



Denver Campus Addendum  
Catalog Addendum for Pima Medical Institute, 2024-2025 Catalog published January 2024  
*Effective Dates: January 1, 2024 - December 31, 2025*

7475 Dakin Street  
Suite 100  
Denver, CO 80221  
303.426.1800

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Web: <http://higherred.colorado.gov/dpos/>  
Phone: 303.862.3001

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# Staff

Name	Credentials	Title
<b>PMI Leadership:</b>		
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:

Ryan Minic	MPH, RT(R)	Campus Director
Paula Gaughan Schmidt	BS	Associate Director
Kari Heurman	BS, RT(R)	Assistant Dean of Faculty
Paula Walklett		Office Manager
Kaileen Harris		Office Manager Assistant
Pat Madrigal		Office Assistant
Heaven Ribble		Medical Career Assistant
Carson Martin		Student Services Coordinator
Claudette Cardenas		Receptionist
Cindy Morgan		Office Assistant
Mariah Blalock		Medical Career Specialist
Madison McBee		Medical Career Specialist
Nora Roth		Medical Career Specialist
Heather Greening		Student Finance Coordinator
Donna Hrabak		Student Finance Officer
Jazely Gonzales		Student Finance Officer
Alondra Lujan Orona		Student Finance Officer
Shawna Garibay		Career Services Coordinator
Kathy Tello		Career Services Advisor
Trisha Brides		Career Services Advisor

# Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Baca, Gina	BS, RRT	Bachelor's in Behavioral Science Associate of Applied Science in Respiratory Therapy	Metropolitan State College of Denver Madison Area Technical College	Respiratory Therapy Instructor/General Education Instructor	Full-time
Bruhn, Lori	MEd., BS, CPhT	Master's in Education Bachelors' in Dietetics Professional Experience: Certified Pharmacy Technician Professional Experience	Aurora University Miami University	Pharmacy Technician Lead Instructor	Part-time
Clendennen, Janis	BS, RT(R)	Bachelor of Science in Professional Development and Advanced Patient Care Certificate in Radiologic Technology	Grand Canyon University Concorde Career Institute	Radiologic Technology Clinical Instructor	Part-time
Cote, Kristine	BSRS, RT(R)	Bachelor of Science in Radiologic Sciences	Georgia Southern University	Radiologic Technology Clinical Instructor	Part-time
Davia, Jennifer	PT, DPT	Doctor of Physical Therapy Bachelor of Health Science in Physical Therapy	University of Montana-Missoula University of Florida	Physical Therapist Assistant Instructor/General Education Instructor/Program Director	Full-time
Davis, Derrick	Med. BS, RRT	Master of Education Bachelor of Science in Respiratory Care Associate Degree, Respiratory Therapy	Concordia University Grand Canyon University Pima Medical Institute	Respiratory Therapy Program Director/Respiratory Therapy Instructor/General Education Instructor	Full-time
de Bruyn Kops, Jan Willem	BS, PTA	Bachelor of Science in International Studies Associate of Occupational Studies in Physical Therapist Assistant	Towson University Pima Medical Institute	Physical Therapist Assistant Instructor/General Education Instructor	Full-time
DiManna, Natalie	BA, COT	Bachelor of Arts in Business Administration Associate of Occupational Studies, Ophthalmic Medical Technician	Chadron State College Pima Medical Institute	Ophthalmic Medical Technician Instructor/General Education Instructor/Program Director	Full-time
Eaton, Angela	MEd, RT(R)(CT)(VI)	Master of Education in Instructional Leadership Bachelor of Science in Occupational Education with specialization in Business / Healthcare Administration Associate of Applied Science	Wayland Baptist University Wayland Baptist University Merced College	Radiography Instructor/ General Education Instructor/Program Director	Full-time
Elespuru-Salazar, Tanya	CDA, EDDA, CRFDA, CPFDA	Associate of Arts	AIMS Community College	Lead Dental Assistant Instructor	Full-Time
Emrich, Melissa	BSRS, RT(R)	Bachelor of Science in Radiologic Sciences Associate of Applied Science, Radiologic Technology	Pima Medical Institute Community College of Denver	Radiography Instructor/General Education Instructor	Full-time
Fanning, Jamie	RRT	Associate of Respiratory Care Bachelor of Applied Science in Respiratory Care	Pueblo Community College	Respiratory Therapy Instructor	Full-time



## Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Goad, Monique	AOS, RMA	Associate of Occupational Studies in Limited Scope X-Ray Technologist Registered Medical Assistant	Cambridge College	Medical Assistant Instructor	Full-Time
Granda, Stephanie	PT, DPT	Doctorate of Physical Therapy Bachelor of Science in Biology	Texas Women's University Southwestern University	Physical Therapist Assistant Instructor	Full-time
Haddock, Shannon	LSRT, NCMA	Associate of Applied Science in Limited Scope Radiologic Technology	Cambridge College	Medical Assistant Instructor	Part-time
Hallmark, Sarah	AAS, CVT	Associate of Applied Science in Veterinary Technology	Community College of Denver	Lead Veterinary Assistant Instructor	Part-time
Hannon, Robin	AAS, CVT	Associate of Applied Science	Community College of Denver	Veterinary Assistant Instructor	Part-time
Horn, Patrick	BS, RRT	Associate of Applied Science, Respiratory Therapy Bachelor of Science Respiratory Therapy	Pima Medical Institute	Respiratory Therapy Instructor	Full-time
Hudson, Michelle	AAS, CVT	Associate of Applied Science in Veterinary Technology	Bel-Rea Institute of Animal Technology	Veterinary Assistant Instructor	Part-time
Huguley, Breanna	CMA	Medical Assistant Certificate	Pima Medical Institute	Medical Assistant Instructor	Part-time
Juracek, Cody	BS, RT(R)	Bachelor of Science, Psychology Associate of Occupational Studies, Radiography	University of South Dakota Pima Medical Institute	Radiography Instructor/General Education Instructor/Clinical Director	Full-time

# Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
King, Tammika	CRCST, CIS	Professional Experience	Professional Experience	Lead Sterile Processing Instructor	Full-time
Lane, Galyna	RMA, BS	Bachelor of Science in Healthcare Administration Certificate, Medical Assistant Registered Medical Assistant	Pima Medical Institute Emily Griffith Technical College	Medical Assistant Instructor	Full-time
Major, Jacob	COTA/L	Associate of Applied Science in Occupational Therapy Assistant Bachelor of Science in Psychology	Cabarrus College of Health Sciences Appalachian State University	Occupational Therapy Assistant Instructor	Full-time
McLean, Frank	AAS, CST, CSPM, CFER, CSPDT	Associate of Applied Science in Surgical Technology Certificate, Sterile Processing	Miller Motte College	Surgical Technology Instructor	Full-time
Page, Stacy	BSRT, RRT	Bachelor of Science in Respiratory Therapy Associate Degree, Respiratory Therapy	Pima Medical Institute	Respiratory Therapy Instructor/General Education Instructor/Clinical Director	Full-time
Phare, Samantha	AAS, RMA	Associate of Applied Science in Healthcare Administration Certificate, Medical Assistant	Pima Medical Institute Pima Medical Institute	Lead Medical Assistant Instructor/Senior Lead MA Instructor	Full-time
Pinkerton, Allyza	CST	Certificate, Surgical Technology	Concorde Career College	Surgical Technology Instructor	Part-time
Romero, Chrysta	RN, BSN	Bachelor of Science in Nursing Certificate, Medical Assistant	Denver School of Nursing Pima Medical Institute	Nurse Aide Instructor/Program Coordinator	Full-time
Romero, Karleen	MA, EMT-B	Medical Assistant Diploma	Concorde Career College	Healthcare Administration-Certificate Instructor	Part-time
Romero, Pamela	RT(R)	Associate of Occupational Science, Radiologic Technology Medical Assistant Certificate	Pima Medical Institute	Career Prep Instructor, Radiography Clinical Instructor	Part-time
Rose, Caroline	MS, OTR/L	Master of Science in Occupational Therapy Bachelor of Arts in Neuroscience and Dance	Colorado State University Colorado College	Occupational Therapy Assistant Instructor	Part-time
Sherman, Crystal	BSHSA, CST	Bachelor of Science in Health Services Administration Associate of Science in Surgical Technology	Colorado Technical University Colorado Technical University	Surgical Technology Instructor/General Education Instructor/Program Director	Full-time

## Faculty

Name	Credentials	Certificate / Degree	School	Current Title	Full-time / Part-time
Sorrrells, Chris	MS, OTR/L	Master of Science in Health Systems Administration	Regis University	Occupational Therapy Assistant Instructor/General Education Instructor/Program Director	Full-time
		Bachelor of Science, Occupational Therapy	Gannon University		
Stertz, Caroline	MS, OTR/L	Master of Science, Occupational Therapy	NOVA Southeastern University	Occupational Therapy Assistant Instructor/General Education Instructor/Clinical Director	Full-time
		Bachelor of Science, Health and Exercise Science	Colorado State University		
Stevens, Christie	BS, PTA	Bachelor of Science in Biology and Health Sciences	University of Richmond	Physical Therapist Assistant Instructor/General Education Instructor/Clinical Director	Full-time
		Associate Degree in Physical Therapist Assistant	Northern Virginia Community College		
Turney, Gloria	CDA, EDDA, SA	Dental Assisting Certificate	Pima Medical Institute	Dental Assistant Instructor	Part-time
Valerio, Tiajah	MS	Master of Science in Modern Human Anatomy with Certificate in Teaching	University of Colorado Anschutz	Career Prep Instructor	Full-time
		Bachelor of Science in Neuroscience	George Mason University		
Wood, Kaily	OTD, OTR/L, RD/LD	Doctor of Occupational Therapy Bachelor of Science in Nutritional Science	Arkansas State University	Occupational Therapy Assistant Instructor	Part-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		
Braxton, Sheila	BA	Psychology	University of Wisconsin		
Broske, 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	History	St. Mary's University	Hybrid Veterinary Technician Instructor	Part-time
	MS	Educational Leadership	Western Governors University		
	BA	Mathematics	Our Lady of the Lake University		
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	Business Administration	University of Phoenix	Hybrid Medical Assistant Instructor	Part-time
	AST	Electronics / Computer Engineering	ITT Technical Institute		
	CMAA, CPC, CPC-I		National Health career Association		
Hooshang, Mojda	MA-C	MA Certificate	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
Jelmo, Shirley	B.S.	B.S. in Occupational Management	Colorado Christian University	Hybrid Medical Assistant Instructor	Full-time
	CMA	Certified Medical Assistant	American Association of Medical Assistants		
	RMA	Registered Medical Assistant	American Medical Technologists		
Kirkendoll, Carol	BS	Health Care Administration	Pima Medical Institute	Hybrid Medical Assistant Instructor	Part-time
	Diploma	Medical Assistant	Corinthian College		
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	Brigham Young University Idaho-Ricks College	Hybrid Veterinary Assistant Instructor	Full-time
		Bachelor of Science in Animal Sciences	Brigham Young University		
Micromatis, Lucas	M.A.	Media Arts	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	English Literature	Berry College		
Miller, Jennelle	M.A.	Career & Technical Education	University of South Florida	Hybrid Veterinary Technician Instructor	Part-time
	B.A.S.	Veterinary Technology - Hospital Management	St. Petersburg University		
Molina, Krystina	AAS	Veterinary Technician	Pima Medical Institute	Hybrid Veterinary Assistant Instructor	Part-time
	Certificate	Veterinary Assistant	Pima Medical Institute		
Moorehead, Elaythea	B.S.	Public Relations	University of Central Missouri	Hybrid Career Prep Instructor	Part-time
	MBA	Marketing	Argosy University		

## 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	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
		Certificate, Medical Assistant Registered Medical Assistant	Pima Medical Institute		
Reyes, Marlyn	RDA	Certificate, Dental Assistant	Texas School of Business	Hybrid Dental Assistant Instructor	Part-time
Ribald, Tanya	CPHT	Certified Pharmacy Technician	Penn Foster	Hybrid Career Prep Instructor	Part-time
		AS - Health Information Technology	Pima Community College		
Richardson, Kacee	M.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Animal Science	University of Arizona		
Rose, Susan	B.S.	Animal Science	University of Arizona	Hybrid Veterinary Technician Instructor	Part-time
	M.Ed.		Northern Arizona University		
Roy, Casandra	CMA	Certificate, Medical Assistant	Pima Medical Institute	Hybrid Medical Assistant Instructor	Full-time
Scala, Sandra		AS	Triton College	Hybrid Career Prep Instructor	Full-time
		MS	Phoenix Institute of Herbal Medicine and Acupuncture		
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	Pierce College	Hybrid Veterinary Assistant Instructor	Part-time
		A.A., Arts & Sciences	Edmonds Community College		
Tawney, Traci	MEd	Special Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Washington		
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.	Bachelor of Arts in Equine Science	Otterbein University	Hybrid Veterinary Assistant	Part-time
	CVT	Certified Veterinary Technician	Bel-Rea Institute of Animal Technology	Instructor	
Tolitsky, Melinda	D.C.		Parker Chiropractic College	Hybrid Veterinary Technician Instructor	Part-time
	B.S.	Anatomy	Parker Chiropractic College		
	B.A.	Spanish, Biology, Chemistry	University of Arizona		
Torres-Cortes, Karina	M.S.	Leadership	Grand Canyon University	Hybrid Veterinary Technician Instructor	Full-time
	B.S.	Management	Grand Canyon University		
	A.A.S.	Veterinary Technician	Macomb Community College		
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.	Leadership	City University Seattle	Hybrid Veterinary Technician Instructor	Part-time
	B.A.	Journalism and Marketing	Evergreen State College		
Walker, Nichole	MA	Education/Elementary Teacher Education	University of Phoenix	Hybrid Veterinary Technician Instructor	Part-time
	BA	Communications	University of Mary		
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

# Hours of Operation

## Addendum to the 2024-2025 Catalog published January 2024

**Hours of Operation:**

Hours of Operation: 7:00 AM - 10:10 PM Monday through Thursday and 7:00 AM - 5:00 PM Friday  
Class Schedule: Morning Classes: 8:00 AM - 12:00PM; Monday through Friday  
Afternoon Classes: 12:30 PM - 5:30 PM; Monday through Thursday  
Night Classes: 5:50 PM - 10:10 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
Welcome Page	2nd Paragraph	1	Thanks to our founders' vision and the dedication of our faculty and staff, over 140,000 graduates have accomplished the goal of advancing their education to expand their opportunities	Updated	Thanks to our founders' vision and the dedication of our faculty and staff, over 165,000 graduates have accomplished the goal of advancing their education to expand their opportunities
Mission, History, and Leadership	Last paragraph	2	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the property and copyright of Pima Medical Institute.	Updated	Information in this 2024-2025 academic catalog, and addenda to this catalog, are the property and copyright of Pima Medical Institute.
Campus Information	CV	10	Veterinary Technician: The Veterinary Technician Program is accredited by the AVMA CVTEA as a program for educating veterinary technician	Updated	The Veterinary Technician Program at the Chula Vista 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.
Program Information	Respiratory Therapy - Albuquerque Campus ONLY	N/A	[Program outline and course descriptions.]	Added	The Respiratory Therapy program- Albuquerque campus has updated the program outline, reducing the length of each semester but adding a semester, which increases the length of the program. See the following program pages for the updated course descriptions.
Program Information	Bachelor of Science in Health Care Administration	126-128	[Program outline and course descriptions.]	Updated	Effective with the October 23, 2024 start, the Bachelor of Science in Health Care Administration program has minor changes related to qualifying credits for admission into the program. See the following program pages for the updated course descriptions.
Program Information	Radiography - Bridge	102-104	[Program outline and course descriptions.]	Updated	Effective with the August 28, 2024 start, the Radiography-Bridge program will have minor changes to the program. See the following program pages for the updated course descriptions.
Prospective Student	Transfer Credit / Financial Considerations	154*	<p>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.</p> <p>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.</p> <p>*The July 1 Catalog Addenda included the following update:</p> <p>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.</p> <p>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.</p>	Updated	<p>Students who have been granted credit for previous education will be credited the cost per credit of the course(s) transferred. All students are encouraged to submit requests for transfer credit prior to the start of the program.</p> <p>Effective August 1, 2024: A charge is assessed for each transfer credit application submitted for review ; a non-refundable \$150.00 administrative fee will be charged for each application. Financial credit can only be applied to forthcoming PMI tuition. Transfer of credit within PMI programs is not subject to an administrative fee. Applicants to degree completion, advanced placement, and the Radiography Bridge program will be charged a one-time administrative fee of \$150.00 for admissions determination.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent3 of the total number of credits. 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.</p>
Prospective Student	Transfer Credit for Full Online Degree Programs	155	<p>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.</p> <p>* *The July 1 Catalog Addenda included the following update:</p> <p>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.</p>	Updated / Removed July 1 Statement	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.

