UMA
ULTIMATE
MEDICAL
ACADEMY
▶ONLINE

Ms. Carolyn Small
Postsecondary Approval and Registration Administrator
Iowa College Student Aid Commission
603 East 12th Street, 5th Floor
Des Moines, IA 50319

3101 W Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
Phone: 888-205-2510

October 16, 2012

Dear Ms. Small,

In accordance with *Iowa Code Chapter 261B,* please find enclosed Ultimate Medical Academy's ("UMA") application for registration. UMA is a Florida post-secondary, for-profit educational institution offering diploma and associate degree programs in allied healthcare. We are licensed by the Florida Department of Education's Commission for Independent Education, institutionally accredited by the Accrediting Bureau of Health Education Schools, and certified by the U.S. Department of Education to participate in the federal student aid programs.

In addition to offering Academic Associate Degree programs and Diploma programs at its on-ground campuses in Clearwater and Tampa, Florida, UMA offers programs via distance education to students across the country. UMA is also seeking guidance regarding conducting continuing medical education that is not for academic credit, as well as clinical/externship opportunities for students.

UMA does not maintain any physical location in Iowa, nor does UMA use local advertising or unsolicited mailing efforts in Iowa. All recruitment for UMA's online programs is conducted via telephone from admission representatives located in Florida directly to students in various states who have provided contact information over the internet expressing interest in UMA's programs.

Per Iowa guidelines, UMA has submitted for registration with the Iowa Secretary of State, has internally adopted a refund policy for Iowa students as outlined by *administrative code 261B.4(4)*, and attached is our $50,000 surety bond and $4,000 registration fee.

If you need any additional information, please do not hesitate to contact me at (813) 387-6784 or sedwards@ultimatemedical.edu.

Sue Edwards
Chief Compliance Officer

Iowa College Student Aid Commission
Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319 (515)
725-3470

Application for Approval and Registration of Postsecondary School

Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for $4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Ultimate Medical Academy
Suite:
Street: 3101 W. Dr. Martin Luther King Jr. Blvd
City: Tampa
State: Florida
Zip: 33607
Country: U.S.A.
Telephone Number (including country or area code): 813-387-6784

Type of corporation: Limited Liability Company

[X] For-profit
[ ] Non-profit

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
	1255 Cleveland St.	Clearwater	FL	33755	U.S.	(727) 298-8685
	9309 N. Florida Ave.	Tampa	FL	33612	U.S	(813) 386-6350

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))].

Student Status	Core Diploma Courses	General Education and Elective Courses
Civilian	$1925 Per Course	$1275 Per Course
Veterans	$1775 Per Course	$1100 Per Course
Active Duty Military	$1500 Per Course	$1000 Per Course

DIPLOMA

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$15,400	$150	Included in tuition	**$15,550**
Medical Administrative Assistant	36.0	$15,400	$150	Included in tuition	**$15,550**
Medical Billing and Coding	39.0	$15,400	$150	Included in tuition	**$15,550**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$27,525	$150	Included in tuition	**$27,675**
Healthcare Management	66.0	$25,600	$150	Included in tuition	**$25,750**
Medical Billing and Coding	63.0	$25,600	$150	Included in tuition	**$25,750**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment—Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$25,600	$150	Included in tuition	**$25,750**
Medical Office and Billing Specialist	62.0	$25,600	$150	Included in tuition	**$25,750**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

(The above schedule of UMA's tuition and fees are also attached)

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

The following policy will accepted and included in the UMA Online Catalog Addendum to amend UMA's Institutional Refund Policy for Iowa students upon UMA's approval by the Iowa College Student Aid Commission.

Iowa Refund Policy
The UMA refund policies have been modified for Iowa students.

Diploma Program
During the first 15% of an academic year for which a student has been charged, UMA shall refund 90% of a student's tuition.

After 15% but within 20% of an academic year for which a student has been charged, UMA shall refund 80% of tuition.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a prorate refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

Associate Program
If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a prorate refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the 300 total school days in the term for which the student has been charged.

(UMA's *"Iowa Refund Policy" is* attached)

Degrees granted by the school [261B.4(5))]

Offered in Iowa [(261B.4(11))]

- Health Sciences (AS Degree)
- Health Information Technology (AS Degree)
- Healthcare Management (AS Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing & Coding (Diploma)
- Medical Billing & Coding (As Degree)
- Medical Office & Billing Specialist (Diploma)
- Pharmacy Technician (Diploma).

Offered outside of Iowa

- Associate Degree Nursing
- Basic X-Ray With Medical Office Procedures (Diploma)
- Dental Assistant With Expanded Functions (Diploma)
- Health Sciences (AS Degree)
- Health Information Technology (AS Degree)
- Healthcare Management (AS Degree)
- Medical/Clinical Laboratory Assistant (Diploma)
- Medical Administrative Assistant (Diploma)
- Medical Assistant (Diploma)
- Medical Billing & Coding (Diploma)
- Medical Billing & Coding (As Degree)
- Medical Office & Billing Specialist (Diploma)
- Nursing Assistant (Diploma)
- Patient Care Technician (Diploma)
- Phlebotomy Technician (Diploma). Health Sciences (AS Degree)
- Pharmacy Technician (Diploma).

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Steven Kemler
Suite:
Street: 3101 W. Dr. Mr. Luther King Jr. Blvd.
City: Tampa
State: Florida
Zip: 33607
Country: U.S.
Telephone Number (including country or area code): (813) 387-6800

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

The below items are disclosed to UMA students via the UMA Catalog and Addendum as referenced below. The catalog and addendum are publicly available online, and students are provided access and/or copies to these documents during their enrollment process.

(Please see the UMA Catalog and Online Addendum attached)

1. The name or title of the course ***(UMA Catalog, pg. 34 – 49)***

2. A brief description of the subject matter of the course. ***(UMA Catalog, pg. 34 – 49)***

3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum. ***(Online Addendum, pg. 19-25)***

4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact. ***(See Attached Iowa Refund Policy)***

5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made. ***(UMA Catalog, pg. 57)***

6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school. ***(UMA Catalog, pg. 5)***

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

UMA does not employ any full time or part time personnel residing in the state of Iowa. UMA has submitted application with the Iowa Secretary of State; our registered agent information is below. Iowa students and the public may always reach a UMA representative by the provided phone number.

