are the same. For Associate Degree programs the schedule of total charges per period of attendance can be found on the following page.

*****The uniform fee includes the cost associated with the required dosimeter in applicable programs. Students are required to wear PMI issued uniforms making this a mandatory fee.*

Certificate programs only have one period of attendance. Total charges for a period of attendance and the total charges for the entire program are the same.

The total technology fee included in the Tuition Price List is mandatory is represents the combined cost of charges for each enrollment period of the program, as published in the PMI Catalog. For example, a $600.00 technology fee for a five-semester program would equal a semester charge of $120.00. For term-based programs, students attending the program outside of the published length (e.g., course retakes or a reduction in course load for an online program) will continue to be charged a technology fee based on each additional semester in which the student is enrolled in the program.

Additional student expenses may include, but are not limited to required immunizations, health insurance, background check, drug screening, clinical registration fees, and travel/parking expenses related to clinical externships or field trips. Please contact the campus administrator for additional information.

(Changes in Bold)

Associate Degree Tuition Charges - Chula Vista

Addendum to the 2024-2025 Catalog published January 2024

Schedule of Total Charges for a Period of Attendance

Effective January 1, 2024

Radiography:

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Total
Tuition	9,495.00	9,495.00	9,495.00	7,596.00	8,229.00	7,596.00	51,906.00
Reg Fee	150	0	0	0	0	0	150
Textbooks	1,264	210	176	249	125	167	2,191
Uniform	245	0	0	0	0	0	245
Technology Fee	120	120	120	120	120	120	720
STRF	0.00	0	0	0	0	0	0.00
Grand Total	11,274.00	9,825.00	9,791.00	7,965.00	8,474.00	7,883.00	55,212.00

Surgical Technology:

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Total
Tuition	6,512.50	8,596.50	7,815.00	6,252.00	7,294.00	36,470.00
Reg Fee	150	0	0	0	0	150
Textbooks	1,145	751	117	111	133	2,257
Uniform	165	0	0	0	0	165
Technology Fee	120	120	120	120	120	600
STRF	0.00	0	0	0	0	100.00
Grand Total	8,092.50	9,467.50	8,052.00	6,483.00	7,547.00	39,642.00

Veterinary Technician: (VA PMI Grads Only)

	Period 1	Period 2	Period 3	Total
Tuition	7,790.00	6,355.00	5,740.00	19,885.00
Reg Fee	0	0	0	0
Textbooks	1,449	0	175	1,624
Uniform	205	0	0	205
Technology Fee	120	120	120	360
STRF	0.00	0	0	0.00
Grand Total	9,564.00	6,475.00	6,035.00	22,074.00

STUDENT TUITION RECOVERY FUND (STRF)
Addendum to the 2024-2025 Catalog published January 2024

STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Program Start Dates: 2024

Addendum to the 2024-2025 Catalog published January 2024

Certificate Programs

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AM)	Mon - Fri 8:00 am - 12:00 pm 35 wks	Sequence: 6 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-D24 Credits: 32 Hours: 820 Trm 1=24 / Trm 2=11	1/10/24	7/31/24	9/11/24	10/15/24
			2/21/24	9/11/24	10/23/24	11/26/24
			4/3/24	10/23/24	12/4/24	1/21/25
			5/15/24	12/4/24	1/29/25	3/4/25
			7/31/24	1/29/25	3/12/25	4/15/25
			9/11/24	3/12/25	4/23/25	5/27/25
			10/23/24	4/23/25	6/4/25	7/8/25
			12/4/24	6/4/25	7/16/25	8/19/25
			1/29/25	7/16/25	8/27/25	9/30/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (AFT)	Mon - Fri 1:00 pm - 5:00 pm 35 wks	Sequence: 6 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-D24 Credits: 32 Hours: 820 Trm 1=24 / Trm 2=11	1/10/24	7/31/24	9/11/24	10/15/24
			2/21/24	9/11/24	10/23/24	11/26/24
			4/3/24	10/23/24	12/4/24	1/21/25
			5/15/24	12/4/24	1/29/25	3/4/25
			7/31/24	1/29/25	3/12/25	4/15/25
			9/11/24	3/12/25	4/23/25	5/27/25
			10/23/24	4/23/25	6/4/25	7/8/25
			12/4/24	6/4/25	7/16/25	8/19/25
			1/29/25	7/16/25	8/27/25	9/30/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Dental Assistant (EVE)	Mon - Thur 5:40 pm - 10:00 pm 40 wks	Sequence: 7 Wks Sequence 1, 2, 3, 4 & 5 Externship: 5 Wks Version: DA-N24 Credits: 32 Hours: 820 Trm 1=28 / Trm 2=12	1/17/24	7/31/24	9/18/24	10/22/24
			3/6/24	9/18/24	11/6/24	12/10/24
			4/24/24	11/6/24	1/8/25	2/11/25
			6/12/24	1/8/25	2/26/25	4/1/25
			7/31/24	2/26/25	4/16/25	5/20/25
			9/18/24	4/16/25	6/4/25	7/8/25
			11/6/24	6/4/25	7/23/25	8/26/25
			1/8/25	7/23/25	9/10/25	10/14/25
			2/26/25	9/10/25	10/29/25	12/2/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AM)	Mon - Fri 8:00 am - 12:00 pm 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-G-D24 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	1/10/24	7/31/24	9/11/24	10/15/24
			2/21/24	9/11/24	10/23/24	11/26/24
			4/3/24	10/23/24	12/4/24	1/21/25
			5/15/24	12/4/24	1/29/25	3/4/25
			7/31/24	1/29/25	3/12/25	4/15/25
			9/11/24	3/12/25	4/23/25	5/27/25
			10/23/24	4/23/25	6/4/25	7/8/25
			12/4/24	6/4/25	7/16/25	8/19/25
			1/29/25	7/16/25	8/27/25	9/30/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (AFT)	Mon - Fri 1:00 pm - 5:00 pm 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-G-D24 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	1/3/24	6/19/24	7/31/24	9/3/24
			2/14/24	7/31/24	9/11/24	10/15/24
			3/27/24	9/11/24	10/23/24	11/26/24
			5/8/24	10/23/24	12/4/24	1/21/25
			6/19/24	12/4/24	1/29/25	3/4/25
			7/31/24	1/29/25	3/12/25	4/15/25
			9/11/24	3/12/25	4/23/25	5/27/25
			10/23/24	4/23/25	6/4/25	7/8/25
			12/4/24	6/4/25	7/16/25	8/19/25

Program Start Dates: 2024

Addendum to the 2024-2025 Catalog published January 2024

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Medical Assistant (EVE)	Mon - Fri Hybrid 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 5 Wks Version: MA-H-N24 Crds: 32 / Hrs: 800 Trm 1=24 / Trm 2=11	1/3/24	6/19/24	7/31/24	9/3/24
			2/14/24	7/31/24	9/11/24	10/15/24
			3/27/24	9/11/24	10/23/24	11/26/24
			5/8/24	10/23/24	12/4/24	1/21/25
			6/19/24	12/4/24	1/29/25	3/4/25
			7/31/24	1/29/25	3/12/25	4/15/25
			9/11/24	3/12/25	4/23/25	5/27/25
			10/23/24	4/23/25	6/4/25	7/8/25
			12/4/24	6/4/25	7/16/25	8/19/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (AM)	Mon - Fri 8:00 am - 12:00 pm 36 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-G-D24 Crds: 33.5 / Hrs: 840 Trm 1=24 / Trm 2=12	1/10/24	7/31/24	9/11/24	10/22/24
			2/21/24	9/11/24	10/23/24	12/3/24
			4/3/24	10/23/24	12/4/24	1/28/25
			5/15/24	12/4/24	1/29/25	3/11/25
			7/31/24	1/29/25	3/12/25	4/22/25
			9/11/24	3/12/25	4/23/25	6/3/25
			10/23/24	4/23/25	6/4/25	7/15/25
			12/4/24	6/4/25	7/16/25	8/26/25
			1/29/25	7/16/25	8/27/25	10/7/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (AFT)	Mon - Fri 1:00 pm - 5:00 pm 36 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-G-D24 Crds: 33.5 / Hrs: 840 Trm 1=24 / Trm 2=12	1/3/24	6/19/24	7/31/24	9/10/24
			2/14/24	7/31/24	9/11/24	10/22/24
			3/27/24	9/11/24	10/23/24	12/3/24
			5/8/24	10/23/24	12/4/24	1/28/25
			6/19/24	12/4/24	1/29/25	3/11/25
			7/31/24	1/29/25	3/12/25	4/22/25
			9/11/24	3/12/25	4/23/25	6/3/25
			10/23/24	4/23/25	6/4/25	7/15/25
			12/4/24	6/4/25	7/16/25	8/26/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Pharmacy Technician (EVE)	Mon - Fri Hybrid 36 wks	Sequence: 6 Wks Career Prep Sequence 1, 2, 3 & 4 Externship: 6 Wks Version: RXT-H-N24 Crds: 33.5 / Hrs: 840 Trm 1=24 / Trm 2=12	1/3/24	6/19/24	7/31/24	9/10/24
			2/14/24	7/31/24	9/11/24	10/22/24
			3/27/24	9/11/24	10/23/24	12/3/24
			5/8/24	10/23/24	12/4/24	1/28/25
			6/19/24	12/4/24	1/29/25	3/11/25
			7/31/24	1/29/25	3/12/25	4/22/25
			9/11/24	3/12/25	4/23/25	6/3/25
			10/23/24	4/23/25	6/4/25	7/15/25
			12/4/24	6/4/25	7/16/25	8/26/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AM)	Mon - Fri 8:00 am - 12:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-G-D24 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	1/10/24	5/15/24	6/26/24	8/6/24
			2/21/24	7/31/24	9/11/24	10/22/24
			4/3/24	9/11/24	10/23/24	12/3/24
			5/15/24	10/23/24	12/4/24	1/28/25
			7/31/24	12/4/24	1/29/25	3/11/25
			9/11/24	1/29/25	3/12/25	4/22/25
			10/23/24	3/12/25	4/23/25	6/3/25
			12/4/24	4/23/25	6/4/25	7/15/25
			1/29/25	6/4/25	7/16/25	8/26/25

Program Start Dates: 2024

Addendum to the 2024-2025 Catalog published January 2024

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (AFT)	Mon - Fri 1:00 pm - 5:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-G-D24 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	1/3/24	5/8/24	6/19/24	7/30/24
			2/14/24	6/19/24	7/31/24	9/10/24
			3/27/24	7/31/24	9/11/24	10/22/24
			5/8/24	9/11/24	10/23/24	12/3/24
			6/19/24	10/23/24	12/4/24	1/28/25
			7/31/24	12/4/24	1/29/25	3/11/25
			9/11/24	1/29/25	3/12/25	4/22/25
			10/23/24	3/12/25	4/23/25	6/3/25
			12/4/24	4/23/25	6/4/25	7/15/25

	Schedule	Program Details	Start Date	Term 2	Extern	End Date
Veterinary Assistant (EVE)	Mon - Fri Hybrid 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: VTA-H-N24 Crds: 29 / Hrs: 720 Trm 1=18 / Trm 2=12	1/3/24	5/8/24	6/19/24	7/30/24
			2/14/24	6/19/24	7/31/24	9/10/24
			3/27/24	7/31/24	9/11/24	10/22/24
			5/8/24	9/11/24	10/23/24	12/3/24
			6/19/24	10/23/24	12/4/24	1/28/25
			7/31/24	12/4/24	1/29/25	3/11/25
			9/11/24	1/29/25	3/12/25	4/22/25
			10/23/24	3/12/25	4/23/25	6/3/25
			12/4/24	4/23/25	6/4/25	7/15/25

Degree Programs

	Schedule	Program Details	Sem Start	Sem End	End Date
Radiography (AFT)	Mon - Fri 1:00 pm - 5:00 pm 90 wks	6 Semesters Term / Sem: 15 Wks Version: RAD22 80 Crds / 2,378 Hrs	7/31/24	11/12/24	
			11/20/24	3/18/25	
			3/26/25	7/8/25	
			7/16/25	10/28/25	
			11/5/25	3/3/26	
			3/11/26	6/23/26	6/23/26

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AM)	Mon - Fri 8:00 am - 12:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST24 77 Crds / 1,740 Hrs	2/28/24	6/11/24	
			6/19/24	10/1/24	
			10/9/24	2/4/25	
			2/12/25	5/27/25	
			6/4/25	9/16/25	9/16/25

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AFT)	Mon - Fri 1:00 pm - 5:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST24 77 Crds / 1,740 Hrs	10/9/24	2/4/25	
			2/12/25	5/27/25	
			6/4/25	9/16/25	
			9/24/25	1/20/26	
			1/28/26	5/12/26	5/12/26

	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (EVE)	Mon - Fri 6:00 pm - 10:00 pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST24 77 Crds / 1,740 Hrs	4/10/24	7/23/24	
			7/31/24	11/12/24	
			11/20/24	3/18/25	
			3/26/25	7/8/25	
			7/16/25	10/28/25	10/28/25

Program Start Dates: 2024

Addendum to the 2024-2025 Catalog published January 2024

	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (AM)	Mon - Thur 8:00 am - 12:30 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN22 77.5 Crds / 1,055 Hrs	1/24/24	3/20/24	11/27/24	1/28/25
			3/20/24	5/22/24	2/12/25	4/1/25
			5/15/24	7/24/24	4/15/25	6/2/25
			7/10/24	9/25/24	6/18/25	8/5/25
			9/4/24	11/27/24	8/20/25	10/7/25
			10/30/24	2/12/25	10/22/25	12/9/25
			1/8/25	4/16/25	1/7/26	2/24/26

	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (AFT)	Mon - Thur 12:45 pm - 5:15 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN22 77.5 Crds / 1,055 Hrs	1/24/24	3/20/24	11/27/24	1/28/25
			3/20/24	5/22/24	2/12/25	4/1/25
			5/15/24	7/24/24	4/15/25	6/2/25
			7/10/24	9/25/24	6/18/25	8/5/25
			9/4/24	11/27/24	8/20/25	10/7/25
			10/30/24	2/12/25	10/22/25	12/9/25
			1/8/25	4/16/25	1/7/26	2/24/26

	Schedule	Program Details	Start Date	On Ground	Extern	End Date
Veterinary Technician (EVE)	Mon - Thur 5:30 pm - 10:00 pm 51 wks	5 Sequences Seq 1: 8 Wks Online Seq 2, 3, 4 & 5: 9 Wks Extern/Seminar: 7 Wks Version: VTTN22 77.5 Crds / 1,055 Hrs	1/24/24	3/20/24	11/27/24	1/28/25
			3/20/24	5/22/24	2/12/25	4/1/25
			5/15/24	7/24/24	4/15/25	6/2/25
			7/10/24	9/25/24	6/18/25	8/5/25
			9/4/24	11/27/24	8/20/25	10/7/25
			10/30/24	2/12/25	10/22/25	12/9/25
			1/8/25	4/16/25	1/7/26	2/24/26

Program Information

Addendum to the 2024-2025 Catalog published January 2024

Program	Catalog Page(s)	Action	Notification
Dental Assistant Medical Assistant Medical Billing and Coding Pharmacy Technician Sterile Processing Technician Veterinary Assistant	29 - 34, 38 - 45, 47 - 50, 55 - 60	Added	In 2024, Pima Medical Institute will be updating certificate program start and sequence dates. As PMI works through the transition, this may result in a scheduled break within the program. If the program in which you are enrolled is impacted, this could extend your estimated graduation date. Students who fail one or more courses or withdraw from the program and decide to reenroll at a later date may also be impacted by the scheduled break. This interruption will not affect any tuition, fees, or other program information. Adjusted dates are published in the campus catalog addendum, which is available https://pmi.edu/admissions-financial-aid/academic-catalog/. After reviewing the revised schedule, if you have any concerns related to the adjusted dates, please contact your admissions representative or student services coordinator.
Certificate and Degree Programs (except Online programs)	28 - 124	Updated	As PMI returns to campus, programs may be either on-ground or hybrid. Programs designated as 'On-Ground' mean the program is offered on campus and students are expected to attend class in person. Programs designated as 'Hybrid' mean the program is offered using a combination of on-ground and online formats. Programs, courses, lectures, and labs that are scheduled to be on-ground require the student to physically attend on campus on the days/times announced. Refer to the program's Prospective Student Handout for information on the delivery method of each course within the hybrid programs. On-ground programs/courses will be taught on campus barring any emergencies impacting the regular operations of campus facilities, in which case students may be notified of a change from an on-ground to hybrid delivery method, and any changes in the course schedule (days and times of courses). These changes may impact a student's progression through the program, semester or sequence dates, and graduation.
Health Care Administration	76	Updated	PMI certificate programs that block-transfer into semester III include Dental Assistant (except Dental Assistant - California campuses), Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Sterile Processing Technician.
Veterinary Assistant	58	Updated	(Removed the Dillon campus from map) 

Program Information

Addendum to the 2024-2025 Catalog published January 2024

Refer to Program Information pages (i.e., Program Outline and/or Course Descriptions) at the end of this document.

Program	Catalog Page(s)	Action	Notification
Dental Assistant - California	32 - 34	Updated	The Dental Assistant - California program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Dental Assistant - California	32 - 34	Updated	Effective with the July 31st start, the Dental Assistant - California program has minor changes to the program. See the following program pages for the updated course descriptions.
Health Care Administration - Certificate	35 - 37	Updated	The Health Care Administration Certificate program is no longer offered at the Phoenix campus.
Medical Assistant	38 - 41	Updated	The Medical Assistant program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Pharmacy Technician	47 - 60	Updated	The Pharmacy Technician program has minor changes to the program course descriptions. See the following program pages for the updated course descriptions.
Phlebotomy Technician	61	Updated	After the June 19, 2024 program start, the Phlebotomy Technician program will be discontinued on the San Marcos campus.
Diagnostic Medical Sonography	72 - 75	Added	The Diagnostic Medical Sonography program has been added to the San Antonio campus. See the following program pages for the program outline and course descriptions.
Ophthalmic Medical Technician	N/A	Added	The Ophthalmic Medical Technician program has been added to the Denver campus. See the following program pages for the program outline and course descriptions.
Master of Science in Organizational Leadership - Health Care Administration and Public Health Administration Specialization	141 - 148	Updated	The Master of Science in Organizational Leadership program (both specializations) have minor changes to the course prerequisites. See the following program pages for the updated course descriptions.