# 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	Incomplete (INC)	163	An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the coursework. Students should contact the instructor within the aforementioned two-week period to makeup incomplete work. An incomplete grade 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	Updated	An incomplete grade is given when required coursework has not been completed by the end of the term. Coursework includes assignments, activities, and examinations. All work must be completed within two weeks from the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of "0" (zero) for the coursework. Students should contact the instructor within the aforementioned two-week period to makeup incomplete work. For students attending the terminal clinical course in the final semester of the program, an incomplete status may be extended beyond the two-week period in the event the student was unable to complete the required skills, number of cases, or hours by the end of the scheduled course. An incomplete grade 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
Current Students	Grievance and Discrimination Complaint Procedure	168-169	Reference content in catalog	Updated	The Title IX procedures were extracted from the Grievance and Discrimination complaint Procedure and placed into its own policy; reference the documents at the end of this addenda for the full Title IX policy. The substance of the updated Grievance and Discrimination Complaint Procedure are included below.

**PMI Grievance and Discrimination Complaint Procedure:**

**NEW Grievance Complaint Procedure:**

Student concerns should first be addressed by the faculty or program director or through student services. When a concern is not sufficiently addressed to the student's satisfaction, a formal written complaint may be initiated following the procedures outlined in this policy.

Definitions: "Grievance": Dissatisfaction or disagreement with an outcome or situation that a student believes to be incorrect or unjust. This occurs after the student has made a reasonable attempt to resolve the issue through direct engagement with the appropriate individuals, such as faculty members or program leadership, but remains unsatisfied with the resolution.

"Cohort": Group of students who started a program on the same day and who progress through the program based on the published schedule; students who withdraw, take a leave of absence, etc., may return to the same program but with a different cohort of students.

**Attempts to Address**

Prior to submitting a complaint, the student is expected to attempt a resolution within the academic program by communicating with staff (i.e., faculty, lead faculty, program director). If a satisfactory solution cannot be reached between the student and the academic staff, then the student may submit a formal complaint in writing to the Assistant Dean of Faculty, the Campus Director, or designated personnel.

**Types of Grievance**

- Academic Performance Concerns. Student academic concerns, such as performance outcomes (e.g., PPS, or failing a course, skills exam, or clinical education) that cannot be resolved through discussion with the faculty, program director, or lead faculty).
- Termination. Students who have been terminated from a program may appeal the decision in writing within 10 business days of the termination date. There is no guarantee that the student will be able to return to the same cohort and may have to re-enter or re-enroll into a different cohort.
- Discrimination Complaint: Complaints alleging discrimination in the on the basis of race, national origin, color, gender, disability, age, religion by students, staff, or third parties, or applicable legally protected characteristics. For discrimination based on sex-based offenses, please refer to the PMI Title IX Sex-Based Offense Reporting.
- Other. Students may submit a complaint for any concern that does not fall within one of the defined categories (e.g., faculty and staff performance, facilities and resources, administrative services complaints).

**General Guidelines**

Retaliation is forbidden and any individual engaging in retaliatory conduct will be disciplined. Conflict of interest, or the appearance of a conflict of interest during any stage of the grievance process, will not be tolerated. The student's (i.e., claimant) identity will be kept confidential as much as possible. However, it may be necessary to release the student's name to the accused in order to fully investigate the grievance or complaint. Sanctions can range from a written reprimand to expulsion from the school in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the allegations.

**Formal Written Grievance Procedure**

**Formal Written Grievance**

Student grievances are to be submitted in writing and include the substance of the grievance to official personnel:

- o On Ground Campus: Student grievances are to be submitted in writing to the Associate Campus Director, Assistant Dean of Faculty, or the Campus Director.
- o Online: Student grievances are to be submitted in writing to the Online Student Success Manager, who may assign the grievance to the most appropriate home office official.

**Recipient response:**

The recipient or designated official will investigate the claim and make an appointment with the claimant within 10 business days of receipt. The recipient will notify the claimant of the decision within 10 business days of the meeting. If the recipient does not respond within the time frame defined in this policy, the claimant can submit a Grievance Outcome Appeal.

Following the investigation timeframe, the recipient will schedule a meeting with the student. During or after the investigation, at the request of the complainant, PMI will consider various options to protect the complainant, including but not limited to:

- o Health and mental services
- o Academic support
- o Opportunity to retake the class
- o Withdraw without penalty

**Decision on Appeal**

The recipient or designated official will notify all parties of the decision on the appeal within 30 business days (appeals submitted via mail may take an additional 10 days). If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training and/or other systemic remedies as necessary to prevent it from reoccurring.

If the investigation will take longer than 30 days, all parties will be apprised of the steps being taken.

# Campus Information

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Multiple 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.
Albuquerque	16	<b>Selected Programs Approved for Veterans Educational Benefits by:</b> The New Mexico State Approving Agency, Department of Veterans' Services.	Updated	<b>Selected Programs Approved for Veterans Educational Benefits by:</b> The New Mexico Department of Veterans' Services, State Approving Agency
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.
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.
Continued on the next page...				

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Chula Vista	10	See previous page	Updated	<p>The separate veterinary technician classroom includes large animal limb, large animal skull, anesthesia machine - small animal, autoclave, cardiac monitor, dehorner, dental instruments, splash shields, prophylactic 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, microhemocrit 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.</p> <p>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/stretchers, wire mesh screen, aluminum step wedge, densitometer, table top processor, film bin, wall mounted sage lights, and film patient ID camera/flashers.</p> <p>The materials that will be used for instruction are based on the individual program and could include towels, gauze, cotton balls, bandages, pit &amp; 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.</p>
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	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 <a href="http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/">http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/</a> . If needing to contact the program/institution directly, please call , please call 702-458-9650 or email pimaptalasvegas@pmi.edu.
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	<p>The Pima Medical Institute Las Vegas Campus Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (<a href="http://www.caahep.org">www.caahep.org</a>) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).</p> <p>Commission on Accreditation of Allied Health Education Programs 727-210-2350 <a href="http://www.caahep.org">www.caahep.org</a></p> <p>To contact CoAEMSP: 214-703-8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a></p>

## Campus Information

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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 <a href="http://www.nln.org/accreditation-services">www.nln.org/accreditation-services</a> .	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 <a href="https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline">https://www.azbn.gov/education/nursing-programs-lists/programs-under-current-discipline</a> . 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

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Wonderlic Scholastic Level Exam	153	N/A	Added	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for degree programs, excluding Nursing, are required to take the Wonderlic SLE and receive a minimum score of 20.</li> <li>- Applicants of the associate degree Nursing program are required to take the Wonderlic SLE and receive a minimum score of 23.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Applicants for the Practical Nursing are required to take the Wonderlic SLE and receive a minimum score of 20.</li> <li>- Applicants for Sterile Processing Technician, are required to take the Wonderlic SLE and receive a minimum score of 16.</li> </ul>
PMI Math Admissions Test	153	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for degree programs are required to take a Math Admission Test and receive a minimum score of 80% (24 out of 30 correct).</li> <li>- The use of a calculator is allowed.</li> <li>- No time limit.</li> <li>- The test can be taken up to 3 times using a different version for each attempt.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- 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).</li> </ul>	Updated	<p>Degree Programs:</p> <ul style="list-style-type: none"> <li>- Applicants for associate degree programs are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct).</li> <li>- The use of a calculator is allowed.</li> <li>- Time limit: 45 minutes.</li> <li>- The test can be taken up to 3 times using a different version for each attempt.</li> </ul> <p>Non-Degree Programs:</p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- 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).</li> </ul>
Washington My Health My Data Act (Rev. Code Wash. § 19.373005 et seq.)	153	N/A	Added	<p>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.</p>

## Prospective Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Background Check, Drug Testing	153	As part of the enrollment process, every prospective PMI student must sign a <i>Criminal Conviction and Advisement</i> form.	Updated	As part of the enrollment process, every prospective PMI student must sign a <i>Adverse Judgement and Criminal Activity Disclosure and Advisement</i> form.
Credit for life experience	154	Credit for life experience	Added	Credit for Experiential Learning: credit for experiential learning (also referenced as "life experience")
Financial Considerations	154	<p>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.</p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> 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.</p>	Refer to Recent Updates	<p><del>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.</del></p> <p>Applicants to degree completion programs may transfer up to 74.9 percent<sup>3</sup> 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.</p>
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.	Refer to Recent Updates	<del>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.</del>
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.

## Prospective Students

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Distance Education	156	N/A	Added	<p>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.</p> <p>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).</p>



## Current Students

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Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
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.
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.
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.
Insurance	160	N/A	Added	Pima Medical Institute provides Worker's Compensation insurance coverage to all Colorado-based students while out on clinical externship. This insurance only applies to injuries sustained during Pima Medical Institute scheduled externship hours. This insurance excludes coverage for injury incurred while traveling to and from: the school campus, externship sites, and any other school sponsored activity. In the event a student is injured during Pima Medical Institute schedule clinical externship hours, the student must following the procedures as outlined in the Triagenow process.
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.
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.

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Class starts, postponements	162	N/A	Added	Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a. whether the postponement is for the convenience of the school or the student; and, b. the deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.
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.

## Current Students

### Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement
Graduation Requirements	167	Students are awarded a certificate or degree when they have: <ul style="list-style-type: none"> <li>• successfully completed the program of study with a minimum grade average of 77 percent in each course; and</li> <li>• completed exit requirements with Financial Services and Career Services personnel</li> <li>• have successfully completed the program of study with a minimum cumulative GPA of 3.0 or greater; and</li> </ul>	Updated	Students are awarded a certificate or degree when they have: <ul style="list-style-type: none"> <li>• successfully completed the program of study with a minimum grade average of 77 percent in each course; and</li> <li>• completed exit requirements with Financial Services and Career Services personnel</li> </ul>
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.
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.
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.

## 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.<sup>1</sup>

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.

<sup>1</sup>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.

#### *Pace for Program Completion*

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

## **Satisfactory Academic Progress**

### **Addendum to the 2024-2025 Catalog published January 2024**

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 Manager, 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

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Revised Statement																								
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).																								
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.																								
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.																								
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.																								
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.																								
Application	174	Once processed, the application produces an EFC, which determines eligibility.	Updated	Once processed, the application produces an SAI, which determines eligibility.																								
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).																								
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.																								
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.																								
Verification Policy / Procedures	174	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.	Updated	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.																								
Refund and Return Policies	175	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.	Updated	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.																								
Arizona	176	<p>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.</p> <p>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.</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY</th> </tr> <tr> <th style="text-align: center;">A student terminating training:</th> <th style="text-align: center;">Is entitled to a refund of:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Within first 10% of enrollment period</td> <td style="text-align: center;">90% less \$100 administrative charge after the Student's Right to Cancel period</td> </tr> <tr> <td style="text-align: center;">After 10% but within the first 30% of enrollment period</td> <td style="text-align: center;">70% less \$100 administrative charge</td> </tr> <tr> <td style="text-align: center;">After 30% but within the first 60% of enrollment period</td> <td style="text-align: center;">40% less \$100 administrative charge</td> </tr> <tr> <td style="text-align: center;">After 60% of enrollment period</td> <td style="text-align: center;">no refund</td> </tr> </tbody> </table>	ARIZONA AND MONTANA INSTITUTIONAL REFUND POLICY		A student terminating training:	Is entitled to a refund of:	Within first 10% of enrollment period	90% less \$100 administrative charge after the Student's Right to Cancel period	After 10% but within the first 30% of enrollment period	70% less \$100 administrative charge	After 30% but within the first 60% of enrollment period	40% less \$100 administrative charge	After 60% of enrollment period	no refund	Updated	<p>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. 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Colorado	178	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.	Updated	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.																								
Nevada	178	<p>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:</p> <p>a. Date of cancellation by a student of their enrollment;</p> <p>b. Date of termination by PMI of the enrollment of a student;</p> <p>c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or</p> <p>d. Last day of attendance of a student, whichever is applicable.</p>	Updated	<p>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:</p> <p>a. Date of cancellation by a student of their enrollment;</p> <p>b. Date of termination by PMI of the enrollment of a student;</p> <p>c. Last day of an approved leave of absence if a student fails to return after the period of authorized absence; or</p> <p>d. Last day of attendance of a student, whichever is applicable.</p>																								

# 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	Updated	<p><u>Borrower Rights and Responsibilities</u></p> <p>When students take on student loans, they have certain rights and responsibilities. Before the first loan disbursement, the borrower has the right to receive:</p> <ol style="list-style-type: none"> <li>1. The full amount of the loan;</li> <li>2. The interest rate;</li> <li>3. When the student must start repaying the loan;</li> <li>4. The effect borrowing will have on the student's eligibility for other types of financial aid;</li> <li>5. A complete list of any charges the student must pay (loan fees) and information on how those charges are collected;</li> <li>6. The yearly and total amounts the student can borrow;</li> <li>7. The maximum repayment periods and the minimum repayment amount;</li> <li>8. An explanation of default and its consequences;</li> <li>9. An explanation of available options for consolidating or refinancing the student loan; and</li> <li>10. A statement that the student can prepay the loan at any time without penalty.</li> </ol> <p>Before leaving the School, the borrower has the right to receive:</p> <ol style="list-style-type: none"> <li>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);</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>5. An explanation of available options for consolidating or refinancing the student's loan; and</li> <li>6. A statement that the student can repay his/her loan without penalty at any time.</li> </ol> <p>The borrower has the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Understand that by signing the promissory note the borrower is agreeing to repay the loan according to the terms of the note;</li> <li>2. Make payments on the loan even if the borrower does not receive a bill or repayment notice;</li> <li>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;</li> <li>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</li> <li>5. Receive entrance advising before being given the first loan disbursement and to receive exit advising before leaving the School.</li> </ol> <p>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.</p>

## General Notifications

### Addendum to the 2024-2025 Catalog published January 2024

Section	Catalog Page(s)	Current Catalog Statement	Action	New or Updated Statement
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
Abbreviations	24	N/A	Added	CFP: College Financing Plan
Abbreviations	24	CPS: Central Processing System (FAFSA)	Updated	FPS: FAFSA Processing System
Abbreviations	24	EFC: expected family contribution	Updated	SAI: Student Aid Index
Abbreviations	24	ISIR: Institutional Student Information Record	Removed	N/A
Abbreviations	24	SAR: Student Aid Report	Updated	FSS: FAFSA Submission Summary
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
<b>Arizona</b>	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
<b>California</b>	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
<b>Colorado</b>	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
<b>Nevada</b>	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**  
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State	Program	Student : Instructor Ratio
<b>New Mexico</b>	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
<b>Texas</b>	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
<b>Washington</b>	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.