Name: CT Corporation System
Street: 500 East Court Avenue
Suite:
City: Des Moines
State: Iowa
Zip: 50309
Country: U.S.A.
Telephone Number (Including Area Code): (800) 509-5474

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Officer (Number 1)

Name: Steven Kemler
Suite:
Street: 3101 W. Dr. Mr. Luther King Jr. Blvd.
City: Tampa
State: Florida
Zip: 33607
Country: U.S.
Telephone Number (including country or area code): (813) 387-6800

For officers 2 or more, add pages as needed: ***(Please see the list of list of officers and owners attached.)***

Owner (Number 2)

Name and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: Steven Kemler
Suite:
Street: 3101 W. Dr. Mr. Luther King Jr. Blvd.
City: Tampa
State: Florida
Zip: 33607
Country: U.S.
Telephone Number (including country or area code): (813) 387-6800

For owners 2 or more, add pages as needed: ***(Please see the list of list of officers and owners attached.)***

Name all agencies accrediting the institution. For each agency, include name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.

Accrediting agency 1

Name: Accrediting Bureau of Health Education Schools (ABHES)
Suite: 314 N.
Street: 7777 Leesburg Pike
City: Falls Church
State: Virginia
Zip: 22043
Country: U.S.
Telephone Number (including country or area code): 703-917-9503
Contact Person: Chris Eaton, Associate Executive Director

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

(A copy of UMA's accreditation from ABHES is attached.)

Accrediting Agency 2

Name: Accreditation Council for Continuing Medical Education (ACCME)
Suite: 1801
Street: 515 N. State Street
City: Chicago
State: Illinois
Zip: 60654
Country: U.S
Telephone Number (including country or area code): 312-527-9200
Contact Person: Murray Kopelow, MD, MS, FRCPC – Chief Executive

Is this agency recognized by the U. S. Department of Education? [ ] Yes [x] No

ACCME accredits Continuing Medical Education. UMA's CME offerings are not for academic credit, and no degrees are awarded.

(UMA's copy of accreditation from ACCME is attached)

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

All student records are maintained on an electronic database, and access to data is controlled based upon need and is password protected. Records are backed up daily to redundant systems that are both on site and remote, that UMA owns and controls. Hard copies of student records are also maintained. These files are stored in a secured area at the online campus for all current students and for the most recent cohort. Because of the volume of files, older files are stored off-site under a contract with Iron Mountain, a secure data storage facility in Tampa. Off-site records can be retrieved within hours of notification.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Registrar's Office
Suite:
Street: 3101 W Dr. Martin Luther King Jr. Blvd.
City: Tampa
State: Florida
Zip: 33607
Country: U.S.
Telephone Number. (including country or area code): (877) 241-8786

UMA students and alumni wishing to obtain copies of their unofficial or official transcripts may do so either in person, or in writing via mail or email. **All such requests should be directed to the campus Registrar's office.** Transcripts of either type will only be released to a UMA student or graduate, unless a surrogate (another designated person) is identified on the student's FERPA form (see page 62 of the UMA Catalog). A request for official transcripts to be sent to a third party must include the address of the intended recipient. Requests for transcripts are usually honored in seven calendar days; please allow 10 calendar days for receipt. Students and/or graduates must be current on their financial obligations to UMA to receive official transcripts.

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency name	Address	Contact Person	Telephone Number
Florida (Home State)	Commission for Independent Education	325 W. Gaines St, Suite 1414 Tallahassee, Florida 32399-0400	Susan Hood	(850) 245-3200
Alabama	Alabama Commission on Higher Education	P.O. Box 302000 Montgomery, AL 36130	Elizabeth French	(334) 242-1998
Arkansas	Arkansas Department of Higher Education	114 East Capitol Little Rock, Arkansas 72201	Shane Broadway	(501) 371-2000
Nebraska	Nebraska Department of Education	301 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509	Brad Dirsken	(402) 471-4825
Nevada	Nevada Commission on Higher Education	3663 East Sunset Road, Suite 202 Las Vegas, NV 89120	David Perlman	(702) 4486-7330
Wisconsin	Educational Approval Board	201 West Washington Ave, 3rd Floor P.O. Box 8696 Madison, WI 53708	Patrick Sweeney	(608) 266-1996
Wyoming	Wyoming Department of Education	2300 Capitol Avenue Hathaway Building, 2nd Floor Cheyenne, WY 82002	Elaine Marces	(307) 777-6210

Ultimate Medical Academy is also exempted in many states due to distance education, non-physical presence exemption per respective state laws.

(Copies of existing state approvals/registrations attached)

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

Instructional methodology varies by program—and even course—depending upon the nature of the material and the available resources. The pedagogical approaches used within all UMA distance education courses match current best practices in postsecondary online instruction. Instructors use both 'one to many' and 'one to one' instructional techniques. Each of the learning resources have their individual strengths, so the instructors are required to use a multiple array of these resources in each class to best accommodate different learning styles and individual student needs.

Distance education programs are published in our school catalog along with the program description and program objectives. Each program in UMA online is primarily taught through distance education. Some programs are offered both online and on-ground; in others, some portion must be offered in one mode of delivery or the other. Example: Health Sciences – the Patient Care Technician concentration must be taken on ground and the Medical Administrative Assistant Concentration must be taken online. The term hybrid is used to identify these instances. In the catalog under each program (and Health Science concentration), the mode of delivery is identified.

UMA utilizes an asynchronous Learning Management System (LMS) which is demonstrated for students and faculty in their respective orientations. It provides a comprehensive understanding of the learning environment. The syllabus of each distance education course is available within the LMS and delineates learner objectives; these same objectives may be found in the "Instructor Sandbox" forum within the LMS which is a faculty communication forum that facilitates UMA's online learning support.