Licensure Determination Disclosure
Certificate Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets state licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Dental Assistant	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, US Virgin Islands, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming	California *(Chula Vista and San Marcos Programs ONLY)*, District of Columbia (Level I), Guam, N. Mariana Islands, Tennessee, Washington	California+, Iowa, Massachusetts, Montana**, New York	American Samoa, Puerto Rico	+Graduates from DA programs at the following campuses are not eligible for licensure in the state of California: Mesa, Phoenix, Tucson, Aurora, Colorado Springs, Denver, Las Vegas, Albuquerque, El Paso, Houston, San Antonio, Renton, and Seattle ** *The State of Montana does not have licensure requirements for this profession; however, regulations prohibit hiring of non-CODA (Commission on Dental Accreditation) trained Dental Assistants.* Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements or Undetermined can be found at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_DA.pdf
Health Care Administration	Licensure not required				
Medical Assistant	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, US Virgin Islands, Utah, Vermont, Virginia, West Virginia, West Virginia, Wisconsin, Wyoming	South Dakota, Washington		American Samoa, N. Mariana Islands	Contact information for Licensing Boards of states/territories that PMI has been Unable to Make a Licensure Determination can be found at https://pmi.edu/wp-content/uploads/2022/03/Licensing-Board-Contact-Info_MA.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	No Licensure Determination	Notes
Medical Billing and Coding	Licensure not required				
Patient Care Technician	Licensure not required*				* Applicants to the PCT program must be a certified nursing assistant (CNA). Graduates of the PCT programs are eligible to take the Board of Nephrology Examiners Nursing Technology (BONENT) Exam.
Pharmacy Technician	Hawaii, Maine, Missouri, Pennsylvania, South Carolina	Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts⁺, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota⁺, Ohio+, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah⁺, Vermont, Virginia, Washington^, West Virginia⁺, Wyoming, Puerto Rico, Guam	Alabama, District of Columbia, Massachusetts⁺, North Dakota⁺, Ohio⁺, Oklahoma, Utah⁺, Washington^, West Virginia⁺	Wisconsin, American Samoa, N. Mariana Islands, US Virgin Islands	⁺State licensure/registration is required – applicants for licensure must have graduated from an ASHP-Accredited program – graduates from the Mesa, Tucson, Chula Vista, San Marcos, Colorado Springs, Denver, Albuquerque, El Paso, Houston, San Antonio, and Renton campuses do not meet this requirement and are therefore not eligible for licensure/registration in these states. Graduates from the Las Vegas program do meet these requirements. ^State licensure/registration is required – applicants for state licensure/registration must have graduated from an ASHP-Accredited program or a program approved by the Washington State Pharmacy Quality Assurance Commission (WSPQAC) – graduates from the Mesa, Tucson, Chula Vista, San Marcos, Colorado Springs, Denver, Albuquerque, El Paso, Houston, San Antonio campus do not meet this requirement and are therefore not eligible for licensure/registration in the state of Washington. Graduates from the Las Vegas campus and Renton Campus do meet this requirement. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_RXT-1.pdf
Phlebotomy Technician	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, West Virginia, Wisconsin, Wyoming	California* *(San Marcos Program ONLY)*, Nevada, Washington	California*, Louisiana	American Samoa, District of Columbia, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*California requires completion of a state-approved Phlebotomy Training Program to obtain licensure/certification in the state. Only graduates from the San Marcos program are eligible. Graduates from the East Valley, Phoenix, Tucson, El Paso, Houston, San Antonio, and Renton programs are not eligible for licensure/certification in the state of California. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_PHLB.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	No Licensure Determination	Notes
Sterile Processing Technician	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming	Connecticut, New Jersey, New York, Tennessee		American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Graduates of this program are eligible to take the CRCST Credentialing Examination. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at https://pmi.edu/wp-content/uploads/2022/03/State-Licensing-Board-Contact-Information_SPT.pdf
Veterinary Assistant	Licensure not required				

Licensure Determination Disclosure
Associate Degree Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Dental Hygiene		All States/Territories			Graduates of CODA Accredited programs are eligible to apply to take the National Board Dental Hygiene Examination and other board examinations as required for state licensure.
Diagnostic Medical Sonography	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington DC, West Virginia, Wisconsin, Wyoming, US Virgin Islands	New Hampshire, New Mexico, North Dakota, Oregon		American Samoa, Guam, N. Mariana Islands, Puerto Rico	Graduates of PMI DMS programs may be eligible to apply for the American Registry of Diagnostic Medical Sonography (ARDMS) board examination through one of the available pathways. Contact information for Licensing Boards that are Undetermined to meet requirements can be found at: https://pmi.edu/wp-content/uploads/2022/08/State-Licensing-Board-Contact-Info-DMS.pdf
Medical Laboratory Technician		Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, West Virginia, Wisconsin, Wyoming	California, New York, North Dakota	American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	Contact information for State Licensing Boards in which the PMI program Does Not Meet licensure requirements can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-MLT-1.pdf

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Ophthalmic Medical Technician		All States/Territories			Graduates of this program are eligible to apply to take the Certified Ophthalmic Technician ® examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology ®.
Occupational Therapy Assistant		All States/Territories			Graduates of the OTA program are eligible to apply to take the National Certification Examination for Occupational Therapy Assistant (COTA) administered by the National Board for Certification in Occupational Therapy (NBCOT).
Paramedic		Arizona*, Nevada* Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington DC, West Virginia, Wisconsin, Wyoming	Alaska, New York, Oregon	American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*The Paramedic program is a hybrid program offered at the Mesa and Las Vegas campuses and available to residents of Arizona and Nevada, respectively. The Paramedic program meets requirements for licensure and employment in those states. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education. Graduates of the Paramedic program are eligible to apply to take the National Registry of Emergency Medical Technicians (NREMT) certification examination at the paramedic level. Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PARA.pdf
Physical Therapist Assistant		All States/Territories			Graduates of PMI PTA programs are eligible to apply to take the National Physical Therapy Examination for Physical Therapist Assistants (NPTE-PTA) which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Radiography		All States/Territories			Graduates of PMI RAD programs are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.
Respiratory Therapy		All States/Territories			Graduates of PMI RT programs are eligible to apply to take the National Board for Respiratory Care Therapist Multiple-Choice (TMC) Examination. Those who meet the threshold on the TMC are eligible to take the Clinical Simulation Examination (CSE) to obtain the Registered Respiratory Therapist (RRT) credential.
Surgical Technology	Alabama, Alaska, Arizona, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, Ohio, Rhode Island, South Dakota, Utah, Vermont, Washington DC, West Virginia, Wisconsin, Wyoming, US Virgin Islands, American Samoa, Guam, N. Mariana Islands, Puerto Rico	Arkansas, Colorado, Idaho, Illinois, Indiana, Massachusetts, Nevada, New Jersey, New York, North Dakota, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington			Graduates of PMI ST programs are eligible to apply to take the Certified Surgical Technologist (CST ®) exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
Veterinary Technician	Arizona, District of Columbia, Florida, Massachusetts, New Hampshire, New Jersey, Rhode Island, US Virgin Islands, Utah, Vermont, Wyoming	Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Virginia, Washington, West Virginia, Wisconsin		American Samoa, Guam, N. Mariana Islands	Graduates of PMI VTT programs are eligible to apply to take the Veterinary Technician National Examination (VTNE) and applicable state board examinations. Contact information for Licensing Boards that are Undetermined to meet requirements can be found at https://pmi.edu/wp-content/uploads/2022/08/Licensing-Board-Contact-Info-VTT.pdf

Licensure Determination Disclosure
Nursing Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states/territories for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states/territories where the curriculum meets licensure requirements, states/territories where the curriculum does not meet licensure requirements, and states/territories in which PMI has been unable to determine if the curriculum meets licensure requirements. All consumers should be advised that due to the frequent changes to statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Program	Program does not lead to licensure or Licensure Not Required	Meets Licensure Requirements	Does Not Meet Licensure Requirements	Undetermined	Notes
Nursing Assistant/Aide (certificate)		Arizona, Colorado, Florida, Michigan, New Mexico, Texas	Alaska	Alabama, Arkansas, California, Connecticut, Delaware, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, Washington D.C, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*this is an on-ground program available to residents of Arizona, Colorado, and Texas and meets licensure/certification requirements in those states. After licensure is obtained in the state (AZ, CO, or TX) transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine licensure requirements before enrolling in a program. State professional licensing board contact information can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-NA-Programs.pdf
Practical Nursing (PN) (certificate)		Colorado, New Mexico	Alabama, Alaska, Illinois	Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*The Albuquerque program is a hybrid program available to residents of New Mexico. The Albuquerque program is approved by the New Mexico Board of Nursing. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education. *The Aurora program is an on-ground program available to residents of Colorado. The Aurora program is approved for licensure by the Colorado State Board of Nursing. After licensure is obtained in the state (CO or NM), transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine requirements before enrolling in a program. State professional licensing board contact information can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PN-Programs.pdf

Practical Nursing to Associate Degree Nursing Bridge (PN to AND)		New Mexico	Alabama, Alaska, Illinois	Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*The Albuquerque program is a hybrid program available to residents of New Mexico. The Albuquerque program is approved by the New Mexico Board of Nursing. While there are online components, this program requires on-ground attendance at the campus at which the student is enrolled and cannot be completed solely via distance education. After licensure is obtained in New Mexico transfer of licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine licensure requirements before enrolling in a program. State professional licensing board contact information can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf
Nursing (Associate Degree)		Arizona*	Alabama, Alaska, Illinois	Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, West Virginia, Wisconsin, Wyoming, American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*this is an on-ground program available to residents of Arizona and is approved for licensure by the Arizona State Board of Nursing. After licensure is obtained in AZ, transfer of state licensure may be available via state reciprocity compacts. Prospective students and current students are strongly encouraged to contact the state professional licensing board or similar regulatory body in the state(s) where they plan to work to determine requirements before enrolling in a program. State professional licensing board contact information can be found at: https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf

State Licensure Determination Disclosure
Online Programs

In compliance with 34 CFR 668.43 Pima Medical Institute has made a reasonable effort to determine graduate eligibility for licensure in all states for programs designed and advertised as leading to licensure. The chart below lists PMI programs and states where the curriculum meets licensure requirements, states where the curriculum does not meet licensure requirements, and states in which PMI has been unable to determine if the curriculum meets state licensure requirements. All consumers should be advised that due to the frequent changes to state statutes, rules, and regulations PMI cannot guarantee licensure based on the lists below.

Online Certificate Program

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
Computed Tomography (CT)		Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Virginia, Washington, West Virginia, Wyoming	Colorado, Florida, Massachusetts, Michigan, Nevada, New Mexico, North Carolina, Oregon, Tennessee, Wisconsin, Vermont	American Samoa, Guam, N. Mariana Islands, Puerto Rico, US Virgin Islands	*Applicants to this program must hold a current American Registry of Radiologic Technologists (ARRT) registration as a radiologic technologist. Applicants must also document current employment as a radiologic technologist and the employer's intention to cross-train the applicant as a CT. The CT program does not enroll applicants that are physically located in states/territories in which the curriculum does not meet licensure requirements and that PMI has be unable to determine if licensure is required. Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements or Undetermined can be found at https://pmi.edu/online-programs/certificate/computed-tomography/

Online Associate Degree Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
Radiography - Bridge		All States*			*applicants to this program must document graduation from one of the following: A United States military program in radiologic sciences; a JRCERT accredited radiologic sciences program; a foreign program in radiologic sciences equivalent in length to one year or more of college coursework; or an approved or licensed limited scope radiography program. Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.
Health Care Administration	Program does not lead to licensure				

Online Bachelor's Degree Programs

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
BS Health Care Administration	Does not lead to Licensure – Licensure not required to work in field.				
BS Nursing	Does not lead to Licensure*				*admission to the program requires that applicants maintain an active and unencumbered license as a registered nurse and be employed as a registered nurse (RN).
BS Physical Therapist Assist	Does not lead to Licensure*				*Applicants to this degree program must have graduated from a PTA program accredited by CAPTE. This is a degree completion program. Licensure/certification as a PTA in a state within the United States is required prior to taking courses in semesters three and four.
BS Rad Sciences	Does not lead to Licensure*				*Applicants to this degree completion program must hold an American Registry of Radiologic Technologists (ARRT) certification.
BS Res Therapy	Does not lead to Licensure*				*Applicants to this degree completion program must be registered respiratory therapist (RRT).

Online Master's Degree Program

Program	Program does not lead to licensure or Licensure Not Required	Meets Requirements	Does Not Meet Requirements	No Licensure Determination	Notes
MS Organizational Leadership	Does not lead to Licensure				

Dental Assistant—California Campuses

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level dental assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are administrative skills, clinical assisting abilities, and other topics necessary to be effective members of the dental assistant team.

Graduates of this program receive a certificate and are eligible to apply to take the California Registered Dental Assistant (RDA) license exam.

Admissions Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog, applicants must obtain Basic Life Support/CPR certification prior to the program start date. One week prior to the start of classes, students must attend an orientation session that addresses the campus environment, basic oral anatomy, and infection control.

At a Glance

Program Type: Certificate
Delivery Method: On-ground
Semester Credits: 32.0

Program Length	Total
Program Hours	820
Program Weeks	
Five-Day Schedule	35
Four-Day Schedule	40

Campus Locations

CA: Chula Vista, San Marcos

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 103	Dental Radiography I	10	35		1.5
DEN 104	Fundamentals of Dentistry I	19			1.0
DEN 109	Clinical Dental Procedures I	30	30		3.0
	Professional Sequence I Total	**59**	**65**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 113	Dental Office Administration	15			1.0
DEN 125	Fundamentals of Dentistry II	15			1.0
DEN 129	Clinical Dental Procedures II	20	74		3.5
	Professional Sequence II Total	**50**	**74**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 123	Dental Radiography II	10	35		1.5
DEN 136	Microbiology and Dental Pharmacology	20	14		1.5
DEN 144	Fundamentals of Dentistry III	30	15		2.5
	Professional Sequence III Total	**60**	**64**		**5.5**

Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 143	Dental Radiography III	10	35		1.5
DEN 154	Fundamentals of Dentistry IV	15			1.0
DEN 149	Chairside Assisting	30	34		3.0
	Professional Sequence IV Total	**55**	**69**		**5.5**

Professional Sequence V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 128	Clinical Dental Procedures III	15	30		2.0
DEN 164	Fundamentals of Dentistry V	15	4		1.0
DEN 152	Dental Materials	30	30		3.0
	Professional Sequence V Total	**60**	**64**		**6.0**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 200	Externship			200	4.0
	Externship Total			**200**	**4.0**

Program Total	**284**	**336**	**200**	**32.0**

Professional Sequence I

DEN 103 Dental Radiography I

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

This course includes an overview of the basics of dental x-rays and x-ray equipment, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on mannequins.

Prerequisites: None

DEN 104 Fundamentals of Dentistry I

Total Course Hours: 19 (19 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course addresses key historical, legal, and ethical aspects of dentistry, including the California Dental Practice Act and the Health Insurance Portability and Accountability Act (HIPAA). Other topics include the roles of dental team members, communication techniques, stages of tooth development/anatomy/tooth structures, and development of skills to promote career success.

Prerequisites: None

DEN 109 Clinical Dental Procedures I

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

This course addresses the dental specialties of endodontics, orthodontics, oral/maxillofacial surgery, and implants. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties.

Prerequisites: None

Professional Sequence II

DEN 113 Dental Office Administration

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course focuses on the routine aspects of dental office administration. Topics include patient and coworker communication techniques, patient scheduling in electronic and manual practice management systems, patient records, dental insurance, basic accounting, and office inventory.

Prerequisites: None

DEN 125 Fundamentals of Dentistry II

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course provides an overview of dental terminology related to basic dentistry, identifying tissues comprising the periodontium, identifying the common concerns related to children's dental care, and the impact of nutrition on dental health.

Prerequisites: None

DEN 129 Clinical Dental Procedures II

Total Course Hours: 94 (20 Theory, 74 Lab, 0 Extern) Semester Credits: 3.5

This course addresses the dental specialties of pediatric dentistry and periodontics. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties and as a Registered Dental Assistant, including pit and fissure sealants, coronal polish, and techniques to promote oral health and hygiene.

Prerequisites: None

Professional Sequence III

DEN 123 Dental Radiography II

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

This course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on mannequins and one patient.

Prerequisites: None

DEN 136 Microbiology and Dental Pharmacology

Total Course Hours: 34 (20 Theory, 14 Lab, 0 Extern) Semester Credits: 1.5

This course introduces students to basic microbiology, dental pharmacology, and dental anesthetics. Content includes microorganisms of concern in the dental office, infection control measures to prevent disease transmission, common medications administered in the dental office, and how to assist/monitor during the administration of anesthesia on patients who are sedated for dental procedures.

Prerequisites: None

DEN 144 Fundamentals of Dentistry III

Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5

This course provides an overview of general anatomy and physiology, head and neck anatomy to include landmarks of the face/oral cavity, preparation for patient care, and emergency management in the dental office.

Prerequisites: None

Professional Sequence IV

DEN 143 Dental Radiography III

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

This course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on three patients.
Prerequisites: None

DEN 154 Fundamentals of Dentistry IV

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

Students will learn basic dental terminology and abbreviations related to patient examination and charting, the impact of chairside assisting practices during restorative procedures, and implementation of armamentarium for tray set-ups in the dental office.
Prerequisites: None

DEN 149 Chairside Assisting

Total Course Hours: 64 (30 Theory, 34 Lab, 0 Extern) Semester Credits: 3.0

This course addresses basic concepts of a dental practice which includes chairside assisting and ergonomics, patient management, instrument set up and transfer, tray systems, maintaining the operating field, oral pathology, and charting. Students participate in hands-on activities to learn a range of chairside skills in four-handed dentistry to become a proficient dental assistant.
Prerequisites: None

Professional Sequence V

DEN 128 Clinical Dental Procedures III

Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0

This course addresses the dental specialty of prosthodontics and cosmetic procedures. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in this specialty, including but not limited to indirect restoration to include crowns, bridges, veneers, dentures, implant restorations, and various aspects of teeth whitening.
Prerequisites: None

DEN 164 Fundamentals of Dentistry V

Total Course Hours: 19 (15 Theory, 4 Lab, 0 Extern) Semester Credits: 1.0

This course focuses on safety standards and procedures in dentistry. Content includes OSHA and Cal/OSHA regulations, the identification and handling of disposable hazardous materials, and the significance of Safety Data Sheets (SDS) in the dental office.
Prerequisites: None

DEN 152 Dental Materials

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

This course is designed to acquaint students with various types of dental materials, including but not limited to dental cements for bases and liners and impressions for cast models. Students participate in hands-on activities to learn and demonstrate proper techniques for direct chairside restorations in amalgam/composite dental procedures with matrix and wedge placement.
Prerequisites: None

Externship Sequence

DEN 200 Externship

Total Course Hours: 200 (0 Theory, 0 Lab, 200 Extern) Semester Credits: 4.0

This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Professional Sequences I, II, III, IV, and V

I worked retail for almost eight years. I wasn't motivated and would wake up each day dreading going to work and seeing no future in my job. I had a friend in the same situation who left to attend Pima Medical Institute's nine-month Dental Assistant (DA) program. Watching her experiencing success in her new career, made me decide to look into the program.