**Pima Medical Institute - Denver Campus  
Tuition Price List  
Effective July 1, 2024**

Program	Total	Tuition	Reg. Fee	Textbooks*	Uniform*	Technology Fee	Extern Weeks	Cost/Credit Hour	Total Credits/Clock Hours	Total Weeks (Day/Night)	Extern Credits/Hours
Dental Assistant (DEN)	<b>\$17,299.50</b>	\$15,841.50	\$150	<b>\$838</b>	\$205	\$265	6	\$537.00	29.5/720	30	5/240
Expanded Duties Dental Assistant (EDDA)	<b>\$2,203</b>	\$1,900	\$150	<b>\$153</b>	\$0	\$0	0	\$950.00	2/40	3	none
Health Care Administration Certificate (HCAC)	<b>\$13,827</b>	\$12,180	\$150	<b>\$1,067</b>	\$165	\$265	6	\$435.00	28/720	30	5/240
Medical Assistant (MA)	<b>\$18,062</b>	\$16,768	\$150	<b>\$714</b>	\$165	\$265	5	\$524.00	32/800	35	4/200
Nursing Assistant/Nurse Aide (NA)	<b>\$1,923</b>	\$1,305	\$150	<b>\$148</b>	\$70	\$250	1	\$290.00	4.5/125	5/6	0.5/40
Occupational Therapy Assistant (OTA)	<b>\$42,765</b>	\$39,480	\$150	<b>\$2,370</b>	\$165	\$600	18	\$560.00	70.5/1712	80	15.5/720
Ophthalmic Medical Technician (OMT)	<b>\$37,112</b>	\$34,545	\$150	<b>\$1,652</b>	\$165	\$600	32	\$470.00	73.5/1916	80	19.5/896
Pharmacy Technician (PHA)	<b>\$16,993.50</b>	\$15,644.50	\$150	<b>\$769</b>	\$165	\$265	6	\$467.00	33.5/840	36	5/240
Physical Therapist Assistant (PTA)	<b>\$42,130</b>	\$38,570	\$150	<b>\$2,645</b>	\$165	\$600	16	\$580.00	66.5/1586	75	13.5/640
Radiography (RAD)	<b>\$49,066</b>	\$45,760	\$150	<b>\$2,191</b>	\$245	\$720	60	\$572.00	80/2378	90	36/1680
Respiratory Therapy (RT)	<b>\$50,815</b>	\$47,600	\$150	<b>\$2,300</b>	\$165	\$600	22	\$560.00	85/1955	85	15.5/720
Sterile Processing Technician (SPT)	<b>\$16,462</b>	\$15,265	\$150	<b>\$617</b>	\$165	\$265	10	\$430.00	35.5/900	35/39	8.5/400
Surgical Technology (ST)	<b>\$39,642</b>	<b>\$36,470</b>	\$150	<b>\$2,257</b>	\$165	\$600	<b>15</b>	<b>\$521.00</b>	<b>70/1572</b>	75	<b>13/504</b>
Veterinary Assistant (VTA)	<b>\$16,616</b>	\$15,312	\$150	<b>\$714</b>	\$175	\$265	6	\$528.00	29/720	30	5/240

\*Includes Tax @ 4.85%

Hybrid Programs: Students enrolling will have the option to purchase a laptop for \$476.

The total technology fee included in the Tuition Price List is 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.

The registration fee is charged for each enrollment, unless returning to the same program within 180 days.

\*\*The uniform fee includes the cost associated with the required dosimeter in applicable programs.

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.

## Program Start Dates: 2024

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#### Certificate Programs

Dental Assistant (AM)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Fri 8:00 am - 12:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: DA-G-D24 Crds: 29.5 / Hrs: 720 Trm 1=18 / Trm 2=12	2/7/24	6/12/24	7/24/24	9/3/24
			3/20/24	7/31/24	9/11/24	10/22/24
			5/1/24	9/11/24	10/23/24	12/3/24
			6/12/24	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	

Dental Assistant (AFT)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Fri 1:00 pm - 5:00 pm 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: DA-G-D24 Crds: 29.5 / 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	

Dental Assistant (EVE)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Fri Hybrid 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: DA-H-N24 Crds: 29.5 / 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	

Health Care Administration-Certificate (EVE)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Fri Hybrid 30 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Externship: 6 Wks Version: HCAC-H-N24 Crds: 28 / 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

Medical Assistant (AM)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	2/7/24	7/31/24	9/11/24	10/15/24
			3/20/24	9/11/24	10/23/24	11/26/24
			5/1/24	10/23/24	12/4/24	1/21/25
			6/12/24	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	

## Program Start Dates: 2024

### Addendum to the 2024-2025 Catalog published January 2024

Medical Assistant (AFT)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	

Medical Assistant (EVE)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	

Nursing Assistant/ Nurse Aide (AFT)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Thur 12:30 pm - 5:00 pm 6 wks	Sequence: 6 Wks Sequence 1 Externship: 1 Wk Version: NA-N20 Credits: 4.5 Hours: 125 Trm = 6 Wks	2/7/24		3/13/24	3/19/24
			3/27/24		5/1/24	5/7/24
			5/15/24		6/19/24	6/25/24
			7/3/24		8/7/24	8/13/24
			8/21/24		9/25/24	10/1/24
			10/9/24		11/13/24	11/19/24
11/27/24				1/15/25	1/21/25	

Pharmacy Technician (AM)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	2/7/24	7/31/24	9/11/24	10/22/24
			3/20/24	9/11/24	10/23/24	12/3/24
			5/1/24	10/23/24	12/4/24	1/28/25
			6/12/24	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	

Pharmacy Technician (AFT)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	

## Program Start Dates: 2024

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Sterile Processing Technician (AM)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Fri 8:00 am - 12:00 pm 35 wks	Sequence: 6 Wks Career Prep Sequence 1, 2 & 3 Extern/Cert Rev: 11 Wks Version: SPT-D24 Crds: 35.5 / Hrs: 900 Trm 1=24 / Trm 2=11	2/7/24	7/24/24	7/24/24	10/8/24
			3/20/24	9/11/24	9/11/24	11/26/24
			5/1/24	10/23/24	10/23/24	1/21/25
			6/12/24	12/4/24	12/4/24	3/4/25
			7/31/24	1/29/25	1/29/25	4/15/25
			9/11/24	3/12/25	3/12/25	5/27/25
			10/23/24	4/23/25	4/23/25	7/8/25
			12/4/24	6/4/25	6/4/25	8/19/25
1/29/25			7/16/25	7/16/25	9/30/25	

Sterile Processing Technician (EVE)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	Mon - Thur 5:50 pm - 10:10 pm 39 wks	Sequence: 7 Wks Career Prep Sequence 1, 2 & 3 Extern/Cert Rev: 11 Wks Version: SPT-N24 Crds: 35.5 / Hrs: 900 Trm 1=28 / Trm 2=11	1/31/24	8/14/24	8/14/24	10/29/24

Veterinary Assistant (AM)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	2/7/24	6/12/24	7/24/24	9/3/24
			3/20/24	7/31/24	9/11/24	10/22/24
			5/1/24	9/11/24	10/23/24	12/3/24
			6/12/24	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	

Veterinary Assistant (AFT)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	

Veterinary Assistant (EVE)	Schedule	Program Details	Start Date	Term 2	Extern	End Date
	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	

## Program Start Dates: 2024

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#### Degree Programs

Ophthalmic Medical Technician (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Thur 8:00am - 12:00pm 80 wks	5 Semesters Term / Sem: 16 Wks Version: OMT09 73.5 Crds / 1,916 Hrs	5/22/24 9/18/24 1/29/25 5/28/25 9/24/25	9/10/24 1/21/25 5/20/25 9/16/25 1/27/26	

Occupational Therapy Assistant (AFT)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Thur 1:00pm - 5:00pm 80 wks	5 Semesters Term / Sem: 16 Wks Version: OTA-10 70.5 Crds / 1,712 Hrs	5/1/24 8/28/24 1/8/25 5/7/25 9/3/25	8/20/24 12/17/24 4/29/25 8/26/25 12/23/25	

Physical Therapist Assistant (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Thur 8:00am - 12:00pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: PTA14 66.5 Crds / 1,586 Hrs	10/9/24 2/12/25 6/4/25 9/24/25 1/28/26	2/4/25 5/27/25 9/16/25 1/20/26 5/12/26	

Physical Therapist Assistant (AFT)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Thur 1:00pm - 5:00pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: PTA14 66.5 Crds / 1,586 Hrs	2/28/24 6/19/24 10/9/24 2/12/25 6/4/25	6/11/24 10/1/24 2/4/25 5/27/25 9/16/25	

Radiography (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Fri 8:00 am - 12:00 pm 90 wks	6 Semesters Term / Sem: 15 Wks Version: RAD22 80 Crds / 2,378 Hrs	4/10/24 7/31/24 11/20/24 3/26/25 7/16/25 11/5/25	7/23/24 11/12/24 3/18/25 7/8/25 10/28/25 3/3/26	

Radiography (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Fri 8:00 am - 12:00 pm 90 wks	6 Semesters Term / Sem: 15 Wks Version: RAD22 80 Crds / 2,378 Hrs	11/20/24 3/26/25 7/16/25 11/5/25 3/11/26 7/1/26	3/18/25 7/8/25 10/28/25 3/3/26 6/23/26 10/13/26	

Respiratory Therapy (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Fri 8:00 am - 12:00 pm 85 wks	5 Semesters Term / Sem: 17 Wks Version: RT20 85 Crds / 1,955 Hrs	4/17/24 8/21/24 1/8/25 5/14/25 9/17/25	8/13/24 12/17/24 5/6/25 9/9/25 1/27/26	

Respiratory Therapy (AFT)	Schedule	Program Details	Sem Start	Sem End	End Date
	Mon - Fri 12:30 pm - 4:30 pm 85 wks	5 Semesters Term / Sem: 17 Wks Version: RT20 85 Crds / 1,955 Hrs	10/2/24 2/19/25 6/25/25 10/29/25 3/18/26	2/11/25 6/17/25 10/21/25 3/10/26 7/14/26	

## Program Start Dates: 2024

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Surgical Technology (AM)	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 /1,572 Hrs	6/5/24	9/17/24	
			9/25/24	1/21/25	
			1/29/25	5/13/25	
			5/21/25	9/2/25	
			9/10/25	12/23/25	12/23/25

Surgical Technology (AM)	Schedule	Program Details	Sem Start	Sem End	End Date
Surgical Technology (AM)	Mon - Fri 1:00pm - 5:00pm 75 wks	5 Semesters Term / Sem: 15 Wks Version: ST24 77 Crds /1,572 Hrs	11/27/24	3/25/25	
			4/2/25	7/15/25	
			7/23/25	11/4/25	
			11/12/25	3/10/26	
			3/18/26	6/30/26	6/30/26



**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	<p>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.</p> <p>Adjusted dates are published in the campus catalog addendum, which is available <a href="https://pmi.edu/admissions-financial-aid/academic-catalog/">https://pmi.edu/admissions-financial-aid/academic-catalog/</a>. After reviewing the revised schedule, if you have any concerns related to the adjusted dates, please contact your admissions representative or student services coordinator.</p>
Certificate and Degree Programs (except Online programs)	28 - 124	Updated	<p>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.</p> <p>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.</p>
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) <div data-bbox="1182 1037 1523 1373" style="text-align: right;"> <p style="text-align: center;"><b>Campus Locations</b></p> </div>

## 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.
Medical Administrative Assistant	N/A	Added	The Medical Administrative Assistant program has been added to the Online programs. 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 ( <i>Chula Vista and San Marcos Programs ONLY</i> ), 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 ** <i>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.</i>  Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements or Undetermined can be found at <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_DA.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_DA.pdf</a>
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 <a href="https://pmi.edu/wp-content/uploads/2022/03/Licensing-Board-Contact-Info_MA.pdf">https://pmi.edu/wp-content/uploads/2022/03/Licensing-Board-Contact-Info_MA.pdf</a>

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, <b>Massachusetts</b> +, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, <b>North Dakota</b> +, <b>Ohio</b> +, Oregon, Rhode Island, South Dakota, Tennessee, Texas, <b>Utah</b> +, Vermont, Virginia, <b>Washington</b> ^, <b>West Virginia</b> +, Wyoming, Puerto Rico, Guam	Alabama, District of Columbia, <b>Massachusetts</b> +, <b>North Dakota</b> +, <b>Ohio</b> +, Oklahoma, <b>Utah</b> +, <b>Washington</b> ^, <b>West Virginia</b> +	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 <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_RXT-1.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_RXT-1.pdf</a>
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* ( <i>San Marcos Program ONLY</i> ), 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 <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_PHLB.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Information_PHLB.pdf</a>

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	<p>Graduates of this program are eligible to take the CRCST Credentialing Examination.</p> <p>Contact information for State Licensing Boards in which the PMI program Does Not Meet Licensure Requirements/Undetermined can be found at <a href="https://pmi.edu/wp-content/uploads/2022/03/State-Licensing-Board-Contact-Information_SPT.pdf">https://pmi.edu/wp-content/uploads/2022/03/State-Licensing-Board-Contact-Information_SPT.pdf</a></p>
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: <a href="https://pmi.edu/wp-content/uploads/2022/08/State-Licensing-Board-Contact-Info-DMS.pdf">https://pmi.edu/wp-content/uploads/2022/08/State-Licensing-Board-Contact-Info-DMS.pdf</a>
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: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-MLT-1.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-MLT-1.pdf</a>

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 <sup>®</sup> examination administered by the Joint Commission on Allied Health Personnel in Ophthalmology <sup>®</sup> .
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: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PARA.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PARA.pdf</a>
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 <a href="https://pmi.edu/wp-content/uploads/2022/08/Licensing-Board-Contact-Info-VTT.pdf">https://pmi.edu/wp-content/uploads/2022/08/Licensing-Board-Contact-Info-VTT.pdf</a>





## 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	<p>*this is an on-ground program available to residents of Arizona, Colorado, and Texas and meets licensure/certification requirements in those states.</p> <p>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.</p> <p>State professional licensing board contact information can be found at: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-NA-Programs.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-NA-Programs.pdf</a></p>
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	<p>*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.</p> <p>*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.</p> <p>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.</p> <p>State professional licensing board contact information can be found at: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PN-Programs.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-PN-Programs.pdf</a></p>

## Licensure Determination Disclosure

### Nursing Programs

<p>Practical Nursing to Associate Degree Nursing Bridge (PN to AND)</p>		<p>New Mexico</p>	<p>Alabama, Alaska, Illinois</p>	<p>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</p>	<p>*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.</p> <p>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.</p> <p>State professional licensing board contact information can be found at: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf</a></p>
<p>Nursing (Associate Degree)</p>		<p>Arizona*</p>	<p>Alabama, Alaska, Illinois</p>	<p>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</p>	<p>*this is an on-ground program available to residents of Arizona and is approved for licensure by the Arizona State Board of Nursing.</p> <p>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.</p> <p>State professional licensing board contact information can be found at: <a href="https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf">https://pmi.edu/wp-content/uploads/2022/01/State-Licensing-Board-Contact-Info-ADN-Programs.pdf</a></p>



# 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	<p>*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.</p> <p>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 been unable to determine if licensure is required.</p> <p>Contact information for State/Territory Licensing Boards in which the PMI program Does Not Meet licensure requirements or Undetermined can be found at <a href="https://pmi.edu/online-programs/certificate/computed-tomography/">https://pmi.edu/online-programs/certificate/computed-tomography/</a></p>

### 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



## 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

**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.

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

<b>Program Total</b>		<b>284</b>	<b>336</b>	<b>200</b>	<b>32.0</b>
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# Dental Assistant—California Campuses • Course Descriptions

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## 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*



# Dental Assistant—California Campuses • Course Descriptions

## 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
<b>Program Total</b>		<b>284</b>	<b>336</b>	<b>180</b>	<b>32.0</b>



# Dental Assistant—California Campuses • Course Descriptions

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## 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*

# Dental Assistant—California Campuses • Course Descriptions

## 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.

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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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>
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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
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
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
Externship					
Course #	Course	Theory	Lab	Extern	Credits
HCA 165	Externship			240	5.0
<b>Externship Total</b>				<b>240</b>	<b>5.0</b>
<b>Program Total</b>		<b>280</b>	<b>200</b>	<b>240</b>	<b>28.0</b>



## At a Glance

**Program Type:** Certificate

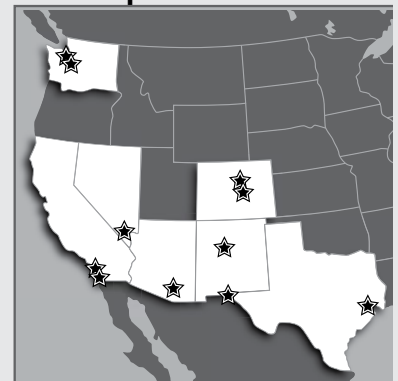
**Delivery Method:** On-ground or hybrid\*

\*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

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*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*

# Health Care Administration Certificate • Course Descriptions

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## 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*





## At a Glance

**Program Type:** Certificate

**Delivery Method:** Online

**Semester Credits:** 30.0

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

## Campus Locations



The Online programs are delivered from Tucson, AZ.