UMA online programs teach the same outcomes as a traditional learning institution but due to its format may use different methodologies than a ground course. For example, while an on-ground course may use small group discussions, an online class may use a threaded discussion board to review the same topic. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include online podcasts, interactive exercises, etc.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
Iowa Secretary of State	Business Services	(515) 281-5204	Awaiting Approval

(Documentation of status of other Iowa agency approvals are arttached)

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education? [ ] Yes [X] No **If yes, explain below**

Provide the name and contact information for a U.S. Department of Education official who can verify the LST statement

N/A

Do you intend to:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [ ] Yes [X] No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

UMA does not solicit students for enrollment in the state of Iowa. UMA Admissions representative reach out to students who have requested additional information about UMA's programs through the internet. Recruiting representatives are selected through job boards and industry referrals, and each representative must complete a five day training program before taking calls and speaking with prospective students. This includes a Florida CIE mandated compliance training module. UMA recruiting representatives use guidelines for first call and for interviewing. Telephone calls are monitored to ensure an ethical representation of the school.

The week of admissions training also includes program knowledge and interviewing techniques. The scripts are covered and role-playing is done to reinforce training. They are taught how to answer questions regarding the school and the programs. They are trained on the disclosures and other enrollment paperwork. In addition, each new representative is introduced to the Academic Department the Student Finance Department, the Learner Services Department, the Career Services Department, and other vital UMA departments.

To insure that interviews are consistent (particularly as they relate to state and federal regulatory requirements regarding recruiting and admissions procedures), UMA representatives use set guidelines and PowerPoint presentations created with broad input and review as well as the CIE mandated admissions training.

Reinforcement training and product knowledge sessions are scheduled on an ongoing basis by the Vice President of Admissions, the Sr. Director of Admissions, the Sr. Director of Training, the Directors of Admissions, and/or the Compliance Department.

Representatives are monitored regularly by their Director of Admissions and by Compliance through monitoring of phone calls.

- UMA does not use field representatives or telemarketers as part of its admissions process.
- Admissions Representatives do not discuss financial aid, only program cost, which is presented on the recruiter's PowerPoint presentation.

Name, address and telephone number of full-time employees in Iowa.

UMA does not have any full-time or part-time employees in the state of Iowa.

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details) [X] Yes [ ] No

261B.7 UNAUTHORIZED REPRESENTATION.
Neither a school nor its officials or employees shall advertise or represent that the school is approved or accredited by the commission or the state of Iowa nor shall it use the registration as a reference in promotional materials.

Will your school comply with the requirements of Iowa Code section 261.9(1) "e" to "g"? [See the Iowa Code for details.) [X] Yes [ ] No

261.9 DEFINITIONS.

When used in this division, unless the context otherwise requires:

1. "Accredited private institution" means an institution of higher learning located in Iowa which is operated privately and not controlled or administered by any state agency or any subdivision of the state and which meets the criteria in paragraphs:

...

e. Adopts a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activities sponsored by the institution. Each institution shall provide information about the policy to all students and employees.

The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.

f. Develops and implements a written policy, which is disseminated during student registration or orientation, addressing the following four areas relating to sexual abuse:

(1) Counseling.
(2) Campus security.
(3) Education, including prevention, protection, and the rights and duties of students and employees of the institution.
(4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities.

g. Adopts a policy to offer not less than the following options to a student who is a member of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

(1) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
(2) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
(3) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? [X] Yes [ ] No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

UMA is providing a copy of the Financial Statements dated December 31, 2011. This document was prepared by Deemer, Dana & Froehle LLP certified public accountants. The audit was conducted in accordance with auditing standards generally accepted in the U.S. and Government Auditing Standards issued by the Comptroller General of the U.S. In addition a report in accordance with Government Auditing Standards regarding UMA's internal control over financial reporting and tests of UMA's compliance with certain provisions of laws, regulations, contracts, and grants.

Evidence that the auditor is providing an unqualified opinion is located on page 16 of the attached Audited Financial Statement.

(UMA's Audited Financial Statement is attached.)

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Within the online classrooms the following instructional and assessment resources are provided to facilitate substantive interactive engagement meeting the educational goals and objectives of each course:

- Power Points
- Interactive software simulations
- Discussion forums
- Graded and ungraded practice activities
- Video files
- Audio/Video Demonstrations
- Synchronous chat room sessions
- Library resources

UMA also utilizes a virtual library within the online campus. The school is a Library & Information Resources Network (LIRN) subscriber and students have full access 24/7 via the Internet with their UMA logon. All students and faculty are provided a tutorial on the LIRN system within the Learning Management System (LMS), as well as technical support available by phone. New students are introduced to the system first in new student orientation and then within the first class module. Each student accesses the virtual library from within the LMS. Site usage can be monitored and reports obtained through the LIRN system. Other public on-line resources are available as well as resources available through publishers.

Additionally, scheduled opened-forum webinars for specific technical topics are provided on a per program basis by specialists to assist the general student population with commonly experienced difficult areas. Resources are evaluated and additions, changes, deletions, modifications, etc. are discussed and implemented throughout the year based on student performance monitoring, instructor feedback and subject matter experts' (SMEs) recommendations. There is continual review of all resources by the instructors and program chairs in each department. Student comments on surveys are also monitored for references to supplemental materials and their effectiveness.

The ELibrary, provides access to full-text articles and transcripts from more than 2383 magazines, newspapers, books, and radio/TV programs, along with access to more than 250,000+ photographs and maps and over 20,000 unique educational audio/video resources. The ELibrary is a 100% full text, general research database. It contains more than 920 magazines, 231 newspapers, maps, books, photos, transcripts, audio and video resources. It also contains the complete works of Shakespeare, other classic full-text literature resources and a Reference Desk with dictionaries, a thesaurus, encyclopedias and more.

(A description of the LIRN library collection and Contract are attached)

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

UMA provides several program supervisors to share the tasks of organization, administration, quality improvement, planning and development of each academic program.

Organization, planning and initial development of each program is supervised by qualified individuals within the Program Development group. Subject matter experts and instructional design experts are responsible for these supervisory components. Additionally, the program development group works collaboratively with Program Chairs and faculty for quality improvement on an ongoing continuous basis.

Program Chairs are subject matter experts and maintain ongoing program supervisory responsibility. They assume the full administrative responsibility for the management of faculty and classroom implementation of instructional requirements for each program. Program Chairs continuously monitor faculty instruction and feedback to identify quality improvement opportunities.