My experience as a student was great. I loved it! I woke up motivated every day and was surrounded by peers with the same goals as myself, which made it easy to succeed. COVID was definitely the biggest challenge we faced throughout the program, but my instructors gave us the detailed training we needed and even allowed for one-on-one instruction. I completed my externship and was immediately hired at that practice as a DA. I quickly achieved my RDA (Registered Dental Assistant) and soon after became the lead dental assistant of that office. I know that I have so much opportunity for growth within my company and am excited for my future.

I would like to thank my Pima Medical instructors. They gave me so much knowledge during the program, but more importantly they continue to make themselves available for any questions I have. I recommend Pima Medical to prospective dental assistants all the time. They gave me the tools I needed to succeed and for that I will always be grateful!

Shannon Stewart
Certificate, Dental Assistant, Chula Vista Campus

Dental Assistant—California Campuses (Effective July 31, 2024)

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level dental assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are administrative skills, clinical assisting abilities, and other topics necessary to be effective members of the dental assistant team.

Graduates of this program receive a certificate and are eligible to apply to take the California Registered Dental Assistant (RDA) license exam.

Admissions Requirements: In addition to the Admissions requirements in the Prospective Students section of this catalog, applicants must obtain Basic Life Support/CPR certification prior to the program start date. One week prior to the start of classes, students must attend an orientation session that addresses the campus environment, basic oral anatomy, and infection control.

At a Glance

Program Type: Certificate
Delivery Method: On-ground
Semester Credits: 32.0

Program Length	Total
Program Hours	800
Program Weeks	
Five-Day Schedule	34.5

Campus Locations

CA: Chula Vista, San Marcos

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 103	Dental Radiography I	10	35		1.5
DEN 104	Fundamentals of Dentistry I	19			1.0
DEN 109	Clinical Dental Procedures I	30	30		3.0
	Professional Sequence I Total	**59**	**65**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 113	Dental Office Administration	15			1.0
DEN 125	Fundamentals of Dentistry II	15			1.0
DEN 129	Clinical Dental Procedures II	20	74		3.5
	Professional Sequence II Total	**50**	**74**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 123	Dental Radiography II	10	35		1.5
DEN 136	Microbiology and Dental Pharmacology	20	14		1.5
DEN 144	Fundamentals of Dentistry III	30	15		2.5
	Professional Sequence III Total	**60**	**64**		**5.5**

Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 143	Dental Radiography III	10	35		1.5
DEN 154	Fundamentals of Dentistry IV	15			1.0
DEN 149	Chairside Assisting	30	34		3.0
	Professional Sequence IV Total	**55**	**69**		**5.5**

Professional Sequence V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 128	Clinical Dental Procedures III	15	30		2.0
DEN 164	Fundamentals of Dentistry V	15	4		1.0
DEN 152	Dental Materials	30	30		3.0
	Professional Sequence V Total	**60**	**64**		**6.0**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DEN 201	Externship			180	4.0
	Externship Total			**180**	**4.0**

Program Total	**284**	**336**	**180**	**32.0**

Professional Sequence I

DEN 103 Dental Radiography I

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

This course includes an overview of the basics of dental x-rays and x-ray equipment, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on mannequins.

Prerequisites: None

DEN 104 Fundamentals of Dentistry I

Total Course Hours: 19 (19 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course addresses key historical, legal, and ethical aspects of dentistry, including the California Dental Practice Act and the Health Insurance Portability and Accountability Act (HIPAA). Other topics include the roles of dental team members, communication techniques, stages of tooth development/anatomy/tooth structures, and development of skills to promote career success.

Prerequisites: None

DEN 109 Clinical Dental Procedures I

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

TThis course addresses the dental specialties of endodontics, orthodontics, oral/maxillofacial surgery, and implants. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties.

Prerequisites: None

Professional Sequence II

DEN 113 Dental Office Administration

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course focuses on the routine aspects of dental office administration. Topics include patient and coworker communication techniques, patient scheduling in electronic and manual practice management systems, patient records, dental insurance, basic accounting, and office inventory.

Prerequisites: None

DEN 125 Fundamentals of Dentistry II

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course provides an overview of dental terminology related to basic dentistry, identifying tissues comprising the periodontium, identifying the common concerns related to children's dental care, and the impact of nutrition on dental health.

Prerequisites: None

DEN 129 Clinical Dental Procedures II

Total Course Hours: 94 (20 Theory, 74 Lab, 0 Extern) Semester Credits: 3.5

This course addresses the dental specialties of pediatric dentistry and periodontics. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in these specialties and as a Registered Dental Assistant, including pit and fissure sealants, coronal polish, and techniques to promote oral health and hygiene.

Prerequisites: None

Professional Sequence III

DEN 123 Dental Radiography II

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

TThis course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on mannequins and one patient.

Prerequisites: None

DEN 136 Microbiology and Dental Pharmacology

Total Course Hours: 34 (20 Theory, 14 Lab, 0 Extern) Semester Credits: 1.5

This course introduces students to basic microbiology, dental pharmacology, and dental anesthetics. Content includes microorganisms of concern in the dental office, infection control measures to prevent disease transmission, common medications administered in the dental office, and how to assist/monitor during the administration of anesthesia on patients who are sedated for dental procedures.

Prerequisites: None

DEN 144 Fundamentals of Dentistry III

Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5

This course provides an overview of general anatomy and physiology, head and neck anatomy to include landmarks of the face/oral cavity, preparation for patient care, and emergency management in the dental office.

Prerequisites: None

Professional Sequence IV

DEN 143 Dental Radiography III

Total Course Hours: 45 (10 Theory, 35 Lab, 0 Extern) Semester Credits: 1.5

This course includes an overview of the basics of dental x-rays, film and digital processing, safety precautions, and responsibilities of both dental assistant and patient during radiography procedures. Students participate in hands-on activities to meet Dental Board of California requirements, including but not limited to bitewings and full mouth x-rays in both bisecting and paralleling techniques on three patients.
Prerequisites: None

DEN 154 Fundamentals of Dentistry IV

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

Students will learn basic dental terminology and abbreviations related to patient examination and charting, the impact of chairside assisting practices during restorative procedures, and implementation of armamentarium for tray set-ups in the dental office.
Prerequisites: None

DEN 149 Chairside Assisting

Total Course Hours: 64 (30 Theory, 34 Lab, 0 Extern) Semester Credits: 3.0

This course addresses basic concepts of a dental practice which includes chairside assisting and ergonomics, patient management, instrument set up and transfer, tray systems, maintaining the operating field, oral pathology, and charting. Students participate in hands-on activities to learn a range of chairside skills in four-handed dentistry to become a proficient dental assistant.
Prerequisites: None

Professional Sequence V

DEN 128 Clinical Dental Procedures III

Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0

This course addresses the dental specialty of prosthodontics and cosmetic procedures. Students participate in hands-on activities to learn the dental assisting skills required for the most common procedures performed in this specialty, including but not limited to indirect restoration to include crowns, bridges, veneers, dentures, implant restorations, and various aspects of teeth whitening.
Prerequisites: None

DEN 164 Fundamentals of Dentistry V

Total Course Hours: 19 (15 Theory, 4 Lab, 0 Extern) Semester Credits: 1.0

This course focuses on safety standards and procedures in dentistry. Content includes OSHA and Cal/OSHA regulations, the identification and handling of disposable hazardous materials, and the significance of Safety Data Sheets (SDS) in the dental office.
Prerequisites: None

DEN 152 Dental Materials

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

This course is designed to acquaint students with various types of dental materials, including but not limited to dental cements for bases and liners and impressions for cast models. Students participate in hands-on activities to learn and demonstrate proper techniques for direct chairside restorations in amalgam/composite dental procedures with matrix and wedge placement.
Prerequisites: None

Externship Sequence

DEN 201 Externship

Total Course Hours: 180 (0 Theory, 0 Lab, 180 Extern) Semester Credits: 4.0

This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Professional Sequences I, II, III, IV, and V

I worked retail for almost eight years. I wasn't motivated and would wake up each day dreading going to work and seeing no future in my job. I had a friend in the same situation who left to attend Pima Medical Institute's nine-month Dental Assistant (DA) program. Watching her experiencing success in her new career, made me decide to look into the program.

My experience as a student was great. I loved it! I woke up motivated every day and was surrounded by peers with the same goals as myself, which made it easy to succeed. COVID was definitely the biggest challenge we faced throughout the program, but my instructors gave us the detailed training we needed and even allowed for one-on-one instruction. I completed my externship and was immediately hired at that practice as a DA. I quickly achieved my RDA (Registered Dental Assistant) and soon after became the lead dental assistant of that office. I know that I have so much opportunity for growth within my company and am excited for my future.

I would like to thank my Pima Medical instructors. They gave me so much knowledge during the program, but more importantly they continue to make themselves available for any questions I have. I recommend Pima Medical to prospective dental assistants all the time. They gave me the tools I needed to succeed and for that I will always be grateful!

Shannon Stewart
Certificate, Dental Assistant, Chula Vista Campus

Health Care Administration Certificate

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level health care administration professionals through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are medical terminology, law and ethics, office management, medical insurance, computers, accounting procedures, and other topics necessary to be effective members of the health care administration team.

Graduates of this program receive a certificate. The health care administration certificate program courses are eligible for consideration for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**

Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**

Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 125	Medical Office Communications	15			1.0
HCA 130	Computer Applications	20	12		1.5
HCA 135	Administrative Aspects of Insurance, Billing, and Coding	25			1.5
HCA 140	Sequence II Administrative Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**

Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 145	Medical Law and Ethics	15			1.0
HCA 150	Electronic Health Records	15	12		1.0
HCA 155	Electronic and Written Communication	30			2.0
HCA 160	Sequence III Administrative Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 165	Externship			240	5.0
	Externship Total			**240**	**5.0**

Program Total	**280**	**200**	**240**	**28.0**

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 28.0

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	30

Campus Locations

AZ: Tucson
CA: Chula Vista, San Marcos
CO: Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston
WA: Renton, Seattle

Health Care Administration Certificate • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.
Prerequisites: None

CCB 100 Computer Basics
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, Microsoft products, and internet use are explained.
Prerequisites: None

CMF 95 Math Fundamentals
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
Prerequisites: None

CHS 100 CPR and First Aid
Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

Professional Sequence I

HCA 105 Medical Office Management
Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, and financial and medical records management.
Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.
Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.
Prerequisites: None

HCA 115 Professional Documentation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

HCA 120 Sequence I Administrative Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.
Prerequisites: None

Professional Sequence II

HCA 125 Medical Office Communication

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

Course content introduces students to the types of professional communication skills expected of medical office professionals. Topics include basic terminology, patient and coworker interactions, verbal and nonverbal cues, and listening skills, among others. Activities offer students opportunities to practice communication exchanges typically encountered in the medical office environment.

Prerequisites: Professional Sequence I

HCA 130 Computer Applications

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

This course emphasizes the development and application of computer-based skills required in the medical office setting. Lab instruction offers students focused opportunities to explore and practice common word-processing, spreadsheet, and presentation software.

Prerequisites: Professional Sequence I

HCA 135 Administrative Aspects of Insurance, Billing, and Coding

Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5

This course is designed to enhance students' knowledge of insurance, billing, and coding procedures through discussion and lab instruction. Topics include patient payment issues, diagnostic and procedural coding, insurance claim forms, and third-party reimbursement.

Prerequisites: Professional Sequence I

HCA 140 Sequence II Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic computer software applications, billing and coding procedures, and how to obtain and document patient history, height/weight, and vital signs.

Prerequisites: Professional Sequence I

Professional Sequence III

HCA 145 Medical Law and Ethics

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope-of-practice rules, and regulatory compliance issues with particular focus on HIPAA and patient confidentiality requirements.

Prerequisites: Professional Sequence I

HCA 150 Electronic Health Records

Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0

Course content builds upon students' prior knowledge of and experience with electronic health records (EHR). Lab instruction focuses on basic EHR systems intended to prepare students for the types of tasks they will encounter in the medical office environment.

Prerequisites: Professional Sequence I

HCA 155 Electronic and Written Communication

Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

This course emphasizes development and refinement of basic writing skills for the medical office. Various assignments reinforce proper writing mechanics and grammar usage, attention to detail, spelling, correct use of medical terminology and symbols, and a range of skills related to medical documentation. Students are expected to practice their keyboarding skills and complete a typing assessment by the end of the Sequence III Administrative Applications course.

Prerequisites: Professional Sequence I

HCA 160 Sequence III Administrative Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of professional writing skills, typing proficiency, and data entry/retrieval within a simulated electronic health records system.

Prerequisites: Professional Sequence I

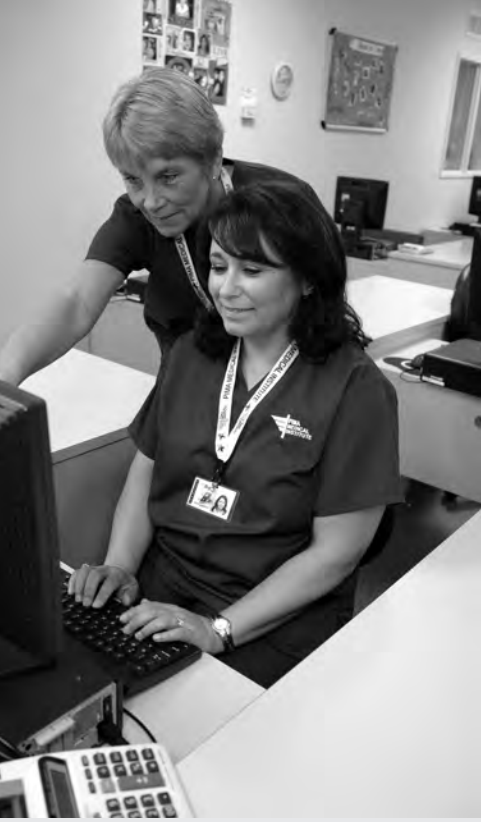
Externship Sequence

HCA 165 Externship

Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0

This course provides students with opportunities to apply professional skills learned in the classroom.

Prerequisites: Career Prep and Professional Sequences I, II, and III



Medical Administrative Assistant

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level medical administrative assistant professionals. The program provides students with knowledge of medical terminology, office management, medical insurance and billing, electronic health records, accounting procedures, patient communication, legal and ethical considerations.

Graduates of this program receive a certificate. Courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: Online

Semester Credits: 30.0

Program Length	Total
Program Hours	510
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	32
Program Semesters (16 weeks per semester)	2

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MAA101	*Foundations of Medical Administrative Assisting*	*45*			*3.0*
MAA111	*Medical Office Communication and Documentation*	*45*			*3.0*
MAA121	*Anatomy, Physiology, and Medical Terminology*	*60*			*4.0*
MAA141	*Medical Office Computer Applications*	*30*	*60*		*4.0*
	Semester I Total	**180**	**60**		**14.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MAA 151	*Introduction to Medical Office Management*	*60*			*4.0*
MAA 161	*Medical Office Insurance, Billing, and Coding*	*60*			*4.0*
MAA 171	*Electronic Health Record Management*	*60*			*4.0*
MAA 181	*Professional Capstone*	*30*	*60*		*4.0*
	Semester II Total	**210**	**60**		**16.0**

Program Total	**390**	**120**		**30.0**

Medical Administrative Assistant • Course Descriptions

Semester I

MAA101 Foundations of Medical Administrative Assisting

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course introduces students to the healthcare industry and typical responsibilities of a medical administrative assistant. Through hands-on experience, students will gain a general knowledge of computers. Legal and ethical considerations relevant to the medical office setting with a particular focus on Health Insurance Portability and Accountability Act (HIPAA) and patient confidentiality requirements will be addressed.

Prerequisites: None

MAA111 Medical Office Communication and Documentation

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course introduces students to the types of professional communication, recordkeeping, and documentation skills expected of medical office professionals. Emphasis is placed on accuracy, confidentiality, and concise written communication. Medical documentation practices such as the transcription of patient histories and chart notes will be addressed. Content also focuses on the importance of proficient business writing and technology skills typically required in a medical office environment.

Prerequisites: None

MAA121 Anatomy, Physiology, and Medical Terminology

Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0

This course provides students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are introduced within the context of structures and functions of the body systems and the senses. Content also addresses pathology, procedures, and medications involved in treatment. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems.

Prerequisites: None

MAA141 Medical Office Computer Applications

Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0

This course emphasizes the development and application of computer-based skills required in the medical office setting. Students engage in workplace-related computer projects using medical management software. Lab activities offer students focused opportunities to explore and practice common word-processing, spreadsheet, and presentation software.

Prerequisites: None

Semester II

MAA151 Introduction to Medical Office Management

Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0

This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, office equipment, supply inventory, financial and medical records management. Students review basic mathematical skills to provide them with a solid foundation for higher math concepts. Activities offer students opportunities to explore and practice routine tasks associated with entry-level medical office management.

Prerequisites: Foundations of Medical Administrative Assisting

MAA161 Medical Office Insurance, Billing, and Coding

Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0

This course addresses the fundamentals of insurance, billing, and coding procedures through practical training and activities. Course content includes terminology, documentation requirements, insurance plans, billing agencies, billing processes, patient payment issues, third-party reimbursement, and coding manuals. The proper guidelines for the ICD-10 diagnostic and CPT procedural coding systems, as well as electronic claim forms and the initiation of the claims process, will be addressed. The activities provide students with hands-on opportunities to apply what they have learned.