# 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.

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

<b>Program Total</b>	<b>390</b>	<b>120</b>	<b>30.0</b>
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# Medical Administrative Assistant • Course Descriptions

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## 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

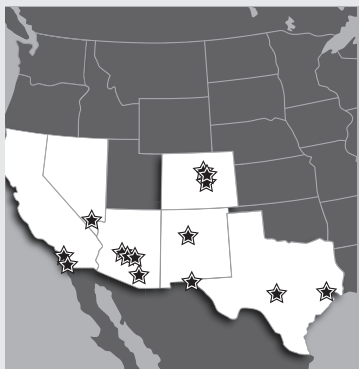
**Delivery Method:** On-ground or hybrid\*

\*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
<b>Career Prep Sequence Total</b>		<b>100</b>	<b>20</b>		<b>6.5</b>
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
<b>Professional Sequence I Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
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
<b>Professional Sequence II Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
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
<b>Professional Sequence III Total</b>		<b>60</b>	<b>60</b>		<b>5.5</b>
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
<b>Professional Sequence IV Total</b>		<b>50</b>	<b>70</b>		<b>5.0</b>
Externship					
Course #	Course	Theory	Lab	Extern	Credits
MDA 275	Externship			200	4.0
<b>Externship Total</b>				<b>200</b>	<b>4.0</b>
<b>Program Total</b>		<b>330</b>	<b>270</b>	<b>200</b>	<b>32.0</b>



# Medical Assistant • Course Descriptions

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*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*

# Medical Assistant • Course Descriptions

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## 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



## 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

# 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.

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
<b>Program Total</b>		<b>330</b>	<b>230</b>	<b>160</b>	<b>30.5</b>

# 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*



# Medical Assistant - Washington Campuses • Course Descriptions

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## **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*

# Medical Assistant - Washington Campuses • Course Descriptions

## 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
<b>Program Total</b>		<b>376</b>	<b>224</b>	<b>240</b>	<b>33.5</b>



## At a Glance

**Program Type:** Certificate

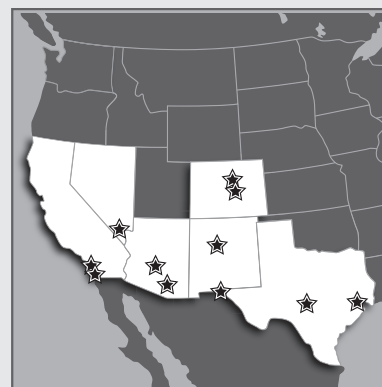
**Delivery Method:** On-ground or hybrid\*

\*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

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*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

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## **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*

# Pharmacy Technician • Course Descriptions

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## **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
<b>Program Total</b>		<b>416</b>	<b>224</b>	<b>160</b>	<b>34.5</b>



## 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

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*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*



# Pharmacy Technician - Renton Campus • Course Descriptions

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## **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*

# Pharmacy Technician - Renton Campus • Course Descriptions

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## **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
<b>Total</b>		<b>70</b>	<b>70</b>		<b>6.5</b>

Externship					
Course #	Course	Theory	Lab	Extern	Credits
PHL 200	Externship			160	3.5
<b>Externship Total</b>				<b>160</b>	<b>3.5</b>

<b>Program Total</b>		<b>70</b>	<b>70</b>	<b>160</b>	<b>10.0</b>
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## 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

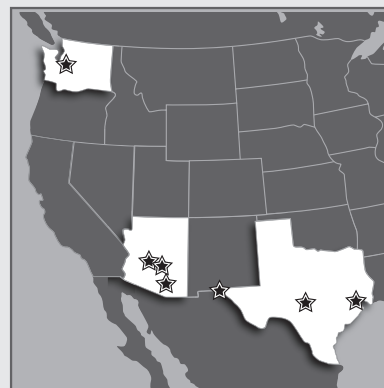
**Program Type:** Certificate

**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





## 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

**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
<b>Program Total</b>		<b>675</b>	<b>405</b>	<b>1,080</b>	<b>82.5</b>

# Diagnostic Medical Sonography • Course Descriptions

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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

# Diagnostic Medical Sonography • Course Descriptions

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## **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*

# Diagnostic Medical Sonography • Course Descriptions

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## **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

<b>Program Total</b>		<b>600</b>	<b>420</b>	<b>896</b>	<b>73.5</b>
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## 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

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*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*

# Ophthalmic Medical Technician • Course Descriptions

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## 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*



## 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

**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

<b>Program Total</b>		<b>655</b>	<b>291</b>	<b>640</b>	<b>66.5</b>
<b>Las Vegas Program Total</b>		<b>700</b>	<b>291</b>	<b>640</b>	<b>69.5</b>



# Physical Therapist Assistant • Course Descriptions

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*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

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## **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

<b>Program Total</b>		<b>708</b>	<b>360</b>	<b>504</b>	<b>70.0</b>
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# Surgical Technology • Course Descriptions

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*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*



# Surgical Technology • Course Descriptions

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## **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*

# Surgical Technology • Course Descriptions

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## 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.

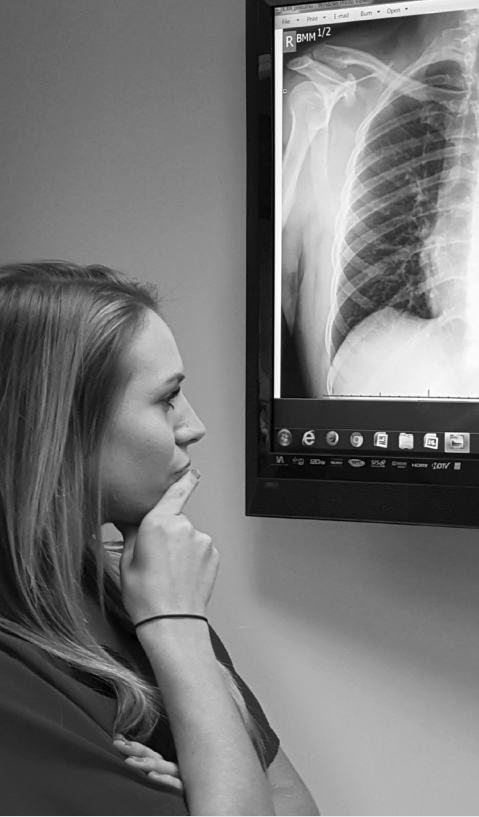
*Prerequisites: Semesters I, II, III, and IV courses*

### **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*



# Radiography—Bridge

**Objective:** To develop in students the personal and professional skills needed to perform as competent entry-level radiologic technologists. Students will be presented with information in anatomy and physiology, methods of patient care, medical terminology, radiographic techniques, and communications.

Graduates of this program receive an Associate of Applied Science Degree and are qualified to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification.

**Admissions Requirements:** In addition to the Admissions requirements listed in the Prospective Students section of this catalog, applicants must document a minimum of 1,599 hours of clinical experience in radiologic sciences. In addition, applications 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. One year of college coursework is defined as 30 credit hours. Students are granted 35.5 credits for previous radiologic sciences education and experience. Refer to the Transfer Credit information in the Prospective Students section of this catalog.

## At a Glance

**Program Type:** Associate Degree

**Delivery Method:** Online

**Semester Credits:** 95.0

<b>Program Length</b>	<b>Total</b>
Program Hours	2,676
Program Weeks Transfer hours: 1,614 Program-specific hours: 1,062	80
Program Semesters (16 weeks per semester)	5

## Campus Locations



The Online programs are delivered from Tucson, AZ.

Transfer Credit			
	Theory	Extern	Credits
Transfer of Credit (1 medical terminology, 34.5 clinical experience credits)			35.5
<b>Transfer Total</b>			<b>35.5</b>

Semester I				
Course #	Course	Theory	Extern	Credits
CCM 112	Communications	45		3.0
PSY 140	Interpersonal Relations	30		2.0
MTH 210	Math Applications	45		3.0
BIO 134	Anatomy and Physiology I	60		4.0
<b>Semester I Total</b>		<b>180</b>		<b>12.0</b>

Semester II				
Course #	Course	Theory	Extern	Credits
RAD 112	Positioning I	45		3.0
BIO 144	Anatomy and Physiology II	60		4.0
RAD 122	Positioning II	45		3.0
CLE 112	Medical Law and Ethics	30		2.0
<b>Semester II Total</b>		<b>180</b>		<b>12.0</b>

Semester III				
Course #	Course	Theory	Extern	Credits
RAD 132	Positioning III	45		3.0
RAD 134	Methods of Patient Care	45		3.0
RAD 128	Physics	45		3.0
RAD 212	Advanced Radiographic Imaging and Special Procedures	45		3.0
<b>Semester III Total</b>		<b>180</b>		<b>12.0</b>

Semester IV				
Course #	Course	Theory	Extern	Credits
RAD 138	Principles of Exposure	45		3.0
RAD 238	Pathology	45		3.0
RAD 232	Radiography II	45		3.0
RAD 142	Radiographic Biology	45		3.0
<b>Semester IV Total</b>		<b>180</b>		<b>12.0</b>

Semester V				
Course #	Course	Theory	Extern	Credits
RAD 248	Radiography III	90		6.0
RAD 256	Clinical Externship IV		252	5.5
<b>Semester V Total</b>		<b>90</b>	<b>252</b>	<b>11.5</b>

<b>Transfer Courses Total</b>	<b>15</b>	<b>1,599</b>	<b>35.5</b>
<b>Program Total</b>	<b>825</b>	<b>1,851</b>	<b>95.0</b>



# Radiography—Bridge • Course Descriptions

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## Semester I

### **CCM 112 Communications**

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

This course introduces foundational concepts of human communication and enables students to develop their awareness and effectiveness as communicators in social, professional, and interpersonal situations. Students explore verbal and nonverbal communication, communication styles, speaking and listening skills, and cultural factors that influence communication. Basic internet research skills, source citation, and effective interpretation of information are also addressed.

*Prerequisites: None*

### **PSY 140 Interpersonal Relations**

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

This course explores the psychological nature of humans and their interactions. Students will gain an understanding of basic psychological concepts as well as an awareness of self and how these elements provide a foundation for the interaction of the individual within the social and health care environments. Topics include but are not limited to perception, adaptation, communication, group processes, and the impact of health on behavior.

*Prerequisites: None*

### **MTH 210 Math Applications**

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

This course provides the student with the fundamentals of college algebra. Mathematical operations covered include fractions, decimals, algebraic equations, basic statistics, word problems, and graphing.

*Prerequisites: None*

### **BIO 134 Anatomy and Physiology I**

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

The objective of this course is to provide the student with knowledge of the structure and function of the human body. Cells and tissues will be described, and organs will be discussed as components of their respective systems. Course content includes the structures and functions of the integumentary and musculoskeletal systems.

*Prerequisites: None*

## Semester II

### **RAD 112 Positioning I**

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

This course covers basic terminology, anatomy, and radiographic procedures.

*Prerequisites: BIO 134 Anatomy and Physiology I*

### **BIO 144 Anatomy and Physiology II**

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

A continuation of BIO 134, this course content includes the structure and function of the endocrine, nervous, cardiovascular (including blood, heart, blood vessels, and circulation), lymphatic, respiratory, digestive, urinary, and reproductive systems.

*Prerequisites: BIO 134 Anatomy and Physiology I*

### **RAD 122 Positioning II**

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

This course is a continuation of RAD 112 and covers basic terminology, anatomy, and radiographic procedures.

*Prerequisites: RAD 112 Positioning I, BIO 134 and BIO 144 (Anatomy and Physiology I and II)*

### **CLE 112 Medical Law and Ethics**

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

Students are provided 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 workplace issues, including employment discrimination.

*Prerequisites: None*

## Semester III

### **RAD 132 Positioning III**

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

This course is a continuation of RAD 112 and RAD 122 and covers basic terminology, anatomy, and radiographic procedures. Students learn advanced positioning skills for age-specific populations.

*Prerequisites: RAD 112 Positioning I, RAD 122 Positioning II, BIO 134 and BIO 144 (Anatomy and Physiology I and II)*

### **RAD 134 Methods of Patient Care**

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

Students are instructed in basic patient care skills as they apply to radiologic technology. Emphasis is placed on safety, infection control, aseptic techniques, administration of contrast media, venipuncture, pharmacology, patient assessment, care of the critical patient and emergency care, and the care of tubes, catheters and vascular lines. In California, this course will provide the education and training for venipuncture certification.

*Prerequisites: None*

# Radiography—Bridge • Course Descriptions

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## **RAD 128 Physics**

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

This course provides an in-depth analysis of radiologic physics. Some of the topics and principles covered include atomic structure, electricity, electromagnetism, equipment operation and maintenance, x-ray production, and x-ray interactions.

*Prerequisites: MTH 210 Math Applications*

## **RAD 212 Advanced Radiographic Imaging and Special Procedures**

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

This course presents radiography skills and equipment used in various imaging procedures and advanced modalities. Topics include but are not limited to cardiovascular and interventional radiography, computed tomography imaging, magnetic resonance imaging, mammography, bone densitometry, ultrasound, nuclear medicine and radiation oncology.

*Prerequisites: RAD 112 Positioning I, RAD 122 Positioning II, RAD 132 Positioning III*

### Semester IV

## **RAD 138 Principles of Exposure**

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

This course covers the factors that affect the diagnostic quality of radiographic images. Topics covered include image acquisition, digital imaging systems, image processing, beam limitation, grids, contrast, receptor exposure, spatial resolution, and structural considerations.

*Prerequisites: RAD 128 Physics, RAD 112 Positioning I*

## **RAD 238 Pathology**

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

This course provides an overview of radiographic pathology. Topics cover pathologies of the following body systems: musculoskeletal, respiratory, gastrointestinal, hepatobiliary, urinary, hematopoietic, cardiovascular, nervous, endocrine, and reproductive systems. Traumatic injuries are also addressed.

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

## **RAD 232 Radiography II**

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

This course builds upon the foundations of classroom theory and practical experience in the field in the critique of radiographic image quality, with an emphasis on image analysis.