Programs are assessed/evaluated by studying grade distribution throughout the program to determine the effectiveness of each course and the results of the comprehensive exams in each course; retention of students and if not retained, the exit points and reasons; successful completion/graduation; and placement data. This is coupled with the student survey data to determine program effectiveness.

(A list of UMA faculty and their credentials are available on pages 2 through 18 of the attached UMA Online Catalog Addendum)

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

UMA does not have any physical facilities within the state of Iowa. Every program that UMA offers students of Iowa is strictly online distance learning. Therefore a physical facility of UMA in the state of Iowa is not necessary for the education of Iowa students. The following is a description of the online facilities UMA does hold in the state of Florida:

UMA's online programs are offered via distance learning UMA online is offered via distance. A description of the online program's physical location can be found on page six (6) in the UMA school catalog and is as follows:

UMA Online is located at 3101 Dr. Martin Luther King Jr. Blvd, Tampa, FL, in the Spectrum Office Park. The facility is approximately ¼ mile east of N. Dale Mabry and offers convenient parking in a covered parking facility. The area is serviced by public transportation. The facility occupies three floors. This facility also houses administrative services shared by all three UMA campuses. No courses are offered at this facility.

(A picture of the facility can be found below and a copy of UMA's lease for the online campus in Florida is attached)

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

(UMA's Chief Executive Officer's statement is attached.)

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

(An Organizational Plan is attached.)

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

UMA's student complaints process and policies can be found in a number of locations which are readily available to the public and students. Student's complaint process (a.k.a. UMA's "Grievance Resolution Process") can be found online at: http://www.ultimatemedical.edu/UMA_Grievance_Policy.pdf. In addition UMA's process and policies are found in the UMA catalog which is available to the public and students as well being provided:

- During the enrollment process.
- During the orientation process.
- Via the internet at https://portal.ultimatemedical.edu/public/uma/images/PDF/Catalog/umacatalog.pdf.
- Through the Learning Management System ("LMS")

UMA's Grievance Policy which is stated on page sixty-nine (69) of the UMA School Catalog.

Student's contacts for complaints are as follows:

- Step 1: Communicate with the appropriate instructor or staff member.
- Step 2: Communicate with the Learner Services Advisor, or administrative manager.
- Step 3: Communicate with the Director of Education.
- Step 4: Unresolved concerns may be elevated to the Review Committee.

At all times, UMA provides an additional resource for students. A UMA Cares Resolution Specialist is available for students to voice their problems, concerns, frustrations, or complaints via phone at 1-800-509-5474 or email at UMAcares@ultimatemedical.edu.

(The "UMA Grievance Policy," is attached)

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

UMA has an annual license from the Commission for Independent Education, under the provisions of Chapter 1005, Florida Statutes & Chapter 6E, Florida Administrative Code. The license was granted on 9/19/2012 and the license number is 4379.

UMA has also filed with the Iowa Secretary of State for approval of qualification.

(UMA's submitted application with the Iowa Secretary of State is attached)

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

Ultimate Medical Academy's 2 year official cohort default rate reported to the U.S. Department of Education for 2010 is 10.5%.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

Ultimate Medical Academy discloses required data for all programs on the median loan debt incurred by students who completed the program during the award year (separated by federal and private loan debt), graduation, placement, on-time completion, and tuition to students and the public at large via the UMA Online catalog addendum, as well as on the UMA website. This data can be accessed at the following websites, and is also attached.

UMA Online Catalog Addendum:

https://portal.ultimatemedical.edu/public/uma/images/PDF/Catalog/onlineaddendum.pdf

UMA website disclosures:

http://www.ultimatemedical.edu/consumerinfo.pdf

(***Disclosures on student median loan debt attached)***

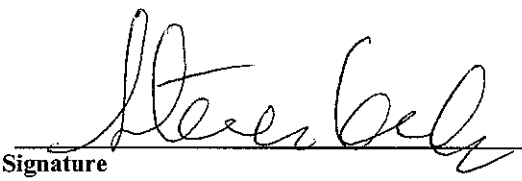
Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

ABHES requires institutions to only record and retain retention rates. ABHES does not require recording nor retaining completion rates.

(Please see disclosures on student retention and placement by program attached)

SIGNATURE

Applicant School Chief Executive Officer

Steven Kemler	Chief Executive Officer
Name	**Title**
	10/15/2012
Signature	**Date**

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

ULTIMATE MEDICAL ACADEMY LLC
26 W 17TH SREET, 4TH FLOOR
NEW YORK, NY 10011

BB&T
BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBT BBT.com
63-9138/2631

11064

10/8/2012

PAY TO THE ORDER OF State of Iowa $ $4,000.00

Four Thousand Dollars and 00 Cents DOLLARS

State of Iowa
Postsecondary Approval and Registration Admin.
603 East 12th Street
Des Moines IA 50319

MEMO

AUTHORIZED SIGNATURE

Details on Back. Security Features Included

⑈011064⑈ ⑆263191387⑆0000240338556⑈

ULTIMATE MEDICAL ACADEMY LLC

11064

Vendor ID	Name	Check Date	Check Number
STATEOF008	State of Iowa	10/8/2012	11064

Document Number	Date	Amount	Amount Paid
100512	10/5/2012	$4,000.00	$4,000.00

ORIGINAL
ORIGINAL

LIBERTY MUTUAL INSURANCE COMPANY

INSTRUCTIONAL SCHOOL BOND

Bond No. 019038632

KNOW ALL PERSONS BY THESE PRESENTS, That we, ULTIMATE MEDICAL ACADEMY, LLC, as Principal, and LIBERTY MUTUAL INSURANCE COMPANY, as Surety, are held and firmly bound unto the State of Iowa in the sum of $ 50,000.00 lawful money of the United States, for which payment we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal proposes to maintain, advertise, or conduct in Iowa a course of instruction for profit, or for tuition charge, by classroom instruction or by correspondence and to enter into contracts and agreements with students for such courses of instruction; this Bond is conditioned on the faithful performance of all contracts and agreements made by it or its salespersons with students. If the Principal shall faithfully perform all such contracts and agreements, then this obligation is to be void and of no effect.