Prerequisites: Foundations of Medical Administrative Assisting

MAA171 Electronic Health Record Management

Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0

This course introduces students to electronic health records (EHR), building upon previously learned foundational skills in medical administrative tasks, documentation, and technology applications. Basic EHR systems and the legal and regulatory issues related to their use are addressed. Through instruction, students learn about processing, assembling, and analyzing electronic health records.

Prerequisites: Foundations of Medical Administrative Assisting

MAA181 Professional Capstone

Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0

The capstone course provides students with opportunities to synthesize learned skills and knowledge in real-world projects, including virtual externship, that prepare them for entry into the professional field. Students will acquire skills to seek and obtain employment in the field as well as develop strategies to highlight their professional attributes to employers and others.

Prerequisite: Successful completion of all semester 1 coursework

Medical Assistant

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are anatomy and physiology, law and ethics, routine laboratory procedures, patient care procedures commonly performed in medical offices, and other topics necessary to be effective members of the medical assistant team.

Graduates of this program receive a certificate. The medical assistant program courses are eligible for consideration for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 32.0

Program Length	Total
Program Hours	800
Program Weeks	
Five-Day Schedule	35

Campus Locations

AZ: East Valley, Mesa, Phoenix, Tucson
CA: Chula Vista, San Marcos
CO: Aurora, Colorado Springs, Denver
NV: Las Vegas
NM: Albuquerque
TX: El Paso, Houston, San Antonio

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
	Professional Sequence I Total	**60**	**60**		**5.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 135	Physical Examination Techniques	20	12		1.5
MDA 145	Clinical Aspects of Billing and Coding	15			1.0
MDA 150	Surgical Procedures	25			1.5
MDA 155	Sequence II Clinical Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 160	Introduction to Pharmacology	30			2.0
MDA 165	Medical Law and Ethics	15			1.0
MDA 170	Medical Office Laboratory Procedures	15	12		1.0
MDA 175	Sequence III Clinical Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 180	Phlebotomy and Blood Specimens	15	12		1.0
MDA 185	Medical Specialty Procedures	20	10		1.5
MDA 190	Medical Office Communication	15			1.0
MDA 195	Sequence IV Clinical Applications		48		1.5
	Professional Sequence IV Total	**50**	**70**		**5.0**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 275	Externship			200	4.0
	Externship Total			**200**	**4.0**
	Program Total	**330**	**270**	**200**	**32.0**

Medical Assistant • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.
Prerequisites: None

CCB 100 Computer Basics
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, Microsoft products, and internet use are explained.
Prerequisites: None

CMF 95 Math Fundamentals
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
Prerequisites: None

CHS 100 CPR and First Aid
Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

Professional Sequence I

HCA 105 Medical Office Management
Total Course Hours: 42 (30 Theory, 12 Lab, 0 Extern) Semester Credits: 2.0
This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, and financial and medical records management. Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.
Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.
Prerequisites: None

HCA 115 Professional Documentation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.
Prerequisites: None

HCA 120 Sequence I Administrative Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of basic office administration skills, billing and coding fundamentals, written and electronic documentation, and keyboarding skills.
Prerequisites: None

Professional Sequence II

MDA 135 Physical Examination Techniques

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

Content addresses knowledge and skills required to safely assist the medical provider during a patient's physical examination, including exam room preparation, how to obtain and document a patient's medical history, vital signs, and anthropometric measurements, and how to position patients for examination. Other topics include tests for vision and hearing as well as treatment of common eye and ear conditions. Lab instruction offers students focused opportunities to explore and practice these skills. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.

Prerequisites: None

MDA 145 Clinical Aspects of Billing and Coding

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course is designed to enhance students' knowledge of clinical billing and coding terminology and procedures. Topics include procedural and diagnostic coding systems, regulatory guidelines and HIPAA compliance, insurance authorization/verification, and other documentation related to patient records. Students are expected to recognize anatomy and physiology terms for coding assignment purposes.

Prerequisites: None

MDA 150 Surgical Procedures

Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5

Content addresses knowledge and skills required to safely assist the medical provider with minor office-based surgical procedures. Discussion topics focus on medical and surgical asepsis, instrument identification, therapeutic modalities, mobility assistive devices, and terminology and guidelines associated with office-based surgeries. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.

Prerequisites: None

MDA 155 Sequence II Clinical Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including exam-room and patient preparation for routine exams as well as routine office-based surgical procedures.

Prerequisites: None

Professional Sequence III

MDA 160 Introduction to Pharmacology

Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

This course introduces students to basic pharmacology principles and practices. Content addresses terminology, drug references, safety regulations, rights of medication administration, dosage calculations, patient education, and disposal of biohazardous materials. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.

Prerequisites: None

MDA 165 Medical Law and Ethics

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope-of-practice rules, and regulatory compliance issues, with particular focus on HIPAA and patient confidentiality requirements.

Prerequisites: None

MDA 170 Medical Office Laboratory Procedures

Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0

Content emphasizes the knowledge and skills required to assist with routine laboratory procedures and tests. Topics include safety protocol, quality control and assurance practices, equipment use and maintenance, and techniques for chemistry, immunology, and microbiology testing. Lab instruction focuses on nonblood-specimen collection and testing as well as pulmonary function and electrocardiography procedures. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.

Prerequisites: None

MDA 175 Sequence III Clinical Applications

Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5

This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including medication preparation and administration, basic pulmonary function tests, electrocardiography procedures, specimen-collection, and preparation techniques required for laboratory analysis.

Prerequisites: None

Professional Sequence IV

MDA 180 Phlebotomy and Blood Specimens

Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0

Content emphasizes the knowledge and skills required to safely and correctly collect, process, and test blood specimens. Topics address common terminology, safety protocol, proper use and maintenance of supplies and equipment, and patient considerations. Lab instruction focuses on various phlebotomy and capillary collection procedures that students will be evaluated on during their Sequence IV Clinical Applications course.

Prerequisites: None

Medical Assistant • Course Descriptions

MDA 185 Medical Specialty Procedures
Total Course Hours: 30 (20 Theory, 10 Lab, 0 Extern) Semester Credits: 1.5
Content addresses knowledge and skills required to safely assist with specialty procedures conducted in the medical office. Lab instruction focuses on common procedures in such specialties as dermatology, gastroenterology, geriatrics, neurology, pediatrics, and female/male reproductive systems. Students will be evaluated on skills related to these procedures during their Sequence IV Clinical Applications course.
Prerequisites: None

MDA 190 Medical Office Communication
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Course content introduces students to the types of communication skills expected of medical office professionals. Topics include basic terminology, patient and coworker interactions, cultural sensitivity, verbal and nonverbal cues, and listening skills, among others. Activities offer students opportunities to apply critical thinking skills while practicing communication exchanges typically encountered in the medical office environment.
Prerequisites: None

MDA 195 Sequence IV Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including blood specimen collection and medical specialty procedures.
Prerequisites: None

Externship Sequence
MDA 275 Externship
Total Course Hours: 200 (0 Theory, 0 Lab, 200 Extern) Semester Credits: 4.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep Sequence and Professional Sequences I, II, III, and IV

When I was in high school, I wanted to become a doctor, but life happened and I spent the next 15 years doing what I thought I had to do, instead of pursuing what I loved. After my grandfather passed away in 2017, I spent four years caring for my grandmother. During this time, I realized I needed to follow my dream. I felt as though it was too late to become a doctor– as I would be 60 by the time I finished– but my research showed there were many alternative positions needed in the healthcare field.

I was familiar with their reputation, so I chose Pima Medical Institute for my education. I appreciate how they exclude unnecessary classes that are typical of traditional colleges and universities, and on day one teach key concepts and skills that will be used in the field. I attended and graduated from the Nursing Assistant program and obtained my license as a CNA. My externship really opened my eyes to just how well-prepared Pima Medical makes you for the workplace. Despite the higher cost of attending, I was very impressed with how quickly they were able to get me into the program versus other schools. Wanting to do more and have more responsibility, I enrolled in the Medical Assistant (MA) program. For my externship, I was placed at a pediatric site that fit my skills and personality and ended up being offered an MA position at the end.

I have decided it's not time to stop learning. I am currently enrolled in the online Healthcare Administration program to obtain my associate's degree by next March and my bachelor's degree the following year. For anyone interested in working in the medical field, I highly recommend Pima Medical. My instructors were encouraging and attentive to my learning style and taught me the important concepts of healthcare. I want to thank everyone at Pima Medical for my success and continued education

Justin Cupp
Certificate, Medical Assistant Program, East Valley Campus

Medical Assistant - Washington Campuses

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level medical assistants through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are anatomy and physiology, law and ethics, routine laboratory procedures, patient care procedures commonly performed in medical offices, and other topics necessary to be effective members of the medical assistant team.

Graduates of this program receive a certificate. The medical assistant program courses are eligible for consideration for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 30.5

Program Length	Total
Program Hours	720
Program Weeks	
Five-Day Schedule	34

Campus Locations

WA: Renton, Seattle

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HCA 106	Medical Office Management	30	20		2.5
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
	Professional Sequence I Total	**60**	**20**		**4.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 135	Physical Examination Techniques	20	12		1.5
MDA 145	Clinical Aspects of Billing and Coding	15			1.0
MDA 150	Surgical Procedures	25			1.5
MDA 155	Sequence II Clinical Applications		48		1.5
	Professional Sequence II Total	**60**	**60**		**5.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 160	Introduction to Pharmacology	30			2.0
MDA 165	Medical Law and Ethics	15			1.0
MDA 170	Medical Office Laboratory Procedures	15	12		1.0
MDA 175	Sequence III Clinical Applications		48		1.5
	Professional Sequence III Total	**60**	**60**		**5.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 180	Phlebotomy and Blood Specimens	15	12		1.0
MDA 185	Medical Specialty Procedures	20	10		1.5
MDA 190	Medical Office Communication	15			1.0
MDA 195	Sequence IV Clinical Applications		48		1.5
	Professional Sequence IV Total	**50**	**70**		**5.0**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
MDA 276	Externship			160	3.5
	Externship Total			**160**	**3.5**
	Program Total	**330**	**230**	**160**	**30.5**

Medical Assistant - Washington Campuses • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

Career Prep Sequence

CSK 100 Study Skills

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.

Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology

Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5

This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.

Prerequisites: None

CCB 100 Computer Basics

Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5

Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, Microsoft products, and internet use are explained.

Prerequisites: None

CMF 95 Math Fundamentals

Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisites: None

CHS 100 CPR and First Aid

Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5

This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).

Prerequisites: None

Professional Sequence I

HCA 106 Medical Office Management

Total Course Hours: 50 (30 Theory, 20 Lab, 0 Extern) Semester Credits: 2.5

This course introduces students to the daily operations of the medical office environment, including basic policies/procedures, appointment scheduling, telephone etiquette, patient reception and processing, and financial and medical records management. Lab instruction offers students opportunities to explore and practice routine tasks associated with medical office management.

Prerequisites: None

HCA 110 Insurance, Billing, and Coding Fundamentals

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course addresses the fundamentals of insurance, billing, and coding procedures. Course content includes terminology, documentation requirements, insurance plans, billing agencies, and coding manuals.

Prerequisites: None

HCA 115 Professional Documentation

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

Content focuses on the importance of developing proficient business writing and technology skills typically required in a medical office environment. Students explore the operational aspects and data-security considerations of electronic medical records systems and electronic health records systems.

Prerequisites: None

Professional Sequence II

MDA 135 Physical Examination Techniques

Total Course Hours: 32 (20 Theory, 12 Lab, 0 Extern) Semester Credits: 1.5

Content addresses knowledge and skills required to safely assist the medical provider during a patient's physical examination, including exam room preparation, how to obtain and document a patient's medical history, vital signs, and anthropometric measurements, and how to position patients for examination. Other topics include tests for vision and hearing as well as treatment of common eye and ear conditions. Lab instruction offers students focused opportunities to explore and practice these skills. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.

Prerequisites: Professional Sequence I

MDA 145 Clinical Aspects of Billing and Coding
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course is designed to enhance students' knowledge of clinical billing and coding terminology and procedures. Topics include procedural and diagnostic coding systems, regulatory guidelines and HIPAA compliance, insurance authorization/verification, and other documentation related to patient records. Students are expected to recognize anatomy and physiology terms for coding assignment purposes.
Prerequisites: Professional Sequence I

MDA 150 Surgical Procedures
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
Content addresses knowledge and skills required to safely assist the medical provider with minor office-based surgical procedures. Discussion topics focus on medical and surgical asepsis, instrument identification, therapeutic modalities, mobility assistive devices, and terminology and guidelines associated with office-based surgeries. Students are assessed on their abilities to perform these skills in the Sequence II Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 155 Sequence II Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including exam-room and patient preparation for routine exams as well as routine office-based surgical procedures.
Prerequisites: Professional Sequence I

Professional Sequence III
MDA 160 Introduction to Pharmacology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces students to basic pharmacology principles and practices. Content addresses terminology, drug references, safety regulations, rights of medication administration, dosage calculations, patient education, and disposal of biohazardous materials. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 165 Medical Law and Ethics
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses legal and ethical considerations relevant to the medical office setting. Content includes legal terminology, professional competence, scope-of-practice rules, and regulatory compliance issues, with particular focus on HIPAA and patient confidentiality requirements.
Prerequisites: Professional Sequence I

MDA 170 Medical Office Laboratory Procedures
Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
Content emphasizes the knowledge and skills required to assist with routine laboratory procedures and tests. Topics include safety protocol, quality control and assurance practices, equipment use and maintenance, and techniques for chemistry, immunology, and microbiology testing. Lab instruction focuses on nonblood-specimen collection and testing as well as pulmonary function and electrocardiography procedures. Students are assessed on their abilities to perform these skills in the Sequence III Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 175 Sequence III Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including medication preparation and administration, basic pulmonary function tests, electrocardiography procedures, specimen-collection, and preparation techniques required for laboratory analysis.
Prerequisites: Professional Sequence I

Professional Sequence IV
MDA 180 Phlebotomy and Blood Specimens
Total Course Hours: 27 (15 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
Content emphasizes the knowledge and skills required to safely and correctly collect, process, and test blood specimens. Topics address common terminology, safety protocol, proper use and maintenance of supplies and equipment, and patient considerations. Lab instruction focuses on various phlebotomy and capillary collection procedures that students will be evaluated on during their Sequence IV Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 185 Medical Specialty Procedures
Total Course Hours: 30 (20 Theory, 10 Lab, 0 Extern) Semester Credits: 1.5
Content addresses knowledge and skills required to safely assist with specialty procedures conducted in the medical office. Lab instruction focuses on common procedures in such specialties as dermatology, gastroenterology, geriatrics, neurology, pediatrics, and female/male reproductive systems. Students will be evaluated on skills related to these procedures during their Sequence IV Clinical Applications course.
Prerequisites: Professional Sequence I

MDA 190 Medical Office Communication
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
Course content introduces students to the types of communication skills expected of medical office professionals. Topics include basic terminology, patient and coworker interactions, cultural sensitivity, verbal and nonverbal cues, and listening skills, among others. Activities offer students opportunities to apply critical thinking skills while practicing communication exchanges typically encountered in the medical office environment.
Prerequisites: Professional Sequence I

MDA 195 Sequence IV Clinical Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge and application of clinical skills, including blood specimen collection and medical specialty procedures.
Prerequisites: Professional Sequence I

Externship Sequence
MDA 276 Externship
Total Course Hours: 160 (0 Theory, 0 Lab, 160 Extern) Semester Credits: 3.5
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep Sequence and Professional Sequences I, II, III, and IV

When I was in high school, I wanted to become a doctor, but life happened and I spent the next 15 years doing what I thought I had to do, instead of pursuing what I loved. After my grandfather passed away in 2017, I spent four years caring for my grandmother. During this time, I realized I needed to follow my dream. I felt as though it was too late to become a doctor– as I would be 60 by the time I finished– but my research showed there were many alternative positions needed in the healthcare field.

I was familiar with their reputation, so I chose Pima Medical Institute for my education. I appreciate how they exclude unnecessary classes that are typical of traditional colleges and universities, and on day one teach key concepts and skills that will be used in the field. I attended and graduated from the Nursing Assistant program and obtained my license as a CNA. My externship really opened my eyes to just how well-prepared Pima Medical makes you for the workplace. Despite the higher cost of attending, I was very impressed with how quickly they were able to get me into the program versus other schools. Wanting to do more and have more responsibility, I enrolled in the Medical Assistant (MA) program. For my externship, I was placed at a pediatric site that fit my skills and personality and ended up being offered an MA position at the end.

I have decided it's not time to stop learning. I am currently enrolled in the online Healthcare Administration program to obtain my associate's degree by next March and my bachelor's degree the following year. For anyone interested in working in the medical field, I highly recommend Pima Medical. My instructors were encouraging and attentive to my learning style and taught me the important concepts of healthcare. I want to thank everyone at Pima Medical for my success and continued education

Justin Cupp
Certificate, Medical Assistant Program, East Valley Campus

Pharmacy Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level pharmacy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are customer service, drug inventory management, prescription preparation that includes training in sterile products and aseptic techniques, and other topics necessary to be effective members of the pharmacy technician team. A sterile products certification course is offered through the National Pharmacy Technician Association/NPTA as part of the program.

Graduates of this program receive a certificate and are eligible to apply to take national examinations to become certified pharmacy technicians. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 121	Pharmacy Math	15			1.0
PHA 105	Inventory Maintenance	15			1.0
PHA 165	Pharmacology	20			1.0
PHA 180	Pharmacy Law and Ethics	22			1.0
PHA 150	Sequence I Pharmacy Applications		48		1.5
	Professional Sequence I Total	**72**	**48**		**5.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 131	Pharmacy Math	20			1.0
PHA 170	Pharmacy Technician Duties	27			1.5
PHA 175	Pharmacology	25			1.5
PHA 190	Sequence II Pharmacy Applications		48		1.5
	Professional Sequence II Total	**72**	**48**		**5.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 141	Pharmacy Math	15			1.0
PHA 245	Principles of Customer Service	10			0.5
PHA 185	Pharmacology	25			1.5
PHA 235	Pharmacy Laboratory Skills	22			1.0
PHA 230	Sequence III Pharmacy Applications		48		1.5
	Professional Sequence III Total	**72**	**48**		**5.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 151	Pharmacy Math	15			1.0
PHA 155	Pharmacy Computer Applications	10	12		1.0
PHA 195	Pharmacology	20			1.0
PHA 265	Patient Safety	15			1.0
PHA 270	Sequence IV Pharmacy Applications		48		1.5
	Professional Sequence IV Total	**60**	**60**		**5.5**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 250	Externship			240	5.0
	Externship Total			**240**	**5.0**
	Program Total	**376**	**224**	**240**	**33.5**

At a Glance

Program Type: Certificate

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 33.5

Program Length	Total
Program Hours	840
Program Weeks	
Five-Day Schedule	36

Campus Locations

AZ: Mesa, Tucson
CA: Chula Vista, San Marcos
CO: Colorado Springs, Denver
NV: Las Vegas*
NM: Albuquerque
TX: El Paso, Houston, San Antonio

The Las Vegas campus is accredited by the American Society of Health-System Pharmacists (ASHP).