*Prerequisites: RAD 128 Physics, RAD 112 Positioning I, RAD 122 Positioning II, and RAD 132 Positioning III*

## **RAD 142 Radiographic Biology**

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

This course provides the student with instruction on x-ray interactions with matter, radiation effects on the molecular and cellular levels, acute and long-term radiation responses, and radiation protection principles.

*Prerequisites: RAD 128 Physics, BIO 134 and BIO144 (Anatomy and Physiology I and II)*

### Semester V

## **RAD 248 Radiography III**

*Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0*

This course is designed to prepare the student for examination for certification by the American Registry of Radiologic Technologists (ARRT).

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

## **RAD 256 Clinical Externship IV**

*Total Course Hours: 252 (0 Theory, 0 Lab, 252 Extern) Semester Credits: 5.5*

This course provides the student with clinical experience under the supervision of clinical staff and faculty. Students will develop clinical competence by performing a variety of radiographic procedures on a diverse patient population. Student learning and competence will be determined in part through frequent critique and evaluation, as well as specific formative and summative assessment tools. Students are expected to demonstrate the clinical skill and competence as required of an entry-level radiographer.

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



# Bachelor of Science in Health Care Administration

**Objective:** To foster critical thinking abilities, communication competence, and leadership capacity with an advanced understanding of health care management services and delivery. Students will develop strategies to analyze behavioral, ethical, and cultural trends that impact management in health care systems with diverse populations. They will also demonstrate the ability to evaluate ethical, legal, and regulatory policies, and demonstrate a mastery of core business theories as applied to health care systems.

Graduates of this program receive a Bachelor of Science Degree.

**Admissions Requirements:** Applicants to this degree completion program must have completed a total of 61 semester credits at the postsecondary level. The 61 transfer credits shall consist of 14 general education, 26 health science technical, and 21 related credits. Transfer credits into this program must meet the following conditions: awarded by a nationally or regionally accredited institution; grade of "C" or better; and numbered 100 and above. Transfer credits must include a math course. See additional Admissions and Transfer Credit requirements in the Prospective Students section of this catalog.

## At a Glance

**Program Type:** Bachelor's Degree

**Delivery Method:** Online

**Semester Credits:** 120.0  
(includes 61 transfer credits)

Program Length	Total
Program Hours	885
Program Weeks Individual time to completion may vary by student depending on individual progress and credits transferred.	80
Program Semesters (16 weeks per semester)	5

## Campus Locations



The Online programs are delivered from Tucson, AZ.

Transfer Credit				
	Theory	Lab	Extern	Credits
Transfer of Credit (14 general education, 26 health science, 21 related credits)				61.0
<b>Transfer Total</b>				<b>61.0</b>

Semester I					
Course #	Course	Theory	Lab	Extern	Credits
CPT 301	Microcomputer Applications	45			3.0
ENG 320	Advanced College Writing	45			3.0
BUS 330	Fundamentals of Finance	45			3.0
HCA 310	Health Care Law and Compliance	45			3.0
<b>Semester I Total</b>		<b>180</b>			<b>12.0</b>

Semester II					
Course #	Course	Theory	Lab	Extern	Credits
SOC 325	Culture and Human Diversity	45			3.0
PHI 301	Critical Thinking	45			3.0
HCA 325	Leadership in Health Care Management	45			3.0
BUS 210	Introduction to Marketing	45			3.0
<b>Semester II Total</b>		<b>180</b>			<b>12.0</b>

Semester III					
Course #	Course	Theory	Lab	Extern	Credits
MTH 315	Statistical Concepts	45			3.0
HCA 410	Long-Term Care	60			4.0
RSH 350	Introduction to Evidence-Based Practice	45			3.0
HCA 430	Patient Information and Management	45			3.0
<b>Semester III Total</b>		<b>195</b>			<b>13.0</b>

Semester IV					
Course #	Course	Theory	Lab	Extern	Credits
HCA 450	Health Insurance Reimbursement	45			3.0
HCA 460	Public Health	45			3.0
HCA 420	Managing Emergency Response Operations	60			4.0
HCA 440	Health Care Policy	45			3.0
<b>Semester IV Total</b>		<b>195</b>			<b>13.0</b>

Semester V					
Course #	Course	Theory	Lab	Extern	Credits
HCA 470	Quality Management	45			3.0
HCA 495	Professional Capstone	90			6.0
<b>Semester V Total</b>		<b>135</b>			<b>9.0</b>

<b>Semesters I, II, III, IV, V Total</b>	<b>885</b>			<b>59.0</b>
<b>Program Total</b>	<b>885</b>			<b>120.0</b>

# Bachelor of Science in Health Care Administration • Course Descriptions

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## Semester I

### **CPT 301 Microcomputer Applications**

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

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

*Prerequisites: None*

### **ENG 320 Advanced College Writing**

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

This course builds upon basic English composition to create a strong foundation for academic and professional writing. This course enhances students' analytical reading and writing skills appropriate to one's professional field. Through instruction and practice in the writing process, research and information literacy, APA writing style, and connecting writing and critical thinking, students will hone their confidence and competence in making writing decisions for audience, purpose, and context.

*Prerequisites: None*

### **BUS 330 Fundamentals of Finance**

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

This course introduces the fundamentals of finance as they apply to health care organizations. Topics include the financial structure of both investor-owned and not-for-profit entities, shareholder wealth maximization, financial statement analysis, the time value of money, risk and return, leasing, forecasting, financial markets, and capital budgeting decisions. Students will have opportunities to apply finance concepts in personal and professional contexts in this course.

*Prerequisites: None*

### **HCA 310 Health Care Law and Compliance**

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

Health care law and compliance is important because of its financial and emotional impact on health care professionals, patients, and health care facilities. This course focuses on legal and compliance issues that directly affect employer and employee. Content provides guidance on risk management techniques and reporting that can help mitigate noncompliance.

*Prerequisites: None*

## Semester II

### **SOC 325 Culture and Human Diversity**

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

This course explores the nature and sources of cultural differences and the impact of cultural diversity on our changing society. Students will examine characteristics of cultural systems and how they influence behavior in family, workplace, educational, and medical settings. Students will discuss the challenges and benefits of communicating in culturally sensitive ways.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **PHI 301 Critical Thinking**

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

This course examines the components of and barriers to critical thinking. Students will examine premises and fallacies in various types of arguments. Students will evaluate components of persuasive communications.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **HCA 325 Leadership in Health Care Management**

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

This course presents best practices for leading health care organizations in a changing environment. Topics include strategic planning, the impact of cultural change, and employee engagement. Also addressed are skills related to internal and external assessment, facilitation, negotiation, and collaboration skills.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **BUS 210 Introduction to Marketing**

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

This course presents basic marketing concepts, theories, and strategies. Also examined are the impacts of social factors, including demographic trends, cultural change, and changes in the political and legal environment impacting marketing decision-making.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

## Semester III

### **MTH 315 Statistical Concepts**

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

This course introduces students to basic statistical concepts and statistical reasoning. Content encompasses core concepts of descriptive and inferential statistics with exploration of descriptive measures, graphical displays of data, sampling, distribution, measures of association, probability, hypothesis testing, confidence intervals, and linear regression. Common statistical tests, such as z-tests and Pearson correlation will be introduced. Students will practice statistical reasoning in real-world contexts.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

# Bachelor of Science in Health Care Administration • Course Descriptions

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## **HCA 410 Long-Term Care**

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

This course provides a survey of the types of long-term care settings, and the purpose of and challenges presented by each. Settings include short-term and long-term skilled nursing facilities, assisted living facilities, subacute care, adult day care, and hospice. Also addressed are issues related to home health care. Students will explore administrative and management skills required by long-term care facilities today and those projected for the future.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

## **RSH 350 Introduction to Evidence-Based Practice**

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

This course provides a comprehensive overview of evidence-based practice (EBP) and the real-world application of research evidence. Emphasis is placed on developing practical skills that will enable students to find, read, and understand published research. Essential topics include developing a research question, performing evidence searches, analyzing research studies, and determining value and usefulness of evidence in practice.

*Prerequisite or Corequisites: ENG 320 Advanced College Writing, CPT 301 Microcomputer Applications, and MTH 315 Statistical Concepts*

## **HCA 430 Patient Information and Management**

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

Patient information management is important because of the integral role a health care professional has within the team. It is essential for the health care professional to provide all members of the team with a thorough patient record to ensure quality patient care.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

## Semester IV

### **HCA 450 Health Insurance and Reimbursement**

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

This course provides students with an overview of the processes and procedures related to medical billing and insurance reimbursement in the United States. Topics include the roles and responsibilities of health care professionals in ensuring accurate and timely reimbursement for health care services and provisions of Medicare, Medicaid, and other federal and state administered payment programs. Also addressed is the impact of health care reform and government regulations on the operation and performance of the private health insurance industry and on public programs.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **HCA 460 Public Health**

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

This course provides an overview of the field of public health with an emphasis on the role of public health agencies in resolving community health problems. Students will examine social, political, economic, geographic, demographic, and physiological factors affecting health care status of communities and individuals.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **HCA 420 Managing Emergency Response Operations**

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

This course provides students with an introduction to the strategic and tactical nature of decision making and management in the volatile and complex environments created by crises and disasters encountered in domestic, regional, and international settings. Also addressed are the social, economic, and political aspects of disaster planning, preparedness, and mitigation responses.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **HCA 440 Health Care Policy**

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

This course examines the role of governmental legislation and regulation on the provision of health care services in the United States. The influence of stakeholders on public policy-making and the financing and provision of services is also addressed.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

## Semester V

### **HCA 470 Quality Management**

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

This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Health care professionals should have an understanding of the activities and their role in leading the quality management process.

*Prerequisites: ENG 320 Advanced College Writing and CPT 301 Microcomputer Applications*

### **HCA 495 Professional Capstone**

*Total Course Hours: 90 (90 Theory, 0 Lab, 0 Extern) Semester Credits: 6.0*

This is a capstone course focusing on the synthesis of professional knowledge and critical thinking skills in preparation for professional advancement and lifelong learning. This course provides students with an opportunity to identify and develop research skills necessary to create a health care business. The course content is geared toward increasing and disseminating intellectual inquiry, information literacy, and the use of scholarly research methods.

*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 inherent 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
<b>Program Total</b>		<b>540</b>			<b>36.0</b>



## 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.

# MS in Organizational Leadership-HCA Specialization • Course Descriptions

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## 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*

# MS in Organizational Leadership-HCA Specialization • Course Descriptions

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## 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.

## 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					
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

<b>Program Total</b>		<b>540</b>			<b>36.0</b>
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# MS in Organizational Leadership-PHA Specialization • Course Descriptions

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## 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*

# MS in Organizational Leadership-PHA Specialization • Course Descriptions

## 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*



Success  
Story

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

# Title IX – Sex-Based Offenses Reporting

(All PMI Campuses Excluding Texas)

## Purpose

To prohibit sex discrimination and to provide avenue for resolution of concerns about sex discrimination, in compliance with Title IX, the Clery Act (20 U.S.C. §1092(f) with implementing regulations in 34 C.F.R. 668.46) and the Violence Against Women Act (42 U.S.C. §13925 et seq.).

## Additional Authority

U.S. Department of Education (USDE); Clery Act (20 U.S.C. §1092(f) with implementing regulations in 34 C.F.R. 668.46) and the Violence Against Women Act (42 U.S.C. §13925 et seq.)

## Policy

Pima Medical Institute (PMI) does not discriminate in its admissions or employment, or in its educational programs or activities on the basis of sex. As a recipient of federal financial assistance for education activities, PMI required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or related conditions. PMI also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to the institution. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by PMI policy

## Definitions

“Complainant” is any individual who has reported being or is alleged to be impacted by Prohibited Conduct as defined by this policy, and who was participating in a PMI program or activity at the time of the alleged misconduct.

“Consent” is knowing, voluntary and mutual decision among all participants to engage in sexual activity, expressed in words or actions. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct with that particular person or people. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Past consent does not imply future consent. A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent. A minor (meaning a person under the age of 18 years, where applicable per state) cannot consent to sexual activity except in limited circumstances dictated by law. Consent can be withdrawn at any time during sexual activity through reasonable and clear communications through words or actions. When consent is withdrawn, sexual activity must stop.

# Title IX – Sex-Based Offenses Reporting

(All PMI Campuses Excluding Texas)

- Coercion/Force: consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, or coercion. Sexual activity accompanied by coercion or force is not consensual.
  - Coercion refers to unreasonable pressure for sexual activity. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point can be considered coercive. The use of coercion can involve the use of pressure, manipulation, substances, or force. Ignoring objections of another person is a form of coercion.
  - Force refers to the use of physical violence or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.
- Incapacitation: occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing and informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, or being under the influence of drugs or alcohol. This policy also covers a person whose incapacity results from temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs, or who are sleeping.

Under this policy, PMI will consider whether a respondent knew or should have known the complainant to be incapacitated, based on an objective, reasonable person standard that assumes the reasonable person is both sober and exercising sound judgment. The fact that the respondent was unaware of the complainant’s incapacity due to the respondent’s own drug or alcohol use shall not be considered as an excuse.

- Discrimination on the Basis of Sex: Discrimination is defined as treating members of a protected category less favorably because of their actual or perceived membership in that category or as having a policy or practice that adversely impacts the members of one protected category more than others. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

“Education program or activity” includes all campus operations, including off-campus settings that are operated or overseen by Pima; conduct subject to the Pima’s disciplinary authority that occurs off-campus; conduct that takes place via Pima-sponsored electronic devices, computer and internet networks and digital platforms operated by, or used in the operations of, the Pima.

Conduct that occurs outside of the education program or activity may contribute to a hostile environment within the program or activity.



# Title IX – Sex-Based Offenses Reporting

(All PMI Campuses Excluding Texas)

“Equal access to program or activity.” Signs of enduring unequal educational access due to severe, pervasive, and objectively offensive sexual harassment may include: skipping class to avoid a harasser, a decline in a student’s grade point average, or having difficulty concentrating in class.

“Prohibited Conduct” means the conduct prohibited by this policy. Prohibited Conduct includes sex discrimination, including sex-based harassment, and retaliation.

“Reporting Party” means person reporting an incident that was witnessed or received the information about the incident and is reporting it to the appropriate PMI person.

“Respondent” any individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Retaliation” is any materially adverse action taken against an individual because they were involved in the disclosure, reporting, investigation, or resolution of a report of Prohibited Conduct. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by PMI, a student, or an employee or other person authorized by PMI to provide aid, benefit, or service under PMI’s education program or activity, for the purpose of interfering with any right or privilege secured by this policy or by law, including Title IX or its regulations. Adverse action does not include perceived or petty slights, or trivial annoyances.

- The prohibition against retaliation applies to any individuals who participate (or refuse to participate) in any manner in an investigation, or hearing, and to any student who refuses to participate in an investigation, proceeding, or hearing.
- Retaliation may occur even where there is a finding of “not responsible” under this policy. Good faith actions lawfully pursued in response to a report of Prohibited Conduct are not Retaliation.

“Sex-based Harassment” is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-Based Harassment includes the following:

- Quid pro quo harassment: An employee, agent, or other person authorized by PMI to provide an aid, benefit, or service under PMI’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.
- Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from PMI’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: the degree to which the conduct affected the complainant’s ability to access PMI’s education program or activity; the type, frequency, and duration of the

# Title IX – Sex-Based Offenses Reporting

(All PMI Campuses Excluding Texas)

conduct; the parties' ages, roles within PMI's education program or activity, previous interactions, and other factors about a party that may be relevant to evaluating the effects of the conduct; the location of the conduct and the context in which the conduct occurred; and other sex-based harassment in PMI's education program or activity.