PROVIDED, The liability of the Surety upon this Bond shall be continuous, except that the Surety shall have the right to terminate its liability under this Bond by serving notice of its election to do so upon the State of Iowa. The Surety's liability under the Bond shall be terminated and canceled effective thirty (30) days after receipt by the State of a written notice signed by the Surety or its authorized agent, stating that the liability of the Surety is thereby terminated and canceled. Thereafter the Surety shall be discharged from any liability under this Bond for any default or violation of the terms of any contract or agreement made by the Principal or violation of the laws of the State of Iowa affecting such contract or agreement occurring after the effective date of the cancellation of this Bond.

Signed and dated this 2nd day of OCTOBER, 2012.

ULTIMATE MEDICAL ACADEMY, LLC
, Principal

By: _____

LIBERTY MUTUAL INSURANCE COMPANY
Ins. Co., Surety

By: _____
SUSAN A. SALLADA, ATTORNEY-IN-FACT

9672

WER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND. 5174031
r of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. _____

American Fire and Casualty Company
The Ohio Casualty Insurance Company
West American Insurance Company

Liberty Mutual Insurance Company
Peerless Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of Ohio, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, that Peerless Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, **SUSAN A. SALLADA, PATRICIA A. MARINUCCI,** .....

.....

.....

all of the city of **FORT WASHINGTON**, state of **PENNSYLVANIA** each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this **15th** day of **February**, **2012**.

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
Peerless Insurance Company
West American Insurance Company

By: _____
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this **15th** day of **February**, **2012**, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, Peerless Insurance Company and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.

By: _____
KD Riley , Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company, which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorney-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary or other officer of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and biding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this **2** day of **October**, 20**12**.

By: _____
David M. Carey, Assistant Secretary

POA - AFCC, LMIC, OCIC, PIC & WAIC
LMS_12873_012012

019038632

Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

PROGRAM FEES

COURSE COSTS FOR STANDARD TERM PROGRAMS

EFFECTIVE AUGUST 28, 2012

Student Status	Core Diploma Courses	General Education and Elective Courses
Civilian	$1925 Per Course	$1275 Per Course
Veterans	$1775 Per Course	$1100 Per Course
Active Duty Military	$1500 Per Course	$1000 Per Course

DIPLOMA

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$15,400	$150	Included in tuition	**$15,550**
Medical Administrative Assistant	36.0	$15,400	$150	Included in tuition	**$15,550**
Medical Billing and Coding	39.0	$15,400	$150	Included in tuition	**$15,550**

**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.

PHARMACY TECHNICIAN DIPLOMA AND ADVANCED START

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
Pharmacy Technician Advanced Start	40	$10,200	$150	Included in tuition	**$10,350**

**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$8,925	$150	Included in tuition	**$9,075**
Dental Assistant with Expanded Functions	62	$15,300	$150	Included in tuition	**$15,450**
Medical Administrative Assistant	60	$10,200	$150	Included in tuition	**$10,350**
Medical Assistant	60.5	$7,650	$150	Included in tuition	**$7,800**
Medical/Clinical Laboratory Assistant	61.5	$12,750	$150	Included in tuition	**$12,900**
Medical Office and Billing Specialist	62	$10,200	$150	Included in tuition	**$10,350**
Patient Care Technician	61.5	$12,750	$150	Included in tuition	**$12,900**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$25,600	$150	Included in tuition	**$25,750**
Medical Office and Billing Specialist	62.0	$25,600	$150	Included in tuition	**$25,750**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$27,525	$150	Included in tuition	**$27,675**
Arkansas residents-Healthcare Information Technology	66.5	$28,880	$150	Included in tuition	**$28,950**
Healthcare Management	66.0	$25,600	$150	Included in tuition	**$25,750**
Arkansas residents-Healthcare Management	69.0	$26,875	$150	Included in tuition	**$27,025**
Medical Billing and Coding	63.0	$25,600	$150	Included in tuition	**$25,750**
Arkansas residents-Medical Billing and Coding	66.0	$26,875	$150	Included in tuition	**$27,025**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PROGRAM FEES – SPECIAL MILITARY PRICING

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard, the Reserves, veterans who were honorably discharged and spouses and dependents (under the age of 26) of active duty military students. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

DIPLOMA
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$14,200	Waived	Included in tuition	**$14,200**
Medical Administrative Assistant	36.0	$14,200	Waived	Included in tuition	**$14,200**
Medical Billing and Coding	39.0	$14,200	Waived	Included in tuition	**$14,200**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$7,700	Waived	Included in tuition	**$7,700**
Dental Assistant with Expanded Functions	62	$13,200	Waived	Included in tuition	**$13,200**
Medical Administrative Assistant	60	$8,800	Waived	Included in tuition	**$8,800**
Medical Assistant	60.5	$6,600	Waived	Included in tuition	**$6,600**
Medical/Clinical Laboratory Assistant	61.5	$11,000	Waived	Included in tuition	**$11,000**
Medical Office and Billing Specialist	62	$8,800	Waived	Included in tuition	**$8,800**
Patient Care Technician	61.5	$11,000	Waived	Included in tuition	**$11,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN (ADVANCED START)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Advanced Start	40	$8,800	Waived	Included in tuition	**$8,800**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$23,000	Waived	Included in tuition	**$23,000**
Medical Office and Billing Specialist	62.0	$23,000	Waived	Included in tuition	**$23,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment—Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$24,775	Waived	Included in tuition	**$24,775**
Arkansas residents-Healthcare Information Technology	66.5	$25,875	Waived	Included in tuition	**$25,875**
Healthcare Management	66.0	$23,000	Waived	Included in tuition	**$23,000**
Arkansas residents-Healthcare Management	69.0	$24,100	Waived	Included in tuition	**$24,100**
Medical Billing and Coding	63.0	$23,000	Waived	Included in tuition	**$23,000**
Arkansas residents-Medical Billing and Coding	66.0	$24,100	Waived	Included in tuition	**$24,100**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