Pharmacy Technician • Course Descriptions

Note: Morning course sessions are on-ground and evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.
Prerequisites: None

CCB 100 Computer Basics
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, Microsoft products, and internet use are explained.
Prerequisites: None

CMF 95 Math Fundamentals
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
Prerequisites: None

CHS 100 CPR and First Aid
Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

Professional Sequence I

PHA 121 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical and business-math calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 105 Inventory Maintenance
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes procedures and systems for inventory management of medications, equipment, supplies, and devices in the pharmacy setting. Students learn standard procedures and documentation requirements for purchasing, receiving, and monitoring inventory along with proper identification, storage, and disposal of medications.
Prerequisites: None

PHA 165 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the anatomy, physiology, pathology, and pharmacology of the muscular, skeletal, and nervous systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 180 Pharmacy Law and Ethics
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of legal requirements and ethical considerations pertinent to pharmacy technicians. Topics include federal and state statutes that regulate the pharmacy industry, agencies responsible for regulatory enforcement, and codes of ethics for pharmacy professionals.
Prerequisites: None

Pharmacy Technician • Course Descriptions

PHA 150 Sequence I Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge of inventory control and recordkeeping with a focus on medications specific to the muscular, skeletal, and nervous systems.
Prerequisites: None

Professional Sequence II
PHA 131 Pharmacy Math
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical calculations used in reconstitutions, dilutions, and concentrations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 170 Pharmacy Technician Duties
Total Course Hours: 27 (27 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course introduces students to the tasks and responsibilities of pharmacy technicians as well as expectations for professionalism in the work environment. Topics include types of pharmacy practice settings, health care team interactions, time and stress management, prescription related matters, insurance claims, and recordkeeping practices.
Prerequisites: None

PHA 175 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course examines the anatomy, physiology, pathology, and pharmacology of the gastrointestinal, respiratory, and cardiovascular systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration as well as hematological agents used to treat blood disorders and diseases.
Prerequisites: None

PHA 190 Sequence II Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in various role-play scenarios designed to engage and enhance critical thinking and problem-solving skills relevant to pharmacy practice settings. In addition, students are assessed on their knowledge of medications specific to the gastrointestinal, respiratory, cardiovascular, and hematologic systems.
Prerequisites: None

Professional Sequence III
PHA 141 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course reviews mathematical concepts for pharmaceutical and intravenous (IV) calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 245 Principles of Customer Service
Total Course Hours: 10 (10 Theory, 0 Lab, 0 Extern) Semester Credits: 0.5
This course introduces students to customer service skills expected of pharmacy technicians. Topics include how to convey a professional image in the workplace, effective communication modes and strategies for various customer and health care team interactions, listening and speaking techniques, and cultural competency awareness.
Prerequisites: None

PHA 185 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course examines the anatomy, physiology, pathology, and pharmacology of the urinary, endocrine, lymphatic, and reproductive systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 235 Pharmacy Laboratory Skills
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on sterile/nonsterile compounding procedures, including the processes of preparing and dispensing various forms of medications according to industry standards. Special emphasis is placed on infection control.
Prerequisites: None

PHA 230 Sequence III Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in activities designed to develop and enhance effective customer service skills in a simulated pharmacy environment. They also practice sterile and non-sterile compounding skills and become familiar with the pharmacy-related equipment used in compounding. Students are also assessed on their knowledge and application of medications specific to the urinary, endocrine, lymphatic, and reproductive systems.
Prerequisites: None

Professional Sequence IV
PHA 151 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical calculations involving body weight and mass. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 155 Pharmacy Computer Applications
Total Course Hours: 22 (10 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
This course explores the role of technology and pharmacy software systems in the pharmacy environment. Topics include collection, entry, storage, retrieval, and transmission of customer/patient, physician, and drug-related data.
Prerequisites: None

PHA 195 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the anatomy, physiology, pathology, and pharmacology of the integumentary system and the eyes, ears, nose, and throat. Content addresses the therapeutic effects of prescription and nonprescription medications, including antineoplastic and oncology agents, anti-infective medications, and alternative therapies associated with these body structures. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 265 Patient Safety
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the role of the pharmacy technician in ensuring patient safety. Topics include strategies to prevent medication errors and ensure quality assurance in the pharmacy setting. Content also addresses prescription drug abuse and its impact on the public.
Prerequisites: None

PHA 270 Sequence IV Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students develop skills in navigating a pharmacy information/software system and are assessed on their knowledge of medications specific to the integumentary system, and the eyes, ears, nose, and throat, including antineoplastic and oncology agents and anti-infective medications.
Prerequisites: None

Professional Sequence IV
PHA 250 Externship
Total Course Hours: 240 (0 Theory, 0 Lab, 240 Extern) Semester Credits: 5.0
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep and Professional Sequences I, II, III, and IV. In the state of Washington, students must be registered pharmacy assistants to be eligible to participate in externship.

Pharmacy Technician - Renton Campus

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level pharmacy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are customer service, drug inventory management, prescription preparation that includes training in sterile products and aseptic techniques, and other topics necessary to be effective members of the pharmacy technician team. A sterile products certification course is offered through the National Pharmacy Technician Association/NPTA as part of the program.

Graduates of this program receive a certificate and are eligible to apply to take national examinations to become certified pharmacy technicians. The courses within the program are acceptable for credit toward PMI's Health Care Administration Associate of Applied Science Degree Program.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Career Prep Sequence					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CAT 150	*Anatomy, Physiology, and Terminology*	*55*			*3.5*
CCB 100	*Computer Basics*		*15*		*0.5*
CMF 95	*Math Fundamentals*	*20*			*1.0*
CHS 100	CPR and First Aid	10	5		0.5
	Career Prep Sequence Total	**100**	**20**		**6.5**
Professional Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 121	Pharmacy Math	15			1.0
PHA 105	Inventory Maintenance	15			1.0
PHA 165	Pharmacology	20			1.0
PHA 180	Pharmacy Law and Ethics	22			1.0
PHA 150	Sequence I Pharmacy Applications		48		1.5
	Professional Sequence I Total	**72**	**48**		**5.5**
Professional Sequence II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 131	Pharmacy Math	20			1.0
PHA 170	Pharmacy Technician Duties	27			1.5
PHA 175	Pharmacology	25			1.5
PHA 190	Sequence II Pharmacy Applications		48		1.5
	Professional Sequence II Total	**72**	**48**		**5.5**
Professional Sequence III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 141	Pharmacy Math	15			1.0
PHA 245	Principles of Customer Service	10			0.5
PHA 185	Pharmacology	25			1.5
PHA 235	Pharmacy Laboratory Skills	22			1.0
PHA 230	Sequence III Pharmacy Applications		48		1.5
	Professional Sequence III Total	**72**	**48**		**5.5**
Professional Sequence IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 151	Pharmacy Math	15			1.0
PHA 155	Pharmacy Computer Applications	10	12		1.0
PHA 195	Pharmacology	20			1.0
PHA 265	Patient Safety	15			1.0
PHA 270	Sequence IV Pharmacy Applications		48		1.5
	Professional Sequence IV Total	**60**	**60**		**5.5**
Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHA 276	Pharmacy Technician Certification Review	40			2.5
PHA 280	Externship			160	3.5
	Externship Total	**40**		**160**	**6.0**
	Program Total	**416**	**224**	**160**	**34.5**

At a Glance

Program Type: Certificate

Delivery Method: Hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 34.5

Program Length	Total
Program Hours	800
Program Weeks	
Five-Day Schedule	36

Campus Locations

WA: Renton

Pharmacy Technician – Renton Campus • Course Descriptions

Note: Morning course sessions are hybrid with most hours taught on-ground with the exception of PHA 276 being taught online. Evening course sessions are hybrid. Afternoon course sessions may be hybrid or on-ground. For afternoon and evening courses, theory and computer-based lab hours may be taught on-ground, online, and/or hybrid, and all non computer-based labs are taught on-ground. Refer to the Prospective Student Handouts for available delivery methods.

Career Prep Sequence

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CAT 150 Anatomy, Physiology, and Terminology
Total Course Hours: 55 (55 Theory, 0 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide students with a basic knowledge of anatomy, physiology, and medical terminology. Medical terms are learned within the context of the structures and functions of the body systems (integumentary, musculoskeletal, nervous, endocrine, lymphatic, immune, cardiovascular, respiratory, digestive, urinary, reproductive) and the senses. Content also addresses pathology, procedures, and medications involved in treatment.
Prerequisites: None

CCB 100 Computer Basics
Total Course Hours: 15 (0 Theory, 15 Lab, 0 Extern) Semester Credits: 0.5
Through demonstration and hands-on experience, students gain a general understanding of computers. In addition, hardware, software, Microsoft products, and internet use are explained.
Prerequisites: None

CMF 95 Math Fundamentals
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
The course reviews basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, percentages, combined applications, and measurement systems. It provides students with a solid foundation for higher math concepts.
Prerequisites: None

CHS 100 CPR and First Aid
Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

Professional Sequence I

PHA 121 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical and business-math calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 105 Inventory Maintenance
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes procedures and systems for inventory management of medications, equipment, supplies, and devices in the pharmacy setting. Students learn standard procedures and documentation requirements for purchasing, receiving, and monitoring inventory along with proper identification, storage, and disposal of medications.
Prerequisites: None

PHA 165 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the anatomy, physiology, pathology, and pharmacology of the muscular, skeletal, and nervous systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 180 Pharmacy Law and Ethics
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of legal requirements and ethical considerations pertinent to pharmacy technicians. Topics include federal and state statutes that regulate the pharmacy industry, agencies responsible for regulatory enforcement, and codes of ethics for pharmacy professionals.
Prerequisites: None

PHA 150 Sequence I Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students are assessed on their knowledge of inventory control and recordkeeping with a focus on medications specific to the muscular, skeletal, and nervous systems.
Prerequisites: None

Professional Sequence II
PHA 131 Pharmacy Math
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical calculations used in reconstitutions, dilutions, and concentrations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 170 Pharmacy Technician Duties
Total Course Hours: 27 (27 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course introduces students to the tasks and responsibilities of pharmacy technicians as well as expectations for professionalism in the work environment. Topics include types of pharmacy practice settings, health care team interactions, time and stress management, prescription related matters, insurance claims, and recordkeeping practices.
Prerequisites: None

PHA 175 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course examines the anatomy, physiology, pathology, and pharmacology of the gastrointestinal, respiratory, and cardiovascular systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration as well as hematological agents used to treat blood disorders and diseases.
Prerequisites: None

PHA 190 Sequence II Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in various role-play scenarios designed to engage and enhance critical thinking and problem-solving skills relevant to pharmacy practice settings. In addition, students are assessed on their knowledge of medications specific to the gastrointestinal, respiratory, cardiovascular, and hematologic systems.
Prerequisites: None

Professional Sequence III
PHA 141 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course reviews mathematical concepts for pharmaceutical and intravenous (IV) calculations. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 245 Principles of Customer Service
Total Course Hours: 10 (10 Theory, 0 Lab, 0 Extern) Semester Credits: 0.5
This course introduces students to customer service abilities expected of pharmacy technicians. Topics include how to convey a professional image in the work place, communication modes and strategies for various customer and health care team interactions, listening and speaking techniques, and cultural competency awareness.
Prerequisites: None

PHA 185 Pharmacology
Total Course Hours: 25 (25 Theory, 0 Lab, 0 Extern) Semester Credits: 1.5
This course examines the anatomy, physiology, pathology, and pharmacology of the urinary, endocrine, lymphatic, and reproductive systems. Content addresses the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 235 Pharmacy Laboratory Skills
Total Course Hours: 22 (22 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on sterile/nonsterile compounding procedures, including the processes of preparing and dispensing various forms of medications according to industry standards. Special emphasis is placed on infection control.
Prerequisites: None

PHA 230 Sequence III Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students participate in activities designed to develop and enhance effective customer service skills in a simulated pharmacy environment. They also practice sterile and non-sterile compounding skills and become familiar with the pharmacy-related equipment used in compounding. Students are also assessed on their knowledge and application of medications specific to the urinary, endocrine, lymphatic, and reproductive systems.
Prerequisites: None

Professional Sequence IV
PHA 151 Pharmacy Math
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course emphasizes mathematical concepts for pharmaceutical calculations involving body weight and mass. Students apply their knowledge to learn and practice the types of calculations required of pharmacy technicians in the pharmacy setting.
Prerequisites: None

PHA 155 Pharmacy Computer Applications
Total Course Hours: 22 (10 Theory, 12 Lab, 0 Extern) Semester Credits: 1.0
This course explores the role of technology and pharmacy software systems in the pharmacy environment. Topics include collection, entry, storage, retrieval, and transmission of customer/patient, physician, and drug-related data.
Prerequisites: None

PHA 195 Pharmacology
Total Course Hours: 20 (20 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the anatomy, physiology, pathology, and pharmacology of the integumentary system and the eyes, ears, nose, and throat. Content addresses the therapeutic effects of prescription and nonprescription medications, including antineoplastic and oncology agents, anti-infective medications, and alternative therapies associated with these body structures. Topics include drug interactions, dosages, indications, contraindications, and routes of administration.
Prerequisites: None

PHA 265 Patient Safety
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the role of the pharmacy technician in ensuring patient safety. Topics include strategies to prevent medication errors and ensure quality assurance in the pharmacy setting. Content also addresses prescription drug abuse and its impact on the public.
Prerequisites: None

PHA 270 Sequence IV Pharmacy Applications
Total Course Hours: 48 (0 Theory, 48 Lab, 0 Extern) Semester Credits: 1.5
This lab-based course provides students with hands-on opportunities to apply what they have learned in their lecture courses. Students develop skills in navigating a pharmacy information/software system and are assessed on their knowledge of medications specific to the integumentary system, and the eyes, ears, nose, and throat.
Prerequisites: None

Externship Sequence
PHA 276 Pharmacy Technician Certification Review
Total Course Hours: 40 (40 Theory, 0 Lab, 0 Extern) Semester Credits: 2.5
This course is designed to prepare students for the Pharmacy Technician Certification
Exam (PTCE) or the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT). Students will review material necessary to prepare them for entry level practice as a pharmacy technician.
Prerequisites: Professional Sequences I, II, III, and IV.

PHA 280 Externship
Total Course Hours: 160 (0 Theory, 0 Lab, 160 Extern) Semester Credits: 3.5
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: Career Prep and Professional Sequences I, II, III, and IV. In the state of Washington, students must be registered pharmacy assistants to be eligible to participate in externship.

Phlebotomy Technician

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level phlebotomy technicians through didactic instruction, hands-on laboratory practice, and externship experiences. Among the topics covered in the curriculum are vacutainer and syringe blood-drawing methods, specimens processing, and other topics necessary to be effective members of the phlebotomy technician team.

Graduates of this program receive a certificate.

Admissions Requirements: Refer to the Admissions information in the Prospective Students section of this catalog.

Sequence I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CSK 100	Study Skills	15			1.0
CHS 100	CPR and First Aid	10	5		0.5
PHL 101	Anatomy and Physiology/Medical Terminology	15			1.0
PHL 102	Introduction to Laboratory and Communication	15	5		1.0
PHL 103	Phlebotomy	15	60		3.0
	Total	**70**	**70**		**6.5**

Externship					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PHL 200	Externship			160	3.5
	Externship Total			**160**	**3.5**
	Program Total	**70**	**70**	**160**	**10.0**

Course Descriptions

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

CHS 100 CPR and First Aid
Total Course Hours: 15 (10 Theory, 5 Lab, 0 Extern) Semester Credits: 0.5
This course follows recognized standards that are designed to prepare students to provide basic first aid assistance and cardiopulmonary resuscitation (CPR) for adults, children, and infants. Students learn how to perform as an effective team member during multi-rescuer CPR situations and how to demonstrate the proper use of an automated external defibrillator (AED).
Prerequisites: None

PHL 101 Anatomy and Physiology/Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides the basic knowledge of medical terminology, anatomy, and physiology that is required of a phlebotomist.
Prerequisites: None

PHL 102 Introduction to Laboratory and Communication
Total Course Hours: 20 (15 Theory, 5 Lab, 0 Extern) Semester Credits: 1.0
This course provides an overview of the laboratory and the types of communication skills expected of phlebotomists in the workplace. Students explore the care and use of laboratory equipment, procedures for collecting non-blood specimens, and how to interpret physicians' orders and various reports. Content also addresses ethical and legal aspects of the profession and the types of computer skills typically required of phlebotomists.
Prerequisites: None

PHL 103 Phlebotomy
Total Course Hours: 75 (15 Theory, 60 Lab, 0 Extern) Semester Credits: 3.0
This course instructs students in methods of venipuncture and other blood-collecting techniques, including the use of vacutainers, blood cultures, syringes, microtainers for finger and heel sticks, and butterflies. Students participate in hands-on activities to learn and practice various skills phlebotomists are expected to perform in the field. Content also emphasizes safety standards and addresses point-of-care testing procedures.
Prerequisites: None

PHL 200 Externship
Total Course Hours: 160 (0 Theory, 0 Lab, 160 Extern) Semester Credits: 3.5
This course provides students with opportunities to apply professional skills learned in the classroom.
Prerequisites: All Phlebotomy Technician Courses

At a Glance

Program Type: Certificate

Delivery Method: On-ground

Semester Credits: 10.0

Program Length	Total
Program Hours	300
Program Weeks	
Five-Day Schedule	11
Four-Day Schedule	13

Campus Locations

AZ: East Valley, Phoenix, Tucson
TX: El Paso, Houston, San Antonio
WA: Renton

Diagnostic Medical Sonography

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level general sonographers through didactic instruction, hands-on laboratory practice, and clinical experiences. Among the topics covered in the curriculum are anatomy and physiology, pathophysiology, ultrasound scanning techniques and protocols, the sonographer's scope of practice, medical terminology, patient care, communications, medical law and ethics, and other topics necessary to be effective members of the sonography team.