Additional sexual harassment definitions from state workplace law

- Sexual assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, this includes:
  - Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.
- Dating violence: violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
  - Emotional and psychological abuse do not constitute violence for the purposes of this definition.
- Domestic violence: felony or misdemeanor crimes of violence committed by a person who:
  - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of PMI, or a person similarly situated to a spouse of the victim;
  - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - Shares a child in common with the victim; or
  - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
  - Emotional and psychological abuse do not constitute violence for the purposes of this definition.
- Stalking: Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

# Title IX – Sex-Based Offenses Reporting

(All PMI Campuses Excluding Texas)

- Sexual coercion: The application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.
- Sexual exploitation means a person taking sexual advantage of another person for the benefit of anyone other than that person without that person’s consent, including, but not limited to, any of the following acts:
  - The prostituting of another person;
  - The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud, or coercion;
  - The recording of images, including video or photograph, or audio of another person’s sexual activity or intimate parts, without that person’s consent;
  - The distribution of images, including video or photograph, or audio of another person’s sexual activity or intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure.
  - The viewing of another person’s sexual activity or intimate parts, in a place where that other person would have a reasonable expectation of privacy, without that person’s consent, for the purpose of arousing or gratifying sexual desire.

“Sexual misconduct” includes sexual harassment, domestic violence, dating violence, sexual assault, and stalking.

“PMI Community” includes PMI employees, students, clinical related school officials (e.g., clinical instructor, clinical coordinator).

## **PMI Title IX Coordinator**

Primary: Brenna Drago

Email: [TitleIXCoordinator@pmi.edu](mailto:TitleIXCoordinator@pmi.edu)

Phone: 480-844-5570

Mailing address: Pima Medical Institute, 40 N Swan Road, Suite 100, Tucson AZ 85711

Webform: Title IX reporting may also be submitted using the Title IX form available through the Student Portal.

The Title IX coordinator, including a designee with the same level of training as the Title IX Coordinator, shall be responsible for overseeing the reporting process, training, and initial investigation. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, webform, or by email, using the contact information listed for the Title IX Coordinator. Report may be made at any time (including during non-business hours) by using the telephone number or email address, by webform, or by mail to the office address, listed for the Title IX Coordinator.

## Training



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An investigator, decision-maker, and other persons who are responsible for implementing the recipient's grievance procedures or have the authority to modify or terminate supportive measures.

- Must be trained annually on the institution's obligation to address sex discrimination in its education program or activity, the scope of conduct that constitutes Prohibited Conduct under this policy, and all applicable notification and reporting obligations under Title IX.
- Must also be trained annually on the institution's response obligations, the grievance procedures, how to serve impartially (including by avoiding prejudice of the facts at issue, conflicts of interest, and bias), meaning and application of the term "relevant" in relation to questions and evidence and the types of evidence that are impermissible.
- Records must be maintained for a period of seven years

## Training

### Informal Resolution Facilitators

Must be trained on the institution's obligation to address sex discrimination in its education program or activity, the scope of conduct that constitutes Prohibited Conduct under this policy, and all applicable notification and reporting obligations under Title IX, and the rules and practices associated with the recipient's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

### The Title IX Coordinator

Must be trained in everything that Informal Resolution Facilitators and investigators/decision makers are trained on, and their specific response obligations, the recordkeeping system and requirements, and any other training necessary to comply.

### Employees

School shall provide annual training for all employees that includes the institution's obligation to address sex discrimination in its education program or activity, the scope of conduct that constitutes Prohibited Conduct under this policy, and all applicable notification and reporting obligations under Title IX.

### Students

School shall provide training during Student Orientation, which must include

- Title IX and what constitutes sexual violence under the school's policies;
- school's definition of consent, including examples;
- how the school analyzes whether conduct was unwelcome under Title IX;
- reporting options, including formal reporting and confidential disclosure options and any timeframes set by the school for reporting; school's grievance procedures;
- disciplinary code provisions relating to sexual violence and the consequences of violating those provisions;
- effects of trauma;
- the role alcohol and drugs often play in sexual violence incidents;
- strategies and skills for bystander intervention;
- how to report sexual violence to campus or local law enforcement;
- Title IX's protections against retaliation;

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- encouraging students to report incidents of sexual violence; and
- educating students about the persons on campus to whom they can confidentially report incidents of sexual violence.

## Responsibility to Report

All employees, with limited exceptions as identified by PMI, are required to promptly provide to the Title IX Coordinator all complaints or reports of sex discrimination, including sex-based harassment, to the Title IX Coordinator and share all information reported or made available to the employee. If an employee in a supervisory capacity has direct knowledge of an incident of harassment or discrimination on the part of, or directed toward, any employee of the Title IX Coordinator community, that supervisor is required to bring the matter to the attention of the Title IX Coordinator.

Researchers conducting an IRB-approved human subjects research study designed to gather information about sex discrimination are not required to report to the Title IX Coordinator disclosures made in the course of that study to the Title IX Coordinator.

PMI also encourages employees who themselves experience sex discrimination to bring their concerns to the Title IX Coordinator, though they are not required to do so.

When providing this information to the Title IX Coordinator, the employee must include their own name and contact information, and all known details about an incident, which may include, if known, the dates, times, locations, names of involved individuals and the nature of the incident.

Aside from this reporting obligation, employees will, to the fullest extent possible, maintain the privacy of an individual's information, consistent with FERPA.

Students are expected to report any known issue related to sexual misconduct involving self or others to a PMI person with authority (such as a program director, associate dean of faculty, student services coordinator, or associate / campus director).

Reporting may include:

- Oral report of sexual harassment by a complainant or anyone else;
- written report;
- personal observation;
- anonymous report; or
- other means of communication or awareness (e.g. social media account, article, etc.).

If anyone is unsure about whether an incident requires reporting, reach out to the Title IX coordinator. Reports should be made within 24 hours or as soon as reasonable possible.

## Procedure for Reporting

### How to Make a Report to PMI

All complaints of violations of this policy will be taken seriously and in good faith.

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The Title IX Coordinator will provide information and guidance regarding how to file a complaint with PMI and/or local law enforcement, as well as information and assistance about what course of action may best support the individual(s) involved and how best to address the complaint.

- Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, PMI will give consideration to the party bringing forward a report with respect to how the matter is pursued.
- PMI may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that PMI not initiate an investigation.
- Employees, students, guests, or visitors who believe that this policy has been violated should promptly contact the Coordinator.
- There is no timeline for making a report of sex discrimination, however, PMI encourages the prompt reporting of a complaint as the ability of PMI to pursue the complaint to conclusion may be hindered by the passage of time.

## Amnesty

A student making a report to the Title IX Coordinator may be eligible for Amnesty for drug or alcohol related violations that occurred on or around the same time as the incident or that was in connection with the incident.

## Privacy and Confidentiality

PMI values the privacy of its students, employees, and other community members. Community members should be able to seek the assistance they need and access this policy without fear that the information they provide will be shared more broadly. References made to privacy mean PMI offices and employees who cannot guarantee confidentiality, but will maintain privacy to the greatest extent possible, relaying information as necessary to investigate or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. PMI will limit the disclosure as much as practicable.

All activities under these procedures shall be conducted with the privacy interests of those involved. While PMI will take all reasonable steps to protect the privacy of individuals involved in a complaint, it may be necessary to disclose some information to individuals or offices on campus in order to address a complaint or provide for the physical safety of an individual or the campus. Thus, PMI cannot, and does not, guarantee that all information related to complaints will be kept confidential.

In order to maintain the privacy of evidence gathered as part of any resolution process, access to materials under the procedures in this policy will be provided only by a secure method and parties and advisors are not permitted to make copies of any documents shared or make use of the documents outside of the processes described in this policy.

Parties may request to review a hard copy of materials, and PMI will make that available in a supervised or monitored setting.

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Inappropriately sharing materials provided during this process may constitute retaliation under this policy.

Individuals may speak confidentially with a Confidential Resource. Confidential Resources (e.g., licensed mental health care providers, physicians, clergy) may not report to Title IX Coordinator any identifying information about conduct that may violate PMI's policies against sex discrimination without the written consent of the individual who supplied the information, unless required by law. Such disclosures will not be reported to the Title IX Coordinator or initiate any process under this policy. PMI employs two types of employees who are not required to report information about sex discrimination to the Title IX Coordinator: Privileged and confidential employees whose communications are privileged or confidential under Federal or State law. The employee must be hired for and functioning within the scope of their duties to which the privilege or confidentiality applies. For example, physicians, and mental health counselors are all confidential employees. Disclosures made to these employees means that information cannot be disclosed to anyone internal or external to PMI without the expressed permission from the individual disclosing the information. State law requires professional counselors to report: when a patient is likely to engage in conduct that would result in serious harm to the patient or others; if there is reasonable cause to suspect that a minor has been sexually abused. These reports must be made to the state reporting agency.

Employees designated by the institution as exempt from reporting known sex discrimination to the Title IX Coordinator, and designated as such for the purpose of providing services to the campus community related to sex discrimination. Such employees must be acting in the scope of that role when they learn of the information about sex discrimination for this exemption to apply. For example, the ombudsperson and sexual violence response counselors may be designated as exempt from internal reporting. Disclosures made to these employees means that information will not be shared with the Title IX Coordinator or anyone within PMI, but may be released under legal action or court order without the permission of the individual disclosing the information.

## Reporting to the Police

Some Prohibited Conduct may constitute a violation of both the law and PMI policy. PMI encourages students to report alleged crimes promptly to local law enforcement agencies. All persons have the right to file with law enforcement, as well as the right to decline to file with law enforcement. The decision not to file shall not be considered as evidence that there was not a violation of PMI policy.

Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Conduct may constitute Prohibited Conduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. However, when a complaint is made to PMI as well as to law

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enforcement, PMI may delay its process if a law enforcement agency requests that PMI delay its process for a reasonable amount of time to allow law enforcement to gather evidence of criminal misconduct.

Criminal or legal proceedings are separate from the processes in this policy and do not determine whether this policy has been violated.

All investigations and hearings under this policy will be thorough, reliable and impartial, and will seek to collect evidence and names of witnesses to gather information that is directly or substantially relevant to whether the alleged policy violation occurred, and will not be based on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

In the case of an emergency, where the physical well-being of a member of PMI community or the safety of PMI as an institution is threatened, any individual with such knowledge should promptly inform the Director of Campus Safety. PMI may take any immediate steps as may be necessary and appropriate under the circumstances to ensure the well-being of PMI community and PMI as an institution.

## **Procedure for Responding to a Report**

### Initial Contact

Following receipt of a report alleging a potential violation of this policy, the Title IX Coordinator will contact the complainant to meet with the Title IX Coordinator for an initial intake and assessment meeting, and will provide the following:

- An invitation to meet to offer assistance and explain their rights, resources, and options under this policy;
- Access to this policy;
- Information regarding available campus and community resources for counseling, health care, mental health, or victim advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid and other available services may be provided;
- The availability of Supportive Measures regardless of whether a complaint is filed and/or any resolution is initiated;
- The options for resolution (no action, prevention, agreement, investigation) and how to initiate such resolution processes;
- The right to notify law enforcement as well as the right not to notify law enforcement;
- The importance of preserving evidence and, in the case of potential criminal misconduct, how to get assistance from Campus Safety or local law enforcement in preserving evidence;
- The right to an advisor of choice, if applicable, during PMI proceedings under this policy including the initial meeting with the Title IX Coordinator
- A statement that retaliation for filing a complaint, or participating in the complaint process, is prohibited.
- Information on how to initiate the Investigation or Resolution-Based Agreement process.

### Initial Intake & Assessment

The Initial Assessment process seeks to gather information about the nature and circumstances of the report to determine whether this policy applies to the report and, if so, which resolution process

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may be appropriate, as well as which section of the resolution procedures apply based on the conduct and the status of the parties. The Title IX Coordinator may also determine that the provision of supportive measures only is the appropriate response under the policy.

The initial assessment is not a finding of fact or responsibility. If the individual bringing forward the complaint is not the actual complainant, the Title IX Coordinator will limit communication to general information on policies and processes. Should the complainant wish to initiate a resolution process, the Title IX Coordinator will determine whether this policy applies and, if so, the appropriate process under this policy. The Title IX Coordinator will communicate to the complainant this determination. If the information provided does not suggest a potential violation of this policy, the Title IX Coordinator will provide the complainant written notice that the matter is being referred for handling under a different policy, and/or to another appropriate office for handling.

## Requests for Confidentiality or No Further Action

When a complainant requests that PMI not use their name as part of any resolution process, or that PMI not take any further action, PMI will generally try to honor those requests. However, there are certain instances in which PMI has a broader obligation to the community and may need to act against the wishes of the complainant.

In such circumstances, the Title IX Coordinator will notify the complainant in writing of the need to take action. The factors the Title IX Coordinator will consider when determining whether to act against the wishes of a complainant include:

- The complainant's request not to proceed with initiation of a complaint;
- The complainant's reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of Prohibited Conduct would occur if a complaint is not initiated;
- The severity of the alleged Prohibited Conduct, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of PMI;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision maker in determining whether sex discrimination occurred; and
- Whether PMI could end the alleged sex discrimination and prevent its recurrence without initiating its resolution procedures under this policy.
- Whether the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other persons, or that the conduct as alleged prevents PMI from ensuring equal access on the basis of sex to its education program or activity.

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## Emergency Removal

For sex discrimination and sex-based harassment, PMI retains the authority to remove a respondent from PMI's program or activity on an emergency basis, where PMI (1) undertakes an individualized safety and risk analysis, (2) determines that an immediate and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations of sex discrimination justifies a removal, and (3) PMI provides the respondent with notice of and an opportunity to challenge the decision immediately following the removal.

The respondent may challenge the decision immediately following the removal, by notifying the Title IX Coordinator in writing. PMI will designate an impartial individual, not otherwise involved in the case, to consider the challenge to the removal and determine if the emergency removal was reasonable.

For all other Prohibited Conduct, PMI may defer to its interim suspension policies for students and administrative leave for employees.

## Administrative Leave

The PMI retains the authority to place an employee respondent on administrative leave during a pending complaint process under this policy, with or without pay as appropriate.

Administrative leave may be a supportive measure, emergency removal, or consistent with applicable law, CBA. Administrative leave implemented as a supportive measure or as emergency removal is subject to the procedural provisions above, including the right to challenge the decision to implement that measure.

## **Dismissal of a Complaint**

Before dismissing a complaint, PMI will make reasonable efforts to clarify the allegations with the complainant. PMI may dismiss a complaint if:

- PMI is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in PMI's education program or activity and is not employed by PMI;
- The complainant voluntarily withdraws their complaint in writing and the Title IX Coordinator declines to initiate a complaint.
- The complainant voluntarily withdraws some but not all allegations in a complaint in writing, and PMI determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy; or
- PMI determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Upon dismissal, PMI will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then PMI will notify the parties simultaneously in writing. If a dismissal of one or more allegations changes the appropriate decision-making process under these procedures, the Title IX Coordinator will include that information in the notification. PMI will notify the complainant that a dismissal may be appealed on the basis outlined in the Appeals section.



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If dismissal occurs after the respondent has been notified of the allegations, then PMI will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, PMI will follow the procedures outlined in the Appeals section of these procedures.

When a complaint is dismissed, PMI will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and,
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within PMI's education program or activity.

A complainant who decides to withdraw a complaint or any portion of it may later request to reinstate it or refile it.