DIPLOMA
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$12,000	Waived	No charge	**$12,000**
Medical Administrative Assistant	36.0	$12,000	Waived	No charge	**$12,000**
Medical Billing and Coding	39.0	$12,000	Waived	No charge	**$12,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA
ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START)
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$7,000	Waived	Included in tuition	**$7,000**
Dental Assistant with Expanded Functions	62	$12,000	Waived	Included in tuition	**$12,000**
Medical Administrative Assistant	60	$8,000	Waived	Included in tuition	**$8,000**
Medical Assistant	60.5	$6,000	Waived	Included in tuition	**$6,000**
Medical/Clinical Laboratory Assistant	61.5	$10,000	Waived	Included in tuition	**$10,000**
Medical Office and Billing Specialist	62	$8,000	Waived	Included in tuition	**$8,000**
Patient Care Technician	61.5	$10,000	Waived	Included in tuition	**$10,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN (ADVANCED START) ACTIVE DUTY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Advanced Start	40	$8,000	Waived	Included in tuition	**$8,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCE--ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$20,000	Waived	No charge	**$20,000**
Medical Office and Billing Specialist	62.0	$20,000	Waived	No charge	**$20,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment—Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$21,500	Waived	No charge	**$21,500**
Arkansas residents-Healthcare Information Technology	66.5	$22,500	Waived	No charge	**$22,500**
Healthcare Management	66.0	$20,000	Waived	No charge	**$20,000**
Arkansas residents-Healthcare Management	69.0	$21,000	Waived	No charge	**$21,000**
Medical Billing and Coding	63.0	$20,000	Waived	No charge	**$20,000**
Arkansas residents-Medical Billing and Coding	66.0	$21,000	Waived	No charge	**$21,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

The following policy will accepted and included in the UMA Online Catalog Addendum to amend UMA's Institutional Refund Policy for Iowa students upon UMA's approval by the Iowa College Student Aid Commission.

Iowa Refund Policy
The UMA refund policies have been modified. Please add the statements that follow for each of the two types of programs:

Diploma Program
During the first 15% of an academic year for which a student has been charged, UMA shall refund 90% of a student's tuition.

After 15% but within 20% of an academic year for which a student has been charged, UMA shall refund 80% of tuition.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a prorate refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

Associate Program
If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a prorate refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

SCHOOL CATALOG

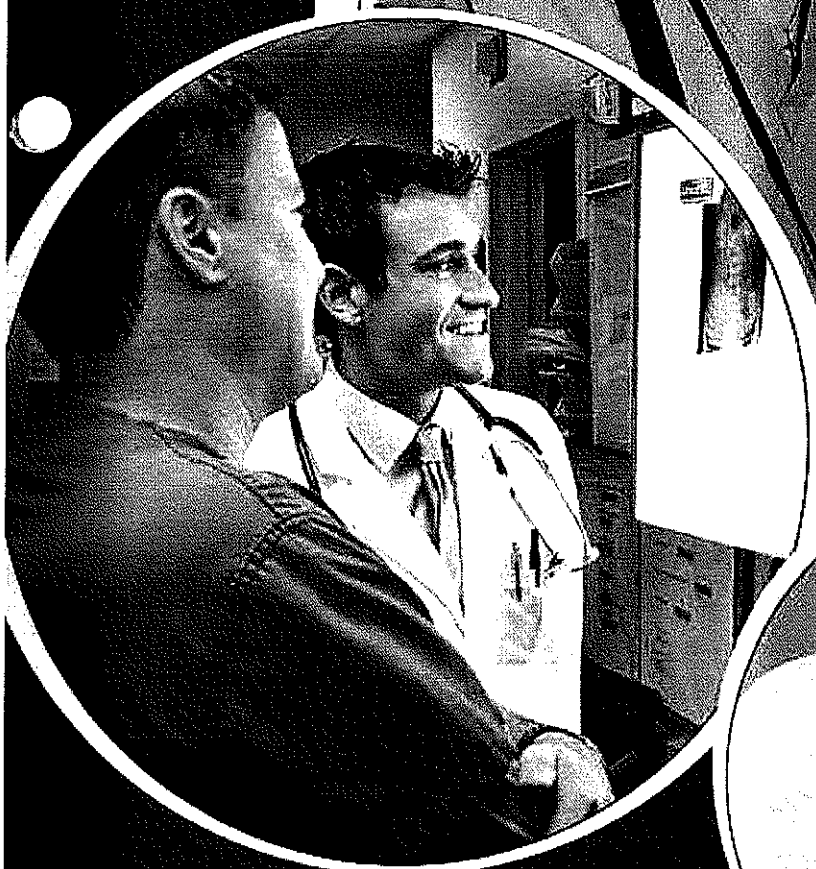
VOLUME 3.4
LICENSE NO. 1606 and 3386 | ONLINE LICENSE NO. 4379
Published August 28, 2012

UMA
ULTIMATE MEDICAL ACADEMY

Ultimate Medical Academy
1255 Cleveland Street
Clearwater, FL 33756
(727) 298-8685

Ultimate Medical Academy
9309 N. Florida Avenue
Suite 100
Tampa, FL 33612
(813) 386-6350

Ultimate Medical Academy Online
3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
(888) 205-2456



Licensed by:
Commission for Independent Education
325 W. Gaines St., #1414, Tallahassee, Florida 32399
(888) 224-6684

Accredited by:
Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N., Falls Church, VA 22043
Phone: (703) 917-9503 Fax: (703) 917-4109

www.ultimatemedical.edu

WELCOME TO
ULTIMATE MEDICAL ACADEMY

It gives me great pleasure to welcome you into the Ultimate Medical Academy (UMA) family. In over fifteen years, UMA has trained thousands of students for careers in the allied health field. We are a community committed to the belief that higher education has the power to transform lives. Healthcare training is all we do, and we measure our success by how well our students are prepared for and obtain jobs in the growing healthcare industry.

Ultimate Medical Academy (UMA) serves its students by providing a quality education in a friendly, encouraging and professional environment. Every day, UMA faculty and staff strive to build this atmosphere by providing the fundamentals, support, and materials necessary for our students to reach their goals in school and beyond.

We take a personal interest in your success and encourage you to work closely with our instructors and staff along with your fellow students. This network of individuals will enrich your school experience and support you along the way.