Graduates of this program receive an Associate of Applied Science Degree.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required. Refer to the program specific Prospective Student Handout for more information.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 119	*Anatomy and Physiology*	*45*			*3.0*
CCM 115	*Communications*	*45*			*3.0*
CLE 115	*Medical Law and Ethics*	*30*			*2.0*
CMT 100	*Medical Terminology*	*15*			*1.0*
MTH 140	*Math Applications*	*45*			*3.0*
PHY 102	*Physics*	*45*			*3.0*
	Semester I Total	**225**			**15.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 122	Patient Care	30	15		2.5
DMS 125	Sonographic Physics and Instrumentation	90			6.0
DMS 152	Introduction to Sonographic Scanning and Instrumentation Lab		60		2.0
DMS 162	Abdominal and Small Parts Sonography I	45			3.0
	Semester II Total	**165**	**75**		**13.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 182	Abdominal and Small Parts Sonography II	90			6.0
DMS 183	Abdominal and Small Parts Sonography Lab		120		4.0
DMS 200	Vascular Imaging I	30			2.0
DMS 201	Vascular Imaging I Lab		60		2.0
	Semester III Total	**120**	**180**		**14.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 242	Vascular Imaging II	30			2.0
DMS 243	Vascular Imaging II Lab		60		2.0
DMS 255	Obstetric and Gynecology Sonography	90			6.0
DMS 256	Obstetric and Gynecology Sonography Lab		90		3.0
	Semester IV Total	**120**	**150**		**13.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 270	Clinical Practicum I			540	12.0
DMS 275	Sonography as a Profession	15			1.0
	Semester V Total	**15**		**540**	**13.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
DMS 280	Clinical Practicum II			540	12.0
DMS 285	Sonography Examination Review	30			2.0
	Semester VI Total	**30**		**540**	**14.0**
	Program Total	**675**	**405**	**1,080**	**82.5**

At a Glance

Program Type: Associate Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page.*

Semester Credits: 82.5

Program Length	Total
Program Hours	2,160
Program Weeks	90
Program Semesters (15 weeks per semester)	6

Campus Locations

AZ: Phoenix
TX: El Paso, Houston, San Antonio

Diagnostic Medical Sonography • Course Descriptions

Note: Hybrid delivery is offered only at El Paso and Phoenix campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

BIO 119 Anatomy and Physiology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces the structures and functions of systems within the human body, including integumentary, musculoskeletal, endocrine, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Course content addresses the roles of cellular, tissue, and organ structures within each system and within the human body as a whole.
Prerequisites: None

CCM 115 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of the concepts and components of communication. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, evaluating and synthesizing material from diverse cultural sources and points of view, and other topics are included.
Prerequisites: None

CLE 115 Medical Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides an overview of ethics and the law as they apply to medical professions and practice. Topics include scope of practice, legal issues, ethical considerations, patient rights, informed consent, standards of care, documentation and coding, and the use of best practices to prevent legal difficulties.
Prerequisites: None

CMT 100 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the development of a basic framework for the language of medicine. Students learn to create, analyze, and apply medical terms through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes.
Prerequisites: None

MTH 140 Math Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on the fundamentals of college algebra necessary for understanding mathematical concepts and performing measurements and calculations. Mathematical operations covered include fractions, decimals, algebraic equations, basic statistics, measurement, geometric concepts, and graphing functions.
Prerequisites: None

PHY 102 Physics
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course provides an overview of the fundamental concepts of physics. Topics include properties of matter, mechanics of measurement, force and motion, gravity, temperature and heat, sound waves, thermodynamics, electricity, and magnetism.
Prerequisites: None

Semester II

DMS 122 Patient Care
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces the provision of safe, high-quality patient care. Topics include communication skills, professional sonographer/patient interaction, patient rights, privacy, identification and assessment, patient preparation for various sonographic examinations, infection control, patient transfer and immobilization, and body mechanics and ergonomics. Also addressed are emergency situations and the provision of care for patients with special needs and patients with tubes and oxygen administration devices.
Prerequisites: Semester I courses

DMS 125 Sonographic Physics and Instrumentation
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
This course applies basic principles of physics within diagnostic medical ultrasound. Topics include basic acoustic principles, wave analysis, propagation of waves in tissue, physics of pulse-echo, image optimization, hemodynamics, Doppler imaging principles, and the instrumentation of the ultrasound unit. Course content also addresses issues of quality assurance, quality control, imaging artifacts, and patient/sonographer safety. This course prepares students for the ARDMS Sonography Principles and Instrumentation (SPI) exam.
Prerequisites: Semester I courses

DMS 152 Introduction to Sonographic Scanning and Instrumentation Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course introduces the operation of ultrasound instrumentation to ensure sonographic image optimization and provides opportunities to learn the operating console controls and the transducer. Also addressed are manipulation of 2-D gray scale, color Doppler, continuous-wave Doppler, and 2-D Doppler applications, equipment inspection and maintenance, quality control/quality assurance, infection control, and ergonomic considerations.
Prerequisites: Semester I courses

DMS 162 Abdominal and Small Parts Sonography I
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces sonographic scanning of organs and structures of the abdomen including limited abdominal vasculature, abdominal wall and peritoneal cavities, gastrointestinal tract, musculoskeletal structures, non-cardiac chest, breast, neck, infant hip, neonatal/infant head; neonatal/infant spine. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic appearance and findings, and sonographic scanning techniques and common protocols.
Prerequisites: Semester I courses

Semester III
DMS 182 Abdominal and Small Parts Sonography II
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
A continuation of DMS 162, this course introduces sonographic scanning of the major organs and structures of the abdomen including the liver, gallbladder/biliary system, pancreas, urinary system, adrenal gland, spleen, and the scrotum, prostate, and penis. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are ultrasound guided interventional procedures, ultrasound techniques for transplant organs, assessment of anatomic structures for trauma-related abnormalities, and assessment of postoperative anatomy.
Prerequisites: Semesters I and II courses

DMS 183 Abdominal and Small Parts Sonography Lab
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the major organs of the abdomen, abdominal wall, abdominal vasculature, noncardiac chest, extremity nonvascular structures, and superficial structures to include the breast, neck, testes, penis, prostate, scrotum, infant hip, neonatal/infant head, and neonatal/infant spine.
Prerequisites: Semesters I and II courses

DMS 200 Vascular Imaging I
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course introduces scanning of the arterial and venous systems with a focus on the vasculature of the major organs of the abdomen, and related hemodynamic considerations. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I and II courses

DMS 201 Vascular Imaging I Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the abdominal vasculature, including the carotid arteries. Also addressed are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I and II courses

Semester IV
DMS 242 Vascular Imaging II
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
A continuation of DMS 200, this course introduces scanning of the peripheral arterial and venous vasculature. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols. Also covered are the principles and techniques of spectral wave analysis, interpretation of color Doppler and power Doppler, complementary vascular imaging procedures, and emerging technologies.
Prerequisites: Semesters I, II, and III courses

DMS 243 Vascular Imaging II Lab
Total Course Hours: 60 (0 Theory, 60 Lab, 0 Extern) Semester Credits: 2.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the peripheral arterial and venous vasculature. Also addressed are the principles and techniques of 2-D Doppler, color Doppler, power Doppler, and waveform interpretation.
Prerequisites: Semesters I, II, and III courses

DMS 255 Obstetric and Gynecology Sonography
Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0
This course introduces scanning of the gynecologic and obstetric patient. Topics include anatomy, physiology, pathophysiology, exam indications, sonographic and Doppler appearance and findings, and sonographic scanning techniques and common protocols for the gravid and nongravid female. Also covered are fertilization, embryology, fetal biometry and measurements, and related interventional procedures.
Prerequisites: Semesters I, II, and III courses

DMS 256 Obstetric and Gynecology Sonography Lab
Total Course Hours: 90 (0 Theory, 90 Lab, 0 Extern) Semester Credits: 3.0
This course provides opportunities to learn proper scanning techniques, common protocols, interpretation of sonographic and Doppler findings, and recognizing normal anatomical variations and pathology of the gravid and nongravid female. Also addressed are the special concerns and protocols regarding sonographic and Doppler studies of the developing fetus, and related biometric measurements.
Prerequisites: Semesters I, II, and III courses

Semester V
DMS 270 Clinical Practicum I
Total Course Hours: 540 (0 Theory, 0 Lab, 540 Extern) Semester Credits: 12.0
This course provides clinical experience under direct supervision of qualified clinical staff. Students will develop clinical competence expertise in scanning through observing, assisting, and performing the full range of sonographer responsibilities. Student learning and competence will be determined in part through frequent critique and evaluation of the performance of required competencies.
Prerequisites: Semesters I, II, III, and IV courses

DMS 275 Sonography as a Profession
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course examines the role and responsibilities of a sonographer in achieving and maintaining professional credentials and advancing expertise. Students will review ethical and legal aspects of professional practice as a sonographer. Also addressed are the skills required to transition into the workforce.
Prerequisites: Semesters I, II, III, and IV courses

Semester VI
DMS 280 Clinical Practicum II
Total Course Hours: 540 (0 Theory, 0 Lab, 540 Extern) Semester Credits: 12.0
This course advances the student's clinical experience under direct supervision of qualified clinical staff. Students gain expertise in scanning through observing, assisting, and performing the full range of sonographer responsibilities. Student learning and competence will be determined in part through frequent critique and evaluation of the performance of required competencies. By the completion of the course, students are expected to demonstrate the clinical skills and competence required of an entry-level sonographer.
Prerequisites: Semesters I, II, III, IV, and V courses

DMS 285 Sonography Examination Review
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course is designed to prepare students for examination for certification by the American Registry of Diagnostic Medical Sonography (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT).
Prerequisites: Semesters I, II, III, IV, and V courses

Ophthalmic Medical Technician

Objective: To develop in students the personal traits and professional skills needed to perform as competent entry-level ophthalmic technicians. The program introduces students to skills necessary to perform preliminary vision and diagnostic testing prior to physician examination. Training includes surgical assisting, ultrasound, digital photography, and light-based imaging of the eye with scanning lasers.

Graduates of this program receive an Associate of Occupational Studies Degree and are eligible to apply to take the Certified Ophthalmic Technician® (COT) examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology® (JCAHPO).

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 108	*Anatomy and Physiology*	*60*			*4.0*
CLE 125	*Law and Ethics*	*30*			*2.0*
CSK 100	Study Skills	15			1.0
MTH 130	*Math Applications*	*15*			*1.0*
PSY 105	*Interpersonal Communications*	*30*			*2.0*
OPH 100	Ocular Anatomy and Physiology	45			3.0
OPH 114	Ocular Disease	60			4.0
	Semester I Total	**255**			**17.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 108	Refractometry	45	60		5.0
OPH 112	Basic Skills	30	60		4.0
OPH 115	Patient Services	30	30		3.0
	Semester II Total	**105**	**150**		**12.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 217	Contact Lenses	30	60		4.0
OPH 222	Administrative Procedures	15			1.0
OPH 214	Ocular Motility	30	30		3.0
OPH 216	Special Diagnostics	30	60		4.0
	Semester III Total	**105**	**150**		**12.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 223	Surgical Assisting	30	30		3.0
OPH 207	Pharmacology	30			2.0
OPH 210	Clinical Externship I			256	5.5
OPH 235	Optics and Advanced Refractometry	30			2.0
OPH 225	Ophthalmic Photography and Imaging	30	60		4.0
OPH 230	Echography and Light-Based Imaging	15	30		2.0
	Semester IV Total	**135**	**120**	**256**	**18.5**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
OPH 220	Clinical Externship II			640	14.0
	Semester V Total		**640**	**14.0**	**12**

Program Total	**600**	**420**	**896**	**73.5**

At a Glance

Program Type: Associate's Degree

Delivery Method: Hybrid*

*See "Note" on Course Descriptions page

Semester Credits: 73.5

Program Length	Total
Program Hours	1,916
Program Weeks	80
Program Semesters (16 weeks per semester)	5

Campus Locations

CO: Denver

Ophthalmic Medical Technician • Course Descriptions

Note: Refer to the Prospective Student Handout at the campus for course-specific delivery method in this hybrid program.

Semester I

BIO 108 Anatomy and Physiology
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course focuses on the fundamentals of human anatomy and physiology and medical terminology. Subjects include the organization of the body, anatomy and physiology of cells and tissues, and the structures and functions of the following systems: cardiovascular, respiratory, endocrine, nervous, integumentary, musculoskeletal, lymphatic, digestive, urinary, and reproductive. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

CLE 125 Law and Ethics
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
Instruction provides an overview of basic legal and ethical principles and practices as related to medical professions. Topics include ethical considerations, legal issues, medical documentation, medical negligence, and the workplace.
Prerequisites: None

CSK 100 Study Skills
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides students an opportunity to learn and adopt methods to promote success in school, work, and life. Topics include strategies to help students develop and improve their skills in time and stress management, reading comprehension and memorization, listening and note taking, and test preparation.
Prerequisites: None

MTH 130 Math Applications
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course provides a review of math operations, skills, and computations that are used in performing optics calculations. Knowledge gained in this course will prepare the student for more complex theoretical and practical applications in subsequent technical courses.
Prerequisites: None

PSY 105 Interpersonal Communications
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course begins to explore the psychological nature of humans and their interactions and provides students with an introduction to interpersonal communications. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for interfacing with the social environment. Topics include but are not limited to adaptation, communication, group processes, and the impact of health on behavior. Communication concepts and critical thinking processes are introduced that can be used to influence professional behavior and improve relationships between caregivers, those they care for, and their families.
Prerequisites: None

OPH 100 Ocular Anatomy and Physiology
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
Instruction on anatomy and physiology of the visual sensory organs and related structures.
Prerequisites: None

OPH 114 Ocular Disease
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
Instruction on pathologic conditions affecting the visual sensory organs and related structures, including signs, symptoms, and treatment of common ocular disorders. The course addresses systemic diseases and their impact on the eye and on vision, and implications for treatment.
Prerequisites: None

Semester II

OPH 108 Refractometry
Total Course Hours: 105 (45 Theory, 60 Lab, 0 Extern) Semester Credits: 5.0
This course provides students with instruction in optical properties of the human eye, the interaction of light and lenses, and the laws governing optics. Methods will be taught to subjectively and objectively measure the refractive status of the eye.
Prerequisites: OPH 100 Ocular Anatomy and Physiology and OPH 114 Ocular Disease

OPH 112 Basic Skills
Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0
This lecture and laboratory class presents basic eye exam procedures and techniques. Students are instructed in how to obtain a complete ocular and medical history and perform visual acuity assessments. Students will learn to perform the basic eye exam including ancillary testing. Students apply concepts related to the basic nature of light and the refractive condition of the eye.
Prerequisites: OPH 100 Ocular Anatomy and Physiology and OPH 114 Ocular Disease

OPH 115 Patient Services
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
Instruction covers basic spectacle principles, the performance and documentation of lensometry, administration of ophthalmic medications, and other patient services. Students will be introduced to types of ophthalmic equipment and its maintenance.
Prerequisites: OPH 100 Ocular Anatomy and Physiology and OPH 114 Ocular Disease

Semester III

OPH 217 Contact Lenses

Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0

Instruction covers the basic concepts of contact lenses. Included are techniques for fitting and evaluation of various kinds of contact lenses. Students learn how to instruct patients in insertion, removal, and care of contact lenses. Students will learn keratometry and corneal topography and their application to contact lens fitting.

Prerequisites: Semesters I and II OPH-designated courses

OPH 222 Administrative Procedures

Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0

This course introduces the student to administrative procedures in practice and prepares them for contributing to the successful functioning of a clinic. Students will review the components of the various types of exams and related documentation. Also included is a focus on professional communication with patients and other health professionals. The application of critical thinking skills and self-reflective practices, and the role of continued professional development, will be stressed.

Prerequisites: Semesters I and II OPH-designated courses

OPH 214 Ocular Motility

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

This lecture and laboratory class presents the fundamentals of ocular muscle balance and muscle interaction including current techniques for extraocular muscle evaluation.

Prerequisites: Semesters I and II OPH-designated courses

OPH 216 Special Diagnostics

Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0

Instruction covers the fundamental techniques of visual field testing, slit lamp external examination of the anterior segment of the eye, measurement of intraocular pressure, scanning laser ophthalmic diagnostic imaging, and special procedures.

Prerequisites: Semesters I and II OPH-designated courses

Semester IV

OPH 223 Surgical Assisting

Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0

This course covers infection control, disinfection, sanitization, and sterilization methods and procedures. Students learn sterile technique and assisting methods for office and operating room surgical procedures.

Prerequisites: Semesters I, II, and III courses

OPH 207 Pharmacology

Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

Students are instructed on the use and effects of ophthalmic pharmacologic agents. Included are topical, oral, and injected medications, as well as those used in intraocular surgery. Instruction also examines the impact and interactions of other prescription medications, over-the-counter medications, supplements, and herbal agents.

Prerequisites: Semesters I, II, and III courses

OPH 210 Clinical Externship I

Total Course Hours: 256 (0 Theory, 0 Lab, 256 Extern) Semester Credits: 5.5

Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.

Prerequisites: Semesters I, II, and III courses

OPH 235 Optics and Advanced Refractometry

Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0

Instruction includes the optical properties of the human eye, lenses, the interaction of light, and the laws governing optics. Also addressed are the principles and challenges of advanced refractometry.

Prerequisites: Semesters I, II, and III courses

OPH 225 Ophthalmic Photography and Imaging

Total Course Hours: 90 (30 Theory, 60 Lab, 0 Extern) Semester Credits: 4.0

This lecture and laboratory course covers the fundamentals of ophthalmic photography including specific instruction in anterior and posterior segment digital photography and imaging as well as digital stereo photography. Included are essentials for fluorescein angiography, indocyanine green angiography, and scanning laser imaging.

Prerequisites: Semesters I, II, and III courses

OPH 230 Echography and Light-Based Imaging

Total Course Hours: 45 (15 Theory, 30 Lab, 0 Extern) Semester Credits: 2.0

Instruction on ultrasonic techniques and light-based imaging used to measure corneal thickness and length of eye and to view pathology within the eye. Students will gain an understanding of intraocular lens calculation and selection.