## Referrals for Other Misconduct

PMI has the discretion to refer complaints of misconduct not covered by this policy for handling under any other applicable PMI policy or code. As part of any such referral for further handling, PMI may use evidence already gathered through any process covered by this policy. Should there be a conflict between the provision of this policy and other PMI policies, procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy will govern unless specifically stated otherwise. This policy and these procedures are separate from PMI's student disciplinary processes, by which PMI may bring a discipline charge against a student for violating PMI policy according to the provisions found in PMI code of conduct ([link](#)).

## Consolidation of Cases

PMI may consolidate complaints under this policy as appropriate: for example, if there are multiple complaints where the allegations of Prohibited Conduct arise out of the same facts or circumstances, or there are multiple complaints with overlapping parties. PMI also reserves the right to use this policy to adjudicate other allegations and conduct charges as defined by policies outside of the scope of this policy in instances when the conduct is associated with an alleged issue of Prohibited Conduct under this policy.

The Title IX Coordinator will address these consolidated complaints in collaboration and coordination with other appropriate offices, such as Student Services and Human Resources. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

## **Student Withdrawal or Employee Resignation while Matters are Pending**

If a student or employee respondent permanently withdraws or resigns from PMI with unresolved allegations pending, PMI will consider whether and how to proceed with the resolution process. The PMI will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s) and any ongoing effects of the alleged Prohibited Conduct.

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A student respondent who withdraws or leaves while the process is pending may not return to PMI without first resolving any pending matters. Such exclusion applies to all PMI campuses and programs.

- Admissions will be notified that the student cannot be readmitted.
- They may also be barred from PMI property or events.
- If a student respondent withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to PMI unless and until the matter is fully resolved.

An employee respondent who resigns with unresolved allegations pending is not eligible for rehire with PMI and the records retained by the Title IX Coordinator will reflect that status. All PMI responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

## Options for Resolution

There are multiple ways to resolve a complaint or report of sex discrimination. Whenever possible, PMI will utilize the resolution method chosen by the complainant. During the resolution of a complaint, the Title IX Coordinator will determine whether to implement reasonable supportive measures designed to assist all parties (complainants and respondents) and community members in maintaining access to and participation in PMI programs, services and activities during the resolution of the complaint. This section includes information on Support-Based Resolution, Agreement-Based, and Investigation or investigation and Hearing procedures.

- Support- Based Resolution; a support-based resolution is an option for a complainant who does not wish PMI to take any further steps to address their concern, and when the Title IX Coordinator determines that another form of resolution, or further action, is not required. Some types of support that may be appropriate include: adjustments or changes to class schedules; moving from one residence hall room to another; adjusted deadlines for projects or assignments; adjustments to work schedule or arrangements; escorts to and around campus; or counseling. A support-based resolution does not preclude later use of another form of resolution, for example if new information becomes available to PMI and the Title IX Coordinator determines there is need for additional steps to be taken, or the complainant later decides to pursue a Resolution Agreement or investigation, or investigation and hearing.
- Agreement-Based Resolution; agreement-Based Resolution is an alternative to the investigation and decision making procedures where the Parties each voluntarily agree to resolve the complaint in a way that does not include an investigation and does not include any finding of responsibility. Agreement-Based Resolution is a voluntary, structured interaction between or among affected parties that balances support and accountability.

If PMI offers Agreement-Based Resolution to the parties, and they voluntarily consent to engage in that process, the Title IX Coordinator must still take other prompt and effective steps as needed to ensure that sex discrimination does not continue or recur within the education program or activity.

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Parties and the Title IX Coordinator may agree to pause or exit the investigation and decision making resolution procedures to explore Agreement-Based Resolution. Any party may design the proposed agreement between the parties. The Title IX Coordinator must approve of the use of the Agreement-Based Resolution process, and approve the final agreement between the parties. Agreement-Based Resolution may be initiated at any time prior to the release of the final determination. Because Agreement-Based Resolution does not involve an investigation, there is not any determination made as to whether a respondent violated this policy. The Title IX Coordinator has the discretion to determine that Agreement-Based Resolution is not an appropriate way to address the reported conduct, and that the matter must instead be resolved through the Investigation or Investigation and Hearing process.

Initiating the Agreement-Based Resolution Process; prior to the initiation of Agreement-Based Resolution, the Title IX Coordinator will provide the Parties written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Agreement-Based Resolution process;
- Any consequences resulting from participating in the Agreement-Based Resolution process, including the records that will be maintained or could be shared, and whether PMI could disclose such information for use in a future PMI resolution process, including an investigation and resolution process arising from the same or different allegations, as may be appropriate.
- Notice that an agreement resulting from the Agreement-Based Resolution process is binding only on the parties and is not subject to appeal.
- Notice that once the Agreement is finalized and signed by the Parties, they cannot initiate or continue an investigation procedure arising from the same allegations.
- A statement indicating that the decision to participate in the Agreement-Based Resolution process does not presume that the conduct at issue has occurred.
- A statement that the respondent is presumed not responsible for violating this policy, unless respondent admits to violations of this policy;
- An explanation that all parties may be accompanied by an advisor of their choice, who may be a parent, colleague, friend, or attorney;
- A statement that any party has the right to withdraw from the Agreement-Based Resolution process and initiate or resume resolution procedures at any time before agreeing to a resolution;
- The date and time of the initial meeting with staff or the Title IX Coordinator, with a minimum of 3 days' notice;
- Information regarding Supportive Measures, which are available equally to the parties; and
- The potential terms that may be requested or offered in an Agreement-Based Resolution agreement.

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Facilitating an Agreement; if all Parties are willing to explore Agreement-Based Resolution, the Title IX Coordinator will then meet separately with each party to discuss the Agreement-Based Resolution process and facilitate an agreement.

If an agreement cannot be reached, either because the Parties do not agree, determine they no longer wish to participate in the Agreement-Based Resolution process, or the Title IX Coordinator does not believe that the terms of the agreement or continuing the Agreement-Based Resolution process is appropriate, the Title IX Coordinator may decide that the reported conduct will instead be addressed through the investigation or investigation and hearing process.

The Title IX Coordinator will inform the parties of such decision, in writing. Agreement-Based Resolution processes are managed by facilitators who do not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific parties in the matter. The Title IX Coordinator may serve as the facilitator, subject to these restrictions. The investigator or Decision maker for the matter may not facilitate an Agreement-Based Resolution in that same matter. Any party may craft or create the terms of their agreement and will be asked for their suggestions or ideas. Examples of agreements may include but are not limited to:

- an agreement that the respondent will change classes or housing assignments;
- an agreement that the Parties will not communicate or otherwise engage with one another;
- an agreement that the Parties will not contact one another;
- completion of a training or educational project by the respondent;
- completion of a community service project by the respondent;
- an agreement to engage in a restorative justice process or facilitated dialogue; and/or
- discipline agreed upon by all parties.

In order to facilitate Agreement-Based Resolution, information shared by any party will not be used in any related resolution process of the same complaint under this policy.

No evidence concerning the allegations obtained within the Agreement-Based Resolution process may be disseminated to any outside person, provided that any party to the Agreement-Based Resolution process may generally discuss the allegations under investigation with a parent, advisor, or other source of emotional support, or with an advocacy organization. An admission of responsibility made during an Agreement-Based Resolution process, however, may not be incorporated into the investigation and adjudication proceeding. Finalizing the Resolution Agreement; once the final terms of the Resolution Agreement have been agreed upon by all parties, in writing, and approved by the Title IX Coordinator, the matter will be considered closed, and no further action will be taken. Once signed, no appeal is permitted. The Agreement-Based Resolution process is generally expected to be completed within thirty (30) days and may be extended by the Title IX Coordinator as appropriate. All parties will be notified, in writing, of any extension and the reason for the extension.

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Records of an Agreement-Based Resolution process can be shared with other offices as appropriate. Any violations of the terms of the Resolution Agreement may result in disciplinary action.

## Investigation & Decision Making Resolution

This policy includes two types of investigation and decision making procedures. All prohibited conduct matters except for sex-based harassment involving a student as a party, Sex-based harassment involving a student as a party. The following information applies to both types of the investigation and decision making procedures.

Acceptance of Responsibility; if a respondent accepts responsibility for all or part of the Prohibited Conduct alleged, the Coordinator or designated sanctioning officer will issue an appropriate sanction or responsive action as to those violation(s) and continue processing any remaining allegations of Prohibited Conduct, if any.

Assignment of the Investigator and/or Decision maker; PMI will assign a trained investigator and/or Decision maker to conduct an adequate, reliable, and impartial investigation and hearing, if applicable, in a reasonably prompt timeframe. PMI reserves the right to utilize internal or external investigators, Decision makers, or hearing officers.

All parties have the option to participate in the investigation and/or hearing, and each have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the investigator prior to the investigator providing the final report to the Decision maker. In cases where there is a hearing, all parties have the same rights at the hearing, including the right to review any evidence that will be considered by the Decision maker prior to the hearing.

The investigator will establish deadlines for submission of names of relevant witnesses and submission of evidence and communicate those deadlines to the parties in writing.

### Conflict of Interest or Bias

After a Notice of Investigation is issued to all parties, any party may object to the participation of the Title IX Coordinator or designated investigator on the grounds of a demonstrated bias or actual conflict of interest. All parties will have three (3) days from the date of the Notice of Investigation to object to the selection of the investigator or the Title IX Coordinator. Objections to the Title IX Coordinator are to be made, in writing, to the appropriate official. Objections to the appointment of the investigator are to be made in writing, to the Title IX Coordinator. All objections will be considered, and changes made as appropriate. If the objection is substantiated as to either the Title IX Coordinator or the Investigator, that individual shall be replaced. Any change will be communicated in writing.

### Timeline

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In those cases that do not include a hearing, PMI strives to complete the investigation process within ninety (90) days from the date of the Notice of Investigation. In those cases that include a hearing, PMI strives to complete the investigation process within sixty (60) days from the date of the Notice of Investigation, and complete the hearing within sixty (60) days of the Notice of Hearing. The timeline for any part of the resolution process may be extended for good cause by the Title IX Coordinator. All parties shall be notified, in writing, of any extension to the timeline that is granted, the reason for the extension, and the new anticipated date of conclusion of the investigation and/or hearing. Good cause reasons for extension may include ensuring availability of witnesses and other participants and ensuring participants have sufficient time to review materials. PMI shall not unreasonably deny a student party's request for an extension of a deadline related to a complaint during periods of examinations or school closures.

The investigator and/or Title IX Coordinator shall provide the Parties with periodic status updates, in writing.

## Burden and Standard of Review

PMI has the burden of conducting an investigation that gathers sufficient evidence to determine whether Prohibited Conduct occurred. This burden does not rest with any party, and any party may decide to limit their participation in part or all of the process, or to decline to participate. This does not shift the burden of proof away from PMI and does not indicate responsibility. The standard of proof used in any investigation and decision making process is the preponderance of the evidence standard, which means more likely than not.

## Written Notice of Meetings

PMI will provide to a party or witness whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time to prepare to participate.

## Evidence Gathering

**Interviews:** The investigator will interview all parties and relevant witnesses and gather relevant documentary evidence provided by the parties and any identified witnesses. Interviews may be conducted in person, or via video conference. When a party meets with an investigator, the investigator will ask questions related to the allegations in the complaint and a party is given the opportunity speak to the allegations and related events. Parties may identify fact witnesses and provide evidence that is relevant to the allegations and not otherwise impermissible. This will include inculpatory evidence (that tends to show it more likely that someone committed a violation) and exculpatory evidence (that tends to show it less likely that someone committed a violation). The investigator ultimately determines whom to interview to determine the facts relevant to the complaint.

## Impermissible Evidence

The following types of evidence, and questions seeking that evidence, are impermissible. This means this information will not be accessed or considered, except by PMI to determine whether one of the

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exceptions listed below applies. This information will not be disclosed or otherwise used, regardless of relevance:

- Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- Evidence provided to an employee designated by PMI as exempt from internal reporting under this policy, unless the person who made the disclosure or otherwise provided evidence to that employee has voluntarily consented to re-disclosure;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless PMI obtains that party's or witness's voluntary, written consent for use in its resolution procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to alleged sex-based harassment. The fact of prior consensual sexual conduct between the parties does not by itself demonstrate or imply the complainant's consent to other sexual activity or preclude a determination that Prohibited Conduct occurred.

## **Investigation & Decision making Procedures for All Prohibited Conduct Except Sex-Based Harassment Involving a Student Party**

This procedure is for all matters of Prohibited Conduct being investigated and determined under this policy except for sex-based harassment involving a student as a party. PMI will assign a trained investigator and/or trained hearing officer to conduct an adequate, reliable, and impartial investigation and hearing in a reasonably prompt timeframe. PMI reserves the right to utilize internal or external investigators and hearing officers. All parties have the option to participate in the investigation and/or hearing, and each have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the investigator prior to the investigator's making any findings. In the event of a hearing, all parties have the same rights, including the right to review any evidence that will be considered by the Hearing Officer prior to the hearing.

### Notice of Investigation

Prior to the start of an investigation, the Parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, or information regarding location or date of the incident(s), a revised written Notice of Investigation shall be provided to all parties. The notice shall include, at a minimum:

- The PMI's resolution procedures, including the applicable determination procedure, and any alternative resolution process, with a link to the full procedures;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts



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- alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) , time(s), and location(s) of the alleged incident(s), if known;
- A statement that Retaliation is prohibited;
- A list of possible sanctions;
- Contact information for the assigned investigator and Decision maker, as well as the process for raising a challenge to the appointed investigator, Decision maker, or Title IX Coordinator, and the deadline for doing so.
- Expected length of the major stages of the resolution process, as well as any applicable deadlines.
- Whether the Investigator, or another individual, shall serve as the Decision maker, if known.
- A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the investigation and decision making procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision maker;
- The parties may have an advisor of their choice who may be a friend, colleague, therapist, or attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence, and to provide a response;
- A statement that PMI prohibits knowingly making false statements or knowingly submitting false information during resolution procedures, with a link to the relevant policy(ies).
- If known, the date and time of the initial interview with the investigator, with a minimum of five (5) days' notice.

## Individual Interviews

The investigator will hold individual interviews with parties and witnesses to ask relevant and not otherwise impermissible questions and follow-up questions, including questions exploring credibility. Only the investigator and the party or witness may attend each individual interview, and a party may be accompanied by their advisor.

Additional attendees may be permitted at the discretion of the Title IX Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of those proceedings, and may be subject to further PMI discipline for failure to do so. PMI may also adopt and apply other reasonable rules regarding decorum, provided they apply equally to the parties.

The individual interviews may be conducted with all participants physically present in the same geographic location, or, at PMI's discretion, with all participants joining virtually through a video conferencing option. PMI will share expectations of decorum to be observed at all times in any meeting or proceeding under this policy. These expectations are applied equally to all parties and advisors. The PMI has the discretion to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with these expectations and any other applicable PMI rules.

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## Evidence Review

At the conclusion of all fact-gathering, the investigator will provide each party and their advisor, if any, the opportunity to review all relevant and not otherwise impermissible evidence gathered.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation and to submit any additional relevant evidence, questions for parties or witnesses, or the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence or names of witnesses. Given the sensitive nature of the information provided, PMI will facilitate this review in a secure manner. None of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

The parties will have a minimum of 5 days to inspect and review the evidence and submit a written response in writing to the investigator. PMI will provide access to copies of the parties' written responses to the investigator to all parties and their advisors, if any. The Title IX Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence. At the conclusion of the evidence review, when deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence is gathered during this second fact-gathering period, the new evidence will be made available for review by the parties and their advisors. The parties shall have 5 days to provide a response to the newly-gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence. The investigator will consider the parties' written responses before finalizing the investigation report. The parties may each submit a written impact statement prior to the conclusion of the resolution process. The impact statement is not evidence and will be reviewed only after a determination of responsibility is reached, if applicable.