This catalog provides an overview of our school and an introduction to the opportunities that are possible with your commitment toward getting ahead. We are excited to have you as a part of our student body and look forward to helping you build your confidence, achieve your goals, and realize your career potential.

I will see you at graduation,

Steven Kemler
CEO and Co-Owner

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- School Licensure, Accreditation and Approvals 5
- History / Ownership 5
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MISSION STATEMENT

The mission of Ultimate Medical Academy has been developed to ensure that the institution meets the needs of its students, employees, stakeholders and the employment community that it serves. This mission statement is the fruit of a collaborative effort between UMA's employees, principals and management. The tenets of this mission statement reflect a meeting of the owners' experience and UMA's history and expectations for its future.

UMA's Mission

Ultimate Medical Academy (UMA) is a dynamic career school committed to empowering students to excel in the healthcare field. We strive to provide an educational experience that maximizes value to our students in a professional, supportive and ethical environment.

UMA provides its students with a superior education and the tools to succeed.
Successful students are UMA's foundation. We work to be innovative and extraordinary in ensuring our students are knowledgeable, confident and accomplished not only in school, but in their careers and beyond.

We are committed to our employees.
We welcome and promote creativity and personal development in an environment of mutual respect. Staff shares in the responsibility for, and reward of, UMA's success.

We promote health and wellness in the communities we serve.
UMA trains students to positively impact the medical community and provides assistance to health-related organizations, including non-profits.

Financial stability and regulatory compliance are central to UMA's mission.
We strive to be an efficient, compliant and financially sound organization. Strength in these areas allows UMA to fulfill its mission and benefit all of its stakeholders: students, staff, owners and the community.

Institutional Objectives

In keeping with the needs and background of their students and in fulfilling UMA's mission, Ultimate Medical Academy's faculty, administration and management are dedicated to accomplishing the following objectives:

- To bring awareness to the local community of the opportunities in the allied health field achievable through completion of UMA's specialized allied health training programs.
- To provide in-depth programs that prepare students for direct entry into the job market.
- To assist students in the successful completion of their programs of study.
- To provide students with the soft skills necessary to be successful in school and in their careers.
- To assist students in finding relevant externships and jobs to improve their financial outlook and reach their career objectives.
- To contribute to the community at large by providing well-trained and well-prepared allied health professionals.
- To create a challenging but supportive environment for employees, so that each has learning and growth opportunities, as well as the infrastructure necessary to do his/her job effectively.
- To create for employees an environment and policies that ensure UMA's regulatory compliance.
- To assist students in being successful professionals at their place of employment.

Tampa Campus

Students work together as a team.

SCHOOL LICENSURE, ACCREDITATION AND APPROVALS

Ultimate Medical Academy (UMA) is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free phone number (888) 224-6684.

UMA is institutionally accredited at the associate degree level by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 North, Falls Church, VA 22043, (703) 917-9503. The Accrediting Bureau of Health Education Schools (ABHES) is recognized by the U.S. Department of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA to participate in federal student aid programs. The Clearwater campus is the main campus for ABHES.

Contact information for state licensing agencies and UMA's accrediting agency is available at http://www.ultimatemedical.edu/agencycontactinformationonline.pdf. Copies of Ultimate Medical Academy's accreditation and state licensing documentation are available upon request through UMA Cares at 800-509-5474 or UMAcares@ultimatemedical.edu.

State licensing information for Online programs can be found in the Online Addendum.

UMA is approved for Veterans Benefits by the state approving agency.

HISTORY / OWNERSHIP

UMA was founded in 1994 as Ultimate Learning Center, Inc. in response to a community need for trained Nursing Assistants and Home Health Aides. The school's name was later changed to Ultimate Medical Academy ("UMA"). Over time, recognizing the growing need in Florida for trained professionals in other ancillary healthcare fields and employers' needs for multi-skilled employees, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school's ownership changed to Ultimate Medical Academy, LLC, a Delaware Limited Liability Company authorized to do business in the state of Florida. The managing partners of Ultimate Medical Academy, LLC are Steven Kemler, Lowell Lifschultz, and Scott Brakebill.

DESCRIPTION OF SCHOOL FACILITIES

Clearwater Campus

CLEARWATER

The campuses are located at 1218 Court Street and 1255 Cleveland Street in Clearwater, Florida. The Cleveland location is four blocks north of the Court Street campus just south of Missouri on Cleveland. Both are accessible from US Highway 19, Route 60, and public transportation. Convenient parking is available. The Cleveland Street offices and classrooms are fully handicapped accessible as are the ground floor classrooms at Court Street.

The facilities are divided into classrooms, laboratories, lounges for students, study areas, administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered.

Student lounges contain microwaves, refrigerators and vending machines. Media/resource areas have computers and resources for both academic courses and employment opportunities.

Tampa Campus

TAMPA

UMA Tampa is located at 9309 North Florida Avenue, in Tampa, Florida, in private space within the Floriland Office Park. Its location, just west of 1-275 at Busch Boulevard (Exit 50) can be accessed from either Busch Boulevard or Florida Avenue and offers convenient parking. The area is also well served by public transportation.

The facilities are divided into classrooms, laboratories, lounges for students, study areas, administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered.

The student lounges contain microwaves, refrigerators and vending machines. The media/resource area has computers and resources for both academic courses and employment opportunities. The campus meets Americans with Disabilities Act requirements for accessibility.