Prerequisites: Semesters I, II, and III courses

Semester V

OPH 220 Clinical Externship II

Total Course Hours: 640 (0 Theory, 0 Lab, 640 Extern) Semester Credits: 14.0

Assignment to a physician's office or clinic to obtain practical experience to reinforce subject matter and skills learned in the classroom.

Prerequisites: Semesters I, II, III, and IV courses

Physical Therapist Assistant

Objective: To develop in students the intrapersonal and professional skills needed to perform as competent entry-level physical therapy assistants through didactic instruction, hands-on laboratory practice, and clinical experiences. The curriculum prepares students to become integral members of the physical therapy health care team under the direction and supervision of a licensed physical therapist. Curriculum content addresses anatomy and physiology, kinesiology, diseases and conditions, medical terminology, physical therapy interventions, data collection skills, treatment plans, administrative procedures, and ethics and laws governing the practice of physical therapy.

Graduates of this program at the Houston campus receive an Associate of Applied Science Degree, while graduates at other PMI campuses receive an Occupational Associate Degree. All graduates are eligible to apply to take the National Physical Therapy Examination for Physical Therapist Assistants (NPTE-PTA), which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required. Refer to the program specific Prospective Student Handout for more information.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
CMT 100	*Medical Terminology*	*15*			*1.0*
BIO 100	*Anatomy and Physiology I*	*45*	*30*		*4.0*
PTA 110	Introduction to Physical Therapy	30	15		2.5
MTH 100	*Math and Physics Applications*	*45*			*3.0*
CCM 135	*Communications for the Health Professions*	*45*			*3.0*
CLE 120	*Law and Ethics*	*15*			*1.0*
	Semester I Total	**195**	**45**		**14.5**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
HST 205	*Nevada History and US Constitution**	*45*			*3.0**
PTA 103	PTA Techniques	30	45		3.5
BIO 109	*Anatomy and Physiology II*	*45*	*15*		*3.5*
PTA 104	Fundamentals of Disease	45			3.0
PTA 105	Growth and Development	45			3.0
PTA 120	Introduction to Kinesiology	15			1.0
	Semester II Total	**225**	**60**		**17.0**

*Represents the Las Vegas Campus.

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 200	Kinesiology	30	45		3.5
PTA 201	Rehabilitation I	30	30		3.0
PTA 205	Therapeutic Exercise I	45	30		4.0
PTA 210	Clinical Practicum I			80	1.5
	Semester III Total	**105**	**105**	**80**	**12.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 207	Therapeutic Exercise II	30	30		3.0
PTA 202	Rehabilitation II	38	30		3.5
PTA 211	Clinical Practicum II			280	6.0
	Semester IV Total	**68**	**60**	**280**	**12.5**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
PTA 204	Administrative Procedures	30			2.0
PTA 208	Special Topics	45	21		3.5
PTA 209	PTA Seminar	32			2.0
PTA 212	Clinical Practicum III			280	6.0
	Semester V Total	**107**	**21**	**280**	**13.5**
	Program Total	**655**	**291**	**640**	**66.5**
	Las Vegas Program Total	**700**	**291**	**640**	**69.5**

At a Glance

Program Type: Associate Degree

Delivery Method: On-ground or hybrid*

**See "Note" on Course Descriptions page*

Semester Credits: 66.5
(69.5 Las Vegas; program includes HST 205 Nevada History and US Constitution, which is 3.0 credits)

Program Length	Total
Program Hours	1,586 1,631*
Program Weeks	75
Program Semesters (15 weeks per semester)	5

*Las Vegas Campus

Campus Locations

AZ: Mesa, Tucson
CA: San Marcos
CO: Denver
NV: Las Vegas
NM: Albuquerque
TX: Houston
WA: Seattle

Physical Therapist Assistant • Course Descriptions

Note: Hybrid delivery is offered only at Houston, Las Vegas, and Seattle campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

CMT 100 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
The course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
Prerequisites: None

BIO 100 Anatomy and Physiology I
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course is the first of two basic anatomy and physiology courses in the program that are designed to introduce students to the key components of the human body and prepare them for more complex discussions that occur in the technical courses. Topics address the organizational levels and chemical processes within the body, including structural components of cells, tissues, blood, skin, and articulations. Through lecture and hands-on laboratory activities, students begin to examine the body as an integrated and dynamic structure with an emphasis on the skeletal and muscular systems and anatomical structure identification.
Prerequisites: None

PTA 110 Introduction to Physical Therapy
Total Course Hours: 45 (30 Theory, 15 Lab, 0 Extern) Semester Credits: 2.5
This course introduces students to the physical therapy profession from its early development to its present-day complexities. Course material emphasizes the role of the physical therapist assistant, general state-practice acts, scope of practice, types of practice settings, patient interactions, professional organizations, and the importance of lifelong professional growth and development. Lab topics address a range of basic patient care skills including infection control and patient positioning and draping.
Prerequisites: None

MTH 100 Math and Physics Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course covers the general math and physics applications needed to succeed as a physical therapist assistant. Topics include basic math operations, solving linear equations, graphing, and principles of mechanics, thermodynamics, sound, light, liquids, and electricity.
Prerequisites: None

CCM 135 Communications for the Health Professions
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course addresses the application of fundamental oral, written, and electronic communication theory and practice for health care practitioners. Verbal and nonverbal communication, technical and professional writing, speaking and listening critically, and evaluating and synthesizing material from diverse cultural sources and points of view are included. Also addressed are special considerations regarding documentation, electronic communication of medical information, the use and misuse of social media, consideration of context, situation, and audience factors such as health literacy, cultural diversity, and roles.
Prerequisites: None

CLE 120 Law and Ethics
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course addresses legal and ethical principles and practices in the workplace, particularly in health care settings. Topics include the laws that govern and limit professional scopes of practice, codes of ethics, ethical and legal issues, federal and state regulations, and medical negligence.
Prerequisites: None

Semester II

HST 205 Nevada History and US Constitution (Las Vegas Campus Only)
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
A survey of the history of the state of Nevada with focus on mining, gaming, government and recent developments in population expansion. The course will review the Nevada State Constitution and legal ramifications. The essentials of the US Constitution will also be examined. The course is designed to meet Nevada History/US Constitution associate degree requirements.
Prerequisites: Semester I courses

PTA 103 PTA Techniques
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5
This lecture and laboratory course addresses the basic principles of, physiological responses to, and safe and effective application of thermal agents, electromagnetic radiation, ultrasound, soft tissue mobilization, hydrotherapy, electrical stimulation, traction, and compression.
Prerequisites: Semester I courses

BIO 109 Anatomy and Physiology II
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course is the second of the two anatomy and physiology courses in the program with an emphasis on the knowledge students will need to apply in their technical courses. Content addresses additional body systems, including cardiovascular, nervous, lymphatic, immune, reproductive, respiratory, digestive, urinary, endocrine, and special senses. Students participate in laboratory activities to identify internal organ structures, locate pulse points, and test reflexes and cranial nerves.
Prerequisites: Semester I courses

Physical Therapist Assistant • Course Descriptions

PTA 104 Fundamentals of Disease
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This class presents basic information about common medical conditions. Diseases of the cardiovascular, respiratory, nervous, endocrine, integumentary, immune, lymphatic, sensory, musculoskeletal, urogenital, and gastrointestinal systems are covered. Emphasis is placed on those conditions that could potentially affect the mobility of the person or the outcome of physical therapy treatment. Consideration is given to the diagnosis, treatment, and prognosis for various diseases. Through the study of specific diseases, the student will become familiar with doing research, reading professional literature, and using critical thinking in relation to how disease affects physical therapy treatments.
Prerequisites: Semester I courses

PTA 105 Growth and Development
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This class explores several theories that examine the relationship of structure and function with the development of movement skills throughout the life span. Students will also study changes that occur to major body systems during various phases of growth and development and how these changes affect health and wellness.
Prerequisites: Semester I courses

PTA 120 Introduction to Kinesiology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course introduces students to the principles of kinesiology with an emphasis on biomechanical function and movement patterns, including osteokinematics, arthrokinematics, normal gait cycle, and optimal posture.
Prerequisites: Semester I courses

Semester III
PTA 200 Kinesiology
Total Course Hours: 75 (30 Theory, 45 Lab, 0 Extern) Semester Credits: 3.5
This course broadens prior knowledge of kinesiology principles with an emphasis on biomechanical function. Students apply concepts of resistance, forces, and positioning to specific muscles and movement patterns by studying anatomical models of joints and muscles and other visual aids to enhance understanding of anatomy and movement. Lab activities focus on skills development and provide a range of competency-based practice opportunities along with analysis of gait and normal and abnormal biomechanical movement patterns.
Prerequisites: Semesters I and II courses

PTA 201 Rehabilitation I
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course addresses basic rehabilitation procedures and techniques. Students participate in hands-on activities to develop and practice skills in bed mobility and transfer techniques, general safety and infection control procedures, basic wheelchair management, gait training with ambulation aids, and measurement of vital signs.
Prerequisites: Semesters I and II courses

PTA 205 Therapeutic Exercise I
Total Course Hours: 75 (45 Theory, 30 Lab, 0 Extern) Semester Credits: 4.0
This course explores the theoretical foundations for therapeutic exercise. Content addresses clinical indications for exercise as well as the basic principles of and physiological responses to therapeutic exercise protocols. Topics emphasized include special exercise considerations for the lower extremities and lumbopelvic regions.
Prerequisites: Semesters I and II courses

PTA 210 Clinical Practicum I
Total Course Hours: 80 (0 Theory, 0 Lab, 80 Extern) Semester Credits: 1.5
This course provides the student with an opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed physical therapist or licensed/certified physical therapist assistant. This practicum consists of two weeks of full-time (40 hours/week) clinical time.
Prerequisites: Semesters I and II courses

Semester IV
PTA 207 Therapeutic Exercise II
Total Course Hours: 60 (30 Theory, 30 Lab, 0 Extern) Semester Credits: 3.0
This course continues the presentation of theoretical foundations for therapeutic exercise, including basic principles of and physiological responses to exercise. Topics emphasized include clinical indications for therapeutic exercise involving the shoulder girdle, upper extremity, and cervical/thoracic regions as well as the cardiopulmonary system.
Prerequisites: Semesters I, II, and III courses

PTA 202 Rehabilitation II
Total Course Hours: 68 (38 Theory, 30 Lab, 0 Extern) Semester Credits: 3.5
This course explores the field of physical medicine and rehabilitation with a focus on the adult neurological patient. Content progresses from an overview of neurological assessment and treatment to the more common clinical syndromes related to motor and postural control. Students participate in hands-on activities to develop and practice relevant skills for this patient population.
Prerequisites: Semesters I, II, and III courses

Physical Therapist Assistant • Course Descriptions

PTA 211 Clinical Practicum II
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
This course is a continuation of Clinical Practicum I and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed physical therapist or licensed/certified physical therapist assistant. This practicum consists of seven weeks of full time (40 hours/week) clinical time.
Prerequisites: Semesters I, II, and III courses

Semester V
PTA 204 Administrative Procedures
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course examines the components included in the administration of the physical therapy practice. Topics include physical therapy practice, medical records, ethics, law, delegation and supervision, health insurance, and preparation for the workplace.
Prerequisites: Semesters I, II, III, and IV courses

PTA 208 Special Topics
Total Course Hours: 66 (45 Theory, 21 Lab, 0 Extern) Semester Credits: 3.5
This course presents the theoretical foundations for treatment of some of the more specialized patient populations/diagnoses seen in the physical therapy clinic. Topics include indications for physical therapy interventions as well as the basic principles of and physiological responses to therapeutic exercise protocols, with an emphasis on particular exercises and functional training considerations for these populations.
Prerequisites: Semesters I, II, III, and IV courses

PTA 209 PTA Seminar
Total Course Hours: 32 (32 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course provides a comprehensive review of technical coursework and prepares the student for transition into the workforce as an entry-level physical therapist assistant. Through development of personal comprehensive study plans and participating in mock exams and other activities, students prepare to take the National Physical Therapist Examination (for physical therapist assistants). Students examine employment opportunities and review policies and procedures for applying for state licensure in their current location and in target employment markets.
Prerequisites: Semesters I, II, III, and IV courses

PTA 212 Clinical Practicum III
Total Course Hours: 280 (0 Theory, 0 Lab, 280 Extern) Semester Credits: 6.0
This course is a continuation of Clinical Practicum II and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed physical therapist or licensed/certified physical therapist assistant. This practicum consists of seven weeks of full time (40 hours/week) clinical time.
Prerequisites: Semesters I, II, III, and IV courses

I've always been interested in sports and even considered becoming an orthopedic surgeon, but having kids at a young age derailed my plan. I decided it was time to pursue a career that I could take with me as the military moved our family. I found PMI and discovered they were launching a brand new Physical Therapist Assistant program. I knew immediately this was for me. I really enjoyed interacting with my classmates; they became like family. My instructors were great and extremely knowledgeable!

After graduation, the military moved us to Colorado Springs. I took my boards and ended up achieving a perfect score on my exam! I absolutely love my job and I have great coworkers and mentors. I truly owe it all to the experience PMI provided me.

The physical therapists I work under are committed to the betterment of our profession and supported me in my decision to get my bachelor's degree. I enrolled in PMI's Online Bachelor of Science in Physical Therapist Assistant Program. I appreciated that my classmates and I were able to tailor our online experience to fit our day-to-day jobs and other life commitments. I had a wonderful experience at PMI and have nothing but good things to say about both programs.

Marri Mattson
Associate Degree, Physical Therapist Assistant Program, Las Vegas Campus
Bachelor Degree, Physical Therapist Assistant Program, Online Education

Surgical Technology

Objective: To prepare competent, entry-level surgical technologists with curriculum that addresses the three learning domains: cognitive (knowledge), psychomotor (hands-on skills), and affective (professional behavior and conduct). Students develop the skills required to become an integral member of the surgical team, which includes surgeons, anesthesiologists, registered nurses, and other personnel who deliver patient care before, during, and after surgery.

Graduates of this program receive an Associate of Applied Science Degree. Students who successfully complete the program are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) examination for certification. Students must attempt this examination prior to graduating from the program; if the exam is postponed for any reason, it could result in a delayed graduation date.

Admissions Requirements: In addition to the Admissions requirements listed in the Prospective Students section of this catalog, an interview with the program director and/or faculty is required.

At a Glance

Program Type: Associate's Degree

Delivery Method: On-ground or hybrid*
**See "Note" on Course Descriptions page*

Semester Credits: 70.0

Program Length	Total
Program Hours	1,572
Program Weeks	75
Program Semesters (15 weeks per semester)	5

Campus Locations

AZ: Phoenix, Tucson
CA: Chula Vista
CO: Denver
WA: Seattle

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 122	*Anatomy and Physiology I*	*45*	*15*		*3.5*
CMT 121	*Medical Terminology*	*15*			*1.0*
CCM 141	*Communications*	*45*			*3.0*
MTH 131	*Math Applications*	*45*			*3.0*
SUR 121	Introduction to Surgical Technology	30			2.0
	Semester I Total	**180**	**15**		**12.5**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
BIO 132	*Anatomy and Physiology II*	*45*	*15*		*3.5*
BIO 141	*Microbiology*	*45*	*15*		*3.5*
SUR 131	Surgical Patient Care	45			3.0
SUR 141	Principles of Surgical Technology	60			4.0
SUR 155	Surgical Lab I		75		2.5
	Semester II Total	**195**	**105**		**16.5**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 201	Surgical Pharmacology and Anesthesia	45			3.0
SUR 211	Endoscopic Principles and Procedures	60			4.0
SUR 221	Basic Surgical Procedures	60			4.0
SUR 225	Surgical Lab II		120		4.0
	Semester III Total	**165**	**120**		**15.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 231	Advanced Surgical Procedures	60			4.0
SUR 241	Clinical Preparation	15			1.0
SUR 245	Professional Development	45			3.0
SUR 255	Surgical Lab III		120		4.0
	Semester IV Total	**120**	**120**		**12.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Extern**	**Credits**
SUR 265	Certification Preparation	48			3.0
SUR 275	Clinical Practicum			504	11.0
	Semester V Total	**48**		**504**	**14.0**

	Program Total	**708**	**360**	**504**	**70.0**

Surgical Technology • Course Descriptions

Note: Hybrid delivery is offered only at Chula Vista, Denver, Seattle, and Tucson campuses. Refer to the Prospective Student Handout at these campuses for course-specific delivery methods in these hybrid programs.