## Investigation Report

The investigator, who may also serve as the Decision maker, shall evaluate the relevant and not impermissible evidence and make a factual determinations regarding each allegation, and also determine whether a violation of the policy occurred. The investigator may choose to place less or no weight upon statements by a party or witness who refused to respond to questions deemed relevant and not impermissible, or declined to participate. The investigator will not draw an inference about whether Prohibited Conduct occurred based solely on a party's or witness's refusal to respond to questions. The investigator shall prepare a report which shall include: a description of the allegations of Prohibited Conduct; information about the policies and procedures used to evaluate the allegations; a description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, and methods used to gather other evidence; an evaluation of the relevant and not otherwise impermissible evidence and the

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rationale for that evaluation; findings of fact for each allegation, with rationale; conclusions regarding which section of this policy or other PMI policy, if any, the respondent has or has not violated, with rationale.

This report shall be provided to the Title IX Coordinator. In the event that the Decision maker has determined that a violation of PMI policy has occurred, the Title IX Coordinator shall then provide the report to the appropriate Sanctioning Officer to determine the sanction, and the Title IX Coordinator shall then determine the appropriate remedy(ies) for the complainant and any impacted parties. Past findings of responsibility relating to this policy or any other PMI policy are admissible in the sanctioning stage only.

The Title IX Coordinator shall then provide the parties and their advisors, if any, with a written Notice of Outcome and a copy of the investigation report. The Notice of Outcome shall include:

- A statement of, and rationale for, any disciplinary sanctions PMI imposed on the respondent
- A statement as to whether remedies will be provided to the Complainant
- For the complainant, a description of any remedies that apply to the complainant
- The PMI's procedures and the permitted reasons for the parties to appeal, including identifying the Appeals Officer.
- How to challenge participation by the Appeals Officer for bias or conflict of interest, which the Title IX Coordinator will resolve in their sole discretion.

The determination regarding responsibility becomes final either on the date that PMI provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

## **Investigation & Decision making Procedures in Cases of Sex-Based Harassment Involving a Student**

The following describes the investigation and decision making procedures for matters of sex-based harassment in which a student is either a complainant or respondent, regardless of the status of the other party.

### Notice of Investigation

Prior to the start of an investigation, the Parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, or information regarding location or date of the incident(s), a revised written Notice of Investigation shall be provided to all parties.

The Notice shall include, at a minimum:

- PMI's investigation procedures, including the applicable determination procedure that will be used in this investigation and resolution, and a link to the relevant policies;
- Information about the agreement-based, with a link to the full procedures.
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts

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- alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s);
- A statement that retaliation is prohibited;
  - Whether the investigator, or another individual, shall serve as the Decision maker if known.
  - Expected length of the major stages of the resolution process, as well as any applicable deadlines.
  - The Notice will inform the parties that the investigator will establish and communicate, in writing, all investigation deadlines, including the final deadlines for submitting names of witnesses, evidence, and relevant questions to ask a party or witness. These deadlines may be extended by the Title IX Coordinator for good cause, and any changes will be provided, in writing, to the parties, along with the rationale for the revised deadline(s).
  - The process for raising a challenge to the appointed investigator, Decision maker or Title IX Coordinator, and the deadline for doing so.
  - A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the resolution process. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision maker;
  - A statement that the parties may have an advisor of their choice who may be a friend, parent, therapist, colleague, or attorney;
  - The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigation report that accurately summarizes this evidence. [If PMI provides access to an investigation report: The parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party]; and
  - [PMI-027 V.B.2](#) of PMI's Student Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the resolution procedures.
  - The date and time of the initial interview with the Investigator, with a minimum of five (5) days' notice.

## Individual Interviews

The investigator will hold individual interviews with parties and witnesses to ask relevant and not otherwise impermissible questions and follow-up questions, including questions exploring credibility, and to request of the parties the names of relevant witnesses and relevant evidence. Only the investigator and the party or witness may attend each individual interview, and a party may be accompanied by their advisor. Additional attendees may be permitted at the discretion of the Title IX Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of the resolution process, and may be subject to further PMI discipline for failure to do so.

The investigator will then gather from parties, witnesses, and other sources, all relevant evidence. The PMI will share expectations of decorum to be observed at all times in any meeting or proceeding under this policy. These expectations are applied equally to all parties and advisors. The PMI has the discretion

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to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with these expectations and any other applicable PMI rules.

The individual interviews may be conducted with all participants physically present in the same geographic location, or, at PMI's discretion, with all participants joining virtually through a video conferencing option. The investigator will determine, in their sole discretion, whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to an interview. The investigator may conduct follow-up interviews as they deem appropriate.

### Investigator Determination of Relevance

The investigator will determine whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to individual follow-up meetings. The investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. Character evidence that is not relevant will not be considered.

### Evidence Review

At the conclusion of all fact-gathering, the investigator will provide each party and their advisor the opportunity to review all relevant and not otherwise impermissible evidence gathered. In the event that an audio or audiovisual recording is shared, the recording will only be made available at an in-person and monitored meeting on campus, and will not otherwise be transmitted for review, so as to maintain the privacy of those participating in the process.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation and to submit any additional relevant evidence, questions for parties or witnesses, or the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence or names of witnesses. Evidence not provided during the investigation process will not be considered by the Decision maker. Given the sensitive nature of the information provided, PMI will facilitate this review in a secure manner. None of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

The parties will have a minimum of 5 days to inspect and review the evidence and submit a written response in writing to the investigator. The Title IX Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence.

When deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence was submitted as part of evidence review, or is gathered during this second fact-gathering period, the new relevant evidence will be made available for review by the parties and their advisors. The parties shall have 5 days to provide a response to the

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newly-gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence. The investigator will consider the parties' written responses before finalizing the investigation report.

## Investigation Report

The investigator will prepare a written report summarizing all of the relevant evidence gathered and all steps taken during the investigation process. The investigator will also include as an attachment all relevant evidence gathered during the investigation, as well as all interview notes.

## Conclusion of Investigation, Notice of Hearing

Once the investigation report is final, the report together with all attachments shall be provided to each party and to their advisor, if any, in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Each party shall have ten (10) days to provide a response. The response, if any, shall be provided to the Hearing Officer.

Following conclusion of the investigation, each party shall be provided with a Notice of Hearing, which shall include information regarding the date of the hearing, the identity of the Hearing Officer, the process to be used at the hearing, deadlines for submission of evidence, names of witnesses, or questions to be reviewed by the Hearing Officer to ensure they are relevant to the allegations. The hearing shall be scheduled no less than ten (10) days from the date of the Notice of Hearing.

Within three (3) days of receipt of the Notice of Hearing, either party may object to the Hearing Officer on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the Hearing Officer and appoint another.

## Hearing Procedures

The purpose of a hearing is for a Hearing Officer to determine whether the conduct occurred as alleged, and if so, whether that conduct violates this policy. PMI expects that all individuals who participate in the hearing process do so truthfully and that all who have a responsibility for carrying out one or more aspects of the hearing process do so fairly and without prejudice or bias. Hearings may be conducted in person or via videoconferencing. The Title IX Coordinator may determine that the hearing will continue in the absence of any party or any witness.

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PMI will appoint a Hearing Officer, who may be the same person as the Title IX Coordinator or investigator, who will determine whether a violation of PMI policy has occurred. The Hearing Officer shall have the authority to determine the relevance of evidence submitted, and of questions asked, to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. The Hearing Officer shall not draw an inference about the determination regarding responsibility based solely on a party's absence from the hearing or refusal to answer questions posed.

Each hearing shall be recorded by PMI and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of PMI but shall be available for listening until the conclusion of the appeals process to complainant, respondent, their respective advisors, Hearing Officer, and Appeal Officer by contacting the Title IX Coordinator.

### Prior to the Hearing

The parties and the Hearing Officer all have the right to call witnesses. Witnesses participating in the hearing must have information relevant to the allegations. Parties who wish to call witnesses must submit the name of the witness at least five (5) days in advance of the hearing.

Only witnesses who participated in the investigation will be permitted to participate in the hearing, unless the witness was otherwise unknown or not known to have relevant information during the course of the investigation. If the witness did not participate in the investigation, the party must also provide the reason the witness was not interviewed by the investigator, and what information the witness has that is relevant to the allegations. The Hearing Officer will then determine whether the witness has relevant information and if there is sufficient justification for permitting the witness to participate. The Hearing Officer may instead send the case back to the investigator to interview the newly proffered witness prior to the hearing taking place.

A list of witnesses approved by the Hearing Officer will be provided to the parties at least three (3) days prior to the hearing. Three (3) days prior to the hearing, each party shall submit to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any questions are not relevant or seek otherwise impermissible evidence, the Hearing Officer shall exclude the question and explain the reason for the exclusion of the question at the hearing. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Hearing Officer must give a party an opportunity to clarify or revise any question that the Hearing Officer has determined is unclear or harassing and, if the party sufficiently clarifies or revises a question, and the question is relevant, the question will be asked.

Advisor: Each party is entitled to be accompanied by one advisor at the hearing. The role of the advisor is to assist the party with understanding and navigating the proceedings. The advisor may not advocate for, respond for, or otherwise speak on behalf of, a party during the hearing. In the event that a party does not appear for the Hearing, the advisor for that party may not participate in the hearing or submit questions to be asked on behalf of the party.



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## Hearing Participation Guidelines

The Hearing Officer shall have the authority to maintain order and decorum at the hearing, including responding to disruptive or harassing conduct, and when necessary to adjourn the hearing or exclude the disruptive person. In the event the Hearing Officer removes an advisor, the Hearing Officer will have the discretion to appoint another advisor for the remainder of the hearing. The Hearing Officer also has the authority to determine whether any questions are not relevant, abusive, intimidating, or disrespectful, and will not permit such questions. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing.

## Statements, Questioning and Presentation of Evidence

During the hearing, each party will be permitted to provide an introductory statement. Following introductory statements, the Hearing Officer will call parties and witnesses for questioning. The order of questioning shall be determined by the Hearing Officer. The Hearing Officer will pose questions to the parties and witnesses including the questions the Hearing Officer approved to be asked that were submitted by each party prior to the hearing. Each party will then be provided an opportunity to submit follow-up written questions to the Hearing Officer for the Hearing Officer to pose to the other party or witnesses. If the Hearing Officer determines that any questions are not relevant to the allegations, or seek otherwise impermissible evidence, the Hearing Officer shall exclude the question and explain the reason for the exclusion of the question at the hearing and offer an opportunity to the party to reframe or resubmit the question. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.

Only the Hearing Officer is permitted to ask questions of parties and witnesses. Neither party may directly question the other party or witness. Advisors are not permitted to directly or indirectly question the other party or witness. Following the questioning of parties and witnesses, each party will be permitted to provide a closing statement. An advisor is not permitted to provide a closing statement on behalf of their party.

## Hearing Officer's Report

Following the hearing, the Hearing Officer shall prepare a determination report. All findings shall be made by a preponderance of the evidence, meaning more likely than not. To the extent credibility determinations need to be made, such determinations shall not be based on a person's status as complainant, respondent, or witness. The determination report will include:

- A description of the sex-based harassment and other allegations if applicable;
- A reference to the policies and procedures used to evaluate the allegations;
- Description of all procedural steps taken to date;
- The Hearing Officer's evaluation of the relevant and not otherwise impermissible evidence along with the finding of facts;
- Determinations for each allegation, with the rationale;
- Sanction determination (if applicable)
- Whether remedies will be provided;
- The procedures for an appeal.

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The Hearing Officer's report shall be provided to the Title IX Coordinator. If the Hearing Officer determines that there is no finding of responsibility, the Title IX Coordinator shall communicate the findings to each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome along with a copy of the Hearing Officer's report, to the parties, together with procedures for appeal. Past findings of responsibility relating to this policy or any other PMI policy are admissible in the sanctioning stage only.

If there is a finding of responsibility, the Title IX Coordinator shall contact the appropriate sanctioning officer who will determine the sanction and notify the Title IX Coordinator of the sanctioning determination.

The Title IX Coordinator will then provide the parties and their advisors, if any, with a written Notice of Outcome and a copy of the investigation report. The Notice of Outcome shall include:

- A statement of, and rationale for, any disciplinary sanctions PMI imposed on the respondent
- A statement as to whether remedies will be provided to the Complainant
- For the complainant, a description of any remedies that apply to the complainant
- The PMI's procedures and the permitted reasons for the parties to appeal, including identifying the Appeals Officer.
- How to challenge participation by the Appeals Officer for bias or conflict of interest, which the Title IX Coordinator will resolve in their sole discretion.

## Sanctions

Sanctions can range from a written reprimand to expulsion from the School in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the charges.

## Appeal

Dismissals of complaints and determinations made in the investigation and decisionmaking processes may be appealed in writing by either party. Appeals will be sent to the Title IX Coordinator, who will then send the appeal to the Appeals Officer assigned to conduct a written review of the appeal(s) and to make a final determination.

Appeals must be in writing and filed within ten (10) days following the issuance of the outcome letter. The role of the advisor is to assist the party with understanding and navigating the proceedings. The advisor may not advocate for, respond for, or otherwise speak on behalf of, a party during a meeting. Notice must inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. Further, PMI states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct. Documentation will be kept of all steps of the process. PMI will take all necessary steps to train the investigators, adjudicators, etc., on the applicable laws and these procedures. Once the outcome of the complaint or grievance has been determined, written correspondence will be provided to all parties involved as assurance that corrective measures will be taken to prevent reoccurrence of a complaint related to discrimination of any kind.

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## External Complaints

A party may file a complaint with the appropriate agency; each agency has specific procedures for filing a grievance. Student is advised to contact the agency directly to ensure proper filing of concern.

## Dismissal of a Formal Complaint

Before dismissing a complaint, PMI will make reasonable efforts to clarify the allegations with the complainant. PMI may dismiss a complaint if:

- PMI is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in PMI's education program or activity and is not employed by PMI;
- The complainant voluntarily withdraws their complaint in writing and the Title IX Coordinator declines to initiate a complaint.
- The complainant voluntarily withdraws some but not all allegations in a complaint in writing, and PMI determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy; or
- PMI determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Upon dismissal, PMI will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then PMI will notify the parties simultaneously in writing. If a dismissal of one or more allegations changes the appropriate decision-making process under these procedures, the Title IX Coordinator will include that information in the notification. PMI will notify the complainant that a dismissal may be appealed on the basis outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then PMI will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, PMI will follow the procedures outlined in the Appeals section of these procedures.

When a complaint is dismissed, PMI will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and,
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within PMI's education program or activity.
- A complainant who decides to withdraw a complaint or any portion of it may later request to reinstate it or refile it.

## Recordkeeping

The school must maintain records for seven years:

- Each sex discrimination report and information including any determination regarding responsibility and any audio or audiovisual recording or transcript required
- Any disciplinary sanctions imposed on the respondent, and any remedies provided;

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- Any appeal and the result therefrom; and
- Any informal resolution and the result therefrom; and
- Any supportive measures, taken in response to a report or formal complaint of sexual harassment.

## **Additional Enforcement Information**

The U.S. Equal Employment Opportunity Commission (EEOC) investigates reports of unlawful harassment and discrimination, including sex-based harassment, in employment.

The U.S. Department of Education, Office for Civil Rights (OCR) investigates complaints of unlawful discrimination and harassment of students and employees in education programs or activities.

For more information, contact the nearest office of the EEOC or OCR.

U.S. Department of Education

Office for Civil Rights

<https://ocrcas.ed.gov/contact-ocr>

U.S. Equal Employment Opportunity Commission (EEOC)

<https://www.eeoc.gov/contact-eeoc>