Semester I

BIO 122 Anatomy and Physiology I
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course is designed to provide a comprehensive foundation of the basic structure and function of the human body. Terminology related to body structures and function is introduced. Body organization, chemistry, cell structure, and tissues are reviewed. Systems covered include the integumentary, skeletal, muscular, nervous, and endocrine. The course also incorporates the interrelationships between the structures and systems, as well as the common illnesses and conditions associated with each system.
Prerequisites: None

CMT 131 Medical Terminology
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course focuses on the development of a basic framework for the language of medicine. Through memorization and practice in spelling and pronunciation of medical roots, suffixes, and prefixes, students learn to create, analyze, and apply medical terms.
Prerequisites: None

CCM 141 Communications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course addresses a wide range of communication skills. Students will apply accepted communication conventions while considering context, situation, the influence of nonverbal actions, and audience factors such as diversity and roles.
Prerequisites: None

MTH 131 Mathematics Applications
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course presents calculation, conversion, and computation of fractions, decimals, percentages, measurements, ratios, and proportions.
Prerequisites: None

SUR 121 Introduction to Surgical Technology
Total Course Hours: 30 (30 Theory, 0 Lab, 0 Extern) Semester Credits: 2.0
This course is an introduction to the field of surgical technology. The history of the profession along with the roles and responsibilities of a surgical technologist are covered. The course content also includes foundational knowledge regarding the organizational, physical, and safety aspects of both hospitals and surgical suites. Legal and ethical issues are discussed.
Prerequisites: None

Semester II

BIO 132 Anatomy and Physiology II
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
A continuation of BIO 122, this course is designed to provide a comprehensive foundation to the basic structure and function of the cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems. The course also incorporates the interrelationships between the structures and systems, as well as the common illnesses and conditions associated with each system.
Prerequisites: Semester I courses

BIO 141 Microbiology
Total Course Hours: 60 (45 Theory, 15 Lab, 0 Extern) Semester Credits: 3.5
This course presents the basics of microbiology. The course content focuses on microorganisms, pathogens, and disease transmission and prevention.
Prerequisites: Semester I courses

SUR 131 Surgical Patient Care
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course focuses on the physical and psychosocial aspects of the surgical patient. Topics include transporting, transferring, positioning patients, vital signs, skin preparation, urinary catheterization, open gloving, and draping, as well as decontamination, sterilization, and disinfection.
Prerequisites: Semester I courses

SUR 141 Principles of Surgical Technology
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course focuses on the responsibilities of a surgical technologist in the pre-, post-, and intraoperative phases of surgery. Emphasis is placed on ensuring patient safety through proper scrubbing, gowning, and gloving. Other topics covered include surgical instrumentation, wounds, wound healing, suture material, and stapling devices.
Prerequisites: Semester I courses

SUR 155 Surgical Lab I
Total Course Hours: 75 (0 Theory, 75 Lab, 0 Extern) Semester Credits: 2.5
This course provides opportunities to practice and refine skills in the pre-, intra-, and post-operative settings. Skills addressed include transporting, transferring, and positioning patients, performing vital signs, hand wash, surgical scrub, donning and doffing PPE, gowning and gloving self, gowning and gloving a team member, open gloving, draping, skin preparation, urinary catheterization, decontamination and sterilization procedures, disinfection, and room preparation and turnover. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semester I courses

Semester III
SUR 201 Surgical Pharmacology and Anesthesia
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course introduces surgical pharmacology and anesthesia. Medications commonly used in surgery and the procedures for properly identifying, handling, preparing, and storing them are emphasized. Anesthetic agents and equipment, and induction, are also introduced.
Prerequisites: Semesters I and II courses

SUR 211 Endoscopic Principles and Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course explores endoscopic, minimally invasive, and robotic surgery. Other topics include the preparation, maintenance, required cleaning, and surgical procedures appropriate for each type of endoscope and the use of electrosurgery. The use of computers, lasers, robotics, and interventional radiology in the surgical setting is introduced.
Prerequisites: Semesters I and II courses

SUR 221 Basic Surgical Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course covers the basic surgical procedures used in the several areas of surgery, including general, obstetrics and gynecology, genitourinary, plastic and reconstructive, ophthalmic, ENT, and oral and maxillofacial. Topics addressed for each surgical specialty include related anatomy and terminology, common surgical procedures, pathophysiology, appropriate instrumentation, supplies, anesthesia method, patient positioning, prepping and draping, incision, basic procedural steps, complications, special medications, and specimen handling.
Prerequisites: Semesters I and II courses

SUR 255 Surgical Lab II
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of Surgical Lab I and provides opportunities to practice and refine skills in the pre-, intra-, and post-operative setting for basic surgical procedures. Skills addressed include proper handling of sharps and medications as well as patient positioning, prepping and draping, incision, basic procedural steps and room preparation and turnover for general, OB/GYN, GU, ophthalmic, ENT, oral-maxillofacial, and plastic and reconstructive procedures. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semesters I and II courses

Semester IV
SUR 231 Advanced Surgical Procedures
Total Course Hours: 60 (60 Theory, 0 Lab, 0 Extern) Semester Credits: 4.0
This course covers advanced surgical procedures used in several areas of surgery, including orthopedic, peripheral vascular, thoracic and pulmonary, cardiac, neurosurgery, pediatric, and emergency trauma. Topics addressed for each surgical specialty include related anatomy and terminology, common surgical procedures, pathophysiology, appropriate instrumentation, supplies, anesthesia method, patient positioning, prepping and draping, incision, basic procedural steps, complications, special medications, and specimen handling.
Prerequisites: Semesters I, II, and III courses

SUR 241 Clinical Preparation
Total Course Hours: 15 (15 Theory, 0 Lab, 0 Extern) Semester Credits: 1.0
This course acts as a bridge from the didactic to the clinical portion of the program.
Prerequisites: Semesters I, II, and III courses

SUR 245 Professional Development
Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0
This course covers the skills required to transition into the workforce as an entry-level surgical technologist. Topics include goal setting, assertiveness, time management, decision-making, résumé writing, portfolio preparation, and employment skills.
Prerequisites: Semesters I, II, and III courses

SUR 255 Surgical Lab III
Total Course Hours: 120 (0 Theory, 120 Lab, 0 Extern) Semester Credits: 4.0
This course is a continuation of Surgical Lab II and provides opportunities to practice and refine skills in the pre-, intra-, and post-operative settings for advanced surgical procedures. Skills addressed include patient positioning, prepping and draping, incision, basic procedural steps and room preparation and turnover for orthopedic, peripheral vascular, thoracic and pulmonary, cardiovascular, neurosurgical, pediatric, and common trauma surgical procedures. Case preparation and surgical case management utilizing the principles of aseptic technique are also demonstrated and practiced.
Prerequisites: Semesters I, II, and III courses

Semester V

SUR 265 Certification Preparation

Total Course Hours: 48 (48 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course is designed to prepare the student for the NBSTSA certification examination. A comprehensive review of the technical coursework, mock examinations, and test-taking strategies are covered.

Prerequisites: Semesters I, II, III, and IV courses

SUR 275 Clinical Practicum

Total Course Hours: 504 (0 Theory, 0 Lab, 504 Extern) Semester Credits: 11.0

This course provides students with the opportunity to apply learned theories and skills in a clinical setting. Under the supervision of a preceptor, students participate in the intraoperative stage of surgery and perform preoperative and postoperative duties. Course requirements include maintaining case records of participation in surgical procedures for documentation of the minimum 120 surgical procedures necessary for successful program completion. Upon completion of the term, entry-level proficiency in general surgery and specialty services is required.

Prerequisites: Semesters I, II, III, and IV courses

Master of Science (MS) in Organizational Leadership

Health Care Administration (HCA) Specialization

Objective: The Master of Science in Organizational Leadership prepares graduate students to lead diverse organizations amidst a rapidly changing global landscape. In-depth examination of traditional and contemporary theories, coupled with research on communication, organizational behavior, and managing change, provides the framework for building advanced leadership skills. Students will cultivate a personal leadership approach that inspires diverse teams to work together and effect positive change for the diverse communities in which they serve and operate. The curriculum is designed to equip students with practical and analytical tools to successfully lead organizations through today's organizational challenges. Graduates of this program receive a Master of Science Degree.

HCA Specialization: The Master of Science in Organizational Leadership, Health Care Administration Specialization, will prepare students with the leadership skills necessary to work in health care administration. Leaders in the health care field have unique challenges inherit to a multidisciplinary environment that is often changing. Students will gain an in-depth understanding of strategic management processes, problem-solving through quality improvement strategies, financial management, and policies and processes surrounding health care administration.

Admissions Requirements: Applicants to this degree program must have graduated with a minimum of a baccalaureate degree from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) earning a 2.75 GPA or greater. For applicants with previous graduate level credits, see additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
HCA 570	Emerging Issues in Health Administration	45			3.0
	Sequence I Total	**90**			**6.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 630	Health Care Finance	45			3.0
HCA 655	Strategic Management of Patient-Centered Networks	45			3.0
	Sequence I Total	**90**			**6.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
HCA 640	Leading Quality Improvement in Health Care	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**
	Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

Prerequisites: None

LDR 515 Leadership Theory and Practice

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course is designed to deepen student understanding of leadership research, theories, and practices through critical analysis and application. Content examines the process of leadership and the leadership characteristics and skills necessary for guiding organizations. Organizational theory, strategic thinking, decision-making, organizational culture, and change in the context of leadership will be emphasized.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester II

LDR 518 Strategic Communication

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides analytical approaches for communication in organizational contexts. Content will explore communication processes in multiple contexts and support the ability to adapt communication to meet the needs of various internal and external stakeholders. Communicating in a leadership role will be the primary focus.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 525 Evidence-Based Management

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Evidence-based management is important in developing skills in using best available evidence for effective planning and decision-making as a leader. This course covers the foundations and evolution of evidence-based thinking in management at the executive leader level. The process of gathering, evaluating, and applying evidence to support decision-making in organizations will be emphasized. Field-based examples will be used to illustrate how leaders critically analyze available research and data in organizational decisions and processes.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester III

LDR 555 Leading Diverse Teams

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

A large part of organizational leadership takes place in groups. This course focuses on exploring group dynamics and fostering an environment of collaboration, interdisciplinary action, and productive teamwork. Topics include relational leadership, developing and facilitating teams, influencing groups, and leveraging diversity to promote organizational effectiveness.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 644 Leadership Ethics and Social Responsibility

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course deepens student understanding of the broader social environment in which organizations operate as well as the ethical and legal responsibilities that leaders owe to a variety of stakeholders. Content includes organizational social responsibility to understand and apply ethics from social, economic, and environmental perspectives.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester IV

LDR 610 Leading Change and Innovation

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course focuses on leadership practices in change management theory and the methods by which leaders effect change within organizations. Content includes strategies for managing change cycles, developing proactive change initiatives, and generating support for innovative organizational change.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

HCA 570 Emerging Issues in Health Administration

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Health care leadership requires a broad understanding of the complex challenges facing health care organizations today. This course explores current and emerging issues related to policy and political climate, population/disease demographics, reimbursement, workforce, technology, and health disparities that influence decisions made about delivering health care services. Learners will personalize issues at local, regional, and national levels by assessing the impact those issues may have on their own real-world health care role and future leadership roles.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester V

HCA 630 Health Care Finance

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course covers both the financial management challenges and best practice solutions in maintaining viability of health organizations. The focus is on financial analysis to direct strategic financial planning and decision-making. Emphasis is placed on the administrator's ability to translate financial information to stakeholders in health organizations.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

HCA 655 Strategic Management of Patient-Centered Networks

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course explores the logic, structure, and best practices for patient-centered strategic management in health care. Content includes a systematic approach to formulating, implementing, and analyzing strategic initiatives to assist health care organizations in achieving better performance while meeting the needs of their patient consumers.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester VI

HCA 640 Leading Quality Improvement in Health Care

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Leading quality improvement in health care addresses the broad area of risk management, covering key areas of patient safety, governance, and organization risks. Key statutes, standards and regulations that govern health care quality are discussed. This course explores basic claims administration, risk financing, and insurance principles and coverage. Topics include activities in organizational risk assessment, continuous quality improvement, and interpreting key occupational and safety issues.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 690 Professional Capstone

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides an opportunity for students to synthesize theoretical knowledge, practical skills, and current research into a culminating capstone project. The project will address a complex problem, challenge, or issue related to the field of study and propose an innovative solution or practice, with emphasis on action-based leadership. Additional emphasis is placed upon the creation of a professional portfolio to highlight skills and achievements in the respective academic discipline.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Master of Science (MS) in Organizational Leadership

Public Health Administration (PHA) Specialization

Objective: The Master of Science in Organizational Leadership prepares graduate students to lead diverse organizations amidst a rapidly changing global landscape. In-depth examination of traditional and contemporary theories, coupled with research on communication, organizational behavior, and managing change, provides the framework for building advanced leadership skills. Students will cultivate a personal leadership approach that inspires diverse teams to work together and effect positive change for the diverse communities in which they serve and operate. The curriculum is designed to equip students with practical and analytical tools to successfully lead organizations through today's organizational challenges. Graduates of this program receive a Master of Science Degree.

PHA Specialization: The Master of Science in Organizational Leadership, Public Health Administration Specialization, will prepare students with the leadership skills necessary to work in the public health setting. Leaders in public health promote and protect the health of populations and communities through prevention, action, and education of people and organizations concerning health initiatives. Students will be prepared as professionals in public health leadership roles to understand and analyze the health care data of various demographic groups, determine which socioeconomic factors may be contributing to health outcomes, and recognize how to address the needs of communities.

Admission Requirements: Applicants to this degree program must have graduated with a minimum of a baccalaureate degree from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) earning a 2.75 GPA or greater. For applicants with previous graduate level credits, see additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

Semester I					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
GRD 501	Introduction to Graduate Writing and Critical Analysis	45			3.0
LDR 515	Leadership Theory and Practice	45			3.0
	Sequence I Total	**90**			**6.0**

Semester II					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR518	Strategic Communication	45			3.0
LDR 525	Evidence-Based Management	45			3.0
	Sequence I Total	**90**			**6.0**

Semester III					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 555	Leading Diverse Teams	45			3.0
LDR 644	Leadership Ethics and Social Responsibility	45			3.0
	Sequence I Total	**90**			**6.0**

Semester IV					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
LDR 610	Leading Change and Innovation	45			3.0
PHA 605	Foundations in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**

Semester V					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 630	Health Informatics	45			3.0
PHA 650	Social, Behavioral, and Cultural Factors in Public Health	45			3.0
	Sequence I Total	**90**			**6.0**

Semester VI					
Course #	**Course**	**Theory**	**Lab**	**Clinical**	**Credits**
PHA 655	Epidemiology	45			3.0
LDR 690	Professional Capstone	45			3.0
	Sequence I Total	**90**			**6.0**

Program Total	**540**			**36.0**

At a Glance

Program Type: Master's Degree

Delivery Method: Online

Semester Credits: 36.0

Program Length	Total
Program Hours (excludes transfer credits)	540
Program Weeks	96
Program Semesters (16 weeks/semester)	6

Campus Locations

The Online programs are delivered from Tucson, AZ.

Semester I

GRD 501 Introduction to Graduate Writing and Critical Analysis

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Critical thinking, expressed through sound research and clear writing, is a foundation of all academic and professional pursuits. This course will establish expectations of graduate level writing and research, including use of American Psychological Association (APA) style and information research practices, in preparation for independent graduate writing tasks. Students will practice writing and research skills as well as self- and peer evaluation of work.

Prerequisites: None

LDR 515 Leadership Theory and Practice

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course is designed to deepen student understanding of leadership research, theories, and practices through critical analysis and application. Content examines the process of leadership and the leadership characteristics and skills necessary for guiding organizations. Organizational theory, strategic thinking, decision-making, organizational culture, and change in the context of leadership will be emphasized.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester II

LDR 518 Strategic Communication

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides analytical approaches for communication in organizational contexts. Content will explore communication processes in multiple contexts and support the ability to adapt communication to meet the needs of various internal and external stakeholders. Communicating in a leadership role will be the primary focus.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 525 Evidence-Based Management

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Evidence-based management is important in developing skills in using best available evidence for effective planning and decision-making as a leader. This course covers the foundations and evolution of evidence-based thinking in management at the executive leader level. The process of gathering, evaluating, and applying evidence to support decision-making in organizations will be emphasized. Field-based examples will be used to illustrate how leaders critically analyze available research and data in organizational decisions and processes.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester III

LDR 555 Leading Diverse Teams

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

A large part of organizational leadership takes place in groups. This course focuses on exploring group dynamics and fostering an environment of collaboration, interdisciplinary action, and productive teamwork. Topics include relational leadership, developing and facilitating teams, influencing groups, and leveraging diversity to promote organizational effectiveness.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 644 Leadership Ethics and Social Responsibility

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course deepens student understanding of the broader social environment in which organizations operate as well as the ethical and legal responsibilities that leaders owe to a variety of stakeholders. Content includes organizational social responsibility to understand and apply ethics from social, economic, and environmental perspectives.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester IV

LDR 610 Leading Change and Innovation

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course focuses on leadership practices in change management theory and the methods by which leaders effect change within organizations. Content includes strategies for managing change cycles, developing proactive change initiatives, and generating support for innovative organizational change.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

PHA 605 Foundations in Public Health

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course introduces public health concepts and the skills required of public health leaders in community organizations and community health practice. Students will examine topics related to managing and leading public health enterprise at local, national, and global levels. Building public health competency through investigation of a variety of public health issues will support interdisciplinary skills, knowledge, and critical thinking demanded by today's public health leaders.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester V

PHA 630 Health Informatics

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course explores health informatics from a public health and health-related research perspective with an emphasis on health information technology. Public health policy, structure and functions, public health data, surveillance, health communications, and global health informatics will be explored. Content includes the application of informatics to address public health-related problems.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

PHA 650 Social, Behavioral, and Cultural Factors in Public Health

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course deepens student understanding of the major social, behavioral, and cultural variables and issues that affect the health of populations. Frameworks and other theories presented in this course focuses on intervention strategies and program initiatives that address current public health problems and reduce health disparities.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Semester VI

PHA 655 Epidemiology

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

Epidemiology, as the basic science of public health, is the study of the distribution and determinants of population health as well as methods to improve disease outcomes. This course equips students with foundational knowledge of epidemiology, research methods employed in epidemiology, and skills for interpreting existing evidence for the purposes of making public health or policy recommendations. Evaluation of epidemiologic study designs and measures of association for determining relationships is explored.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

LDR 690 Professional Capstone

Total Course Hours: 45 (45 Theory, 0 Lab, 0 Extern) Semester Credits: 3.0

This course provides an opportunity for students to synthesize theoretical knowledge, practical skills, and current research into a culminating capstone project. The project will address a complex problem, challenge, or issue related to the field of study and propose an innovative solution or practice, with emphasis on action-based leadership. Additional emphasis is placed upon the creation of a professional portfolio to highlight skills and achievements in the respective academic discipline.

Prerequisites: GRD 501 Introduction to Graduate Writing and Critical Analysis

Back in 2012, I was a recently separated army medic veteran looking for a career in the medical field. Pima Medical Institute was a well-known school for having excellent training in the Colorado Springs area, so I enrolled in the Medical Assistant (MA) program. I had the best instructor! She was knowledgeable, patient and cared deeply about her students. As I began working in the field, I found many of my coworkers had also been trained by her and it felt good to know I was working alongside others who had a quality education.

I loved being an MA and found my place working in oncology. Wanting to build on my education, I enrolled in Pima Medical's Health Care Administration online associate's degree and then continued to the bachelor's program. I was a single mom, working fulltime and going to school and, although it was challenging, I found it to be very manageable. My education helped me understand management's expectations and the theory or the why behind what I was doing.

Realizing I was having trouble being on my feet all day, I applied for an administrative position, got the job and soon realized THIS is what I was meant to do. After moving further up into management, I knew I wanted to learn additional skills, so I enrolled in Pima Medical's Master of Science in Organizational Leadership program. I am only in my first class, but I know I'm going to benefit from this program. I encourage my staff to further their education and I find it helps them to be more confident because they understand the why behind their clinical work.

Pima Medical Institute instructors were knowledgeable, responsive and understanding and I really appreciated the good quality education I received in ALL (soon to be 4) of my programs.

Sierra Jones
Master's Degree, MS in Organizational Leadership - PHA, Online Education