Online Facility

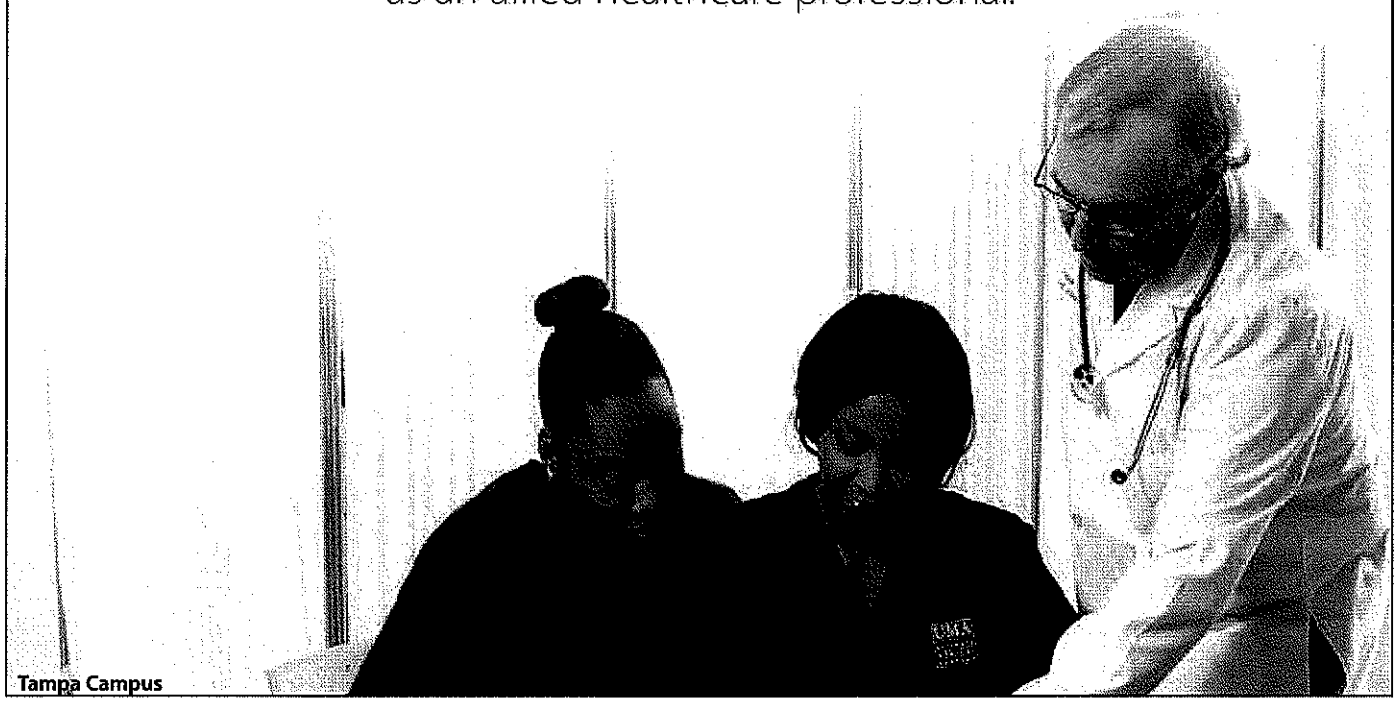
ULTIMATE MEDICAL ACADEMY ONLINE

UMA Online is located at 3101 Dr. Martin Luther King Jr. Blvd, Tampa, FL, in the Spectrum Office Park. The facility is approximately ¼ mile east of N. Dale Mabry and offers convenient parking in a covered parking facility. The area is serviced by public transportation.

The facility occupies three floors. This facility also houses administrative services shared by all three UMA campuses.

No courses are offered at this facility.

Our focus is helping you succeed as an allied healthcare professional.


Tampa Campus

CORPORATE INFORMATION

The main campus is located at 1255 Cleveland Street, Clearwater, FL 33756. Tampa and UMA Online are non-main campuses of UMA. Ultimate Medical Academy is owned by Ultimate Medical Academy, LLC, a corporation formed under the laws of the State of Delaware. The telephone number is (727) 298-8685.

CORPORATE OFFICERS

Lowell Lifschultz, Chairman
Steve Kemler, Chief Executive Officer
Nicholas Janiga, Corporate Secretary

KEY ADMINISTRATIVE STAFF AND MANAGEMENT TEAM

CLEARWATER, MAIN CAMPUS

Lori LeGrow, Campus Director
Dean Dull, Director of Admissions
Jill Sellers, Student Finance Manager
Gabrielle Hawkins, Director of Education
Dana Klima, Externship Manager
Kristie Schweyer, Director of Career Services
Michelle Boose, Registrar

ONLINE, NON-MAIN CAMPUS

Derek Apanovitch, Chief Operating Officer
Michael Becker, VP Online Admissions
Tina Stavredes, VP, Online Education
Wanja Chomba, Senior Director of Academic Operations
Greg Mueller, Regional Director of Student Finance
Toni Riggs, Regional Director of Career Services
Thomas Allen, Director of Online Externships

TAMPA, NON-MAIN CAMPUS

Silvina Lamoureux, VP Campus Director
Matt Donovan, Director of Admissions
Ken Haney, Student Finance Manager
Jameka Ellison, Director of Education
Donna Stevenson, Senior Externship Manager
Star Aponte, Director of Career Services
Stephanie Collins, Registrar

FACULTY

Each campus addendum contains a faculty listing specific to that campus.

ADVISORY BOARD

UMA works closely with an Advisory Board from the local medical community to ensure that curriculum, equipment and instruction is current and relevant. The Advisory Board is also helpful in researching new programs.

HOLIDAYS

See addendum.

ADMISSION REQUIREMENT / PROCEDURES

Admissions Requirements for All Programs:

Applicants must have a high-school diploma, GED or equivalent at the time of enrollment. Note: In the state of Florida, only diplomas coded as Option 1 are eligible for admission to UMA.

For foreign diplomas, students are responsible for providing a translation and/or equivalency certification. All programs are conducted in the English language and students must be proficient in verbal and written English.

ADDITIONAL ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS

Physical Requirements

In addition to the above admissions requirements, applicants should be physically able to lift, position patients, and tolerate the bending, walking, and standing as required for their particular occupations. UMA reserves the right to test students with an impairment or handicap in order to assess if their impairment can be reasonably accommodated in a classroom as well as the chosen future workplace of the student.

- Associate Degree Nursing (See program specific admission requirements for Nursing on next page)
- Basic X-Ray with Medical Office Procedure
- Medical Assistant
- Nursing Assistant
- Patient Care Technician

Background Check Requirements

A background check is required for enrollment in the following ground programs:

- Associate Degree Nursing (See program specific admission requirements for Nursing on next page)
- Basic X-Ray with Medical Office Procedures
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician

Externship Requirements

Externships are required in the following programs:

- Basic X-Ray with Medical Office Procedures
- Dental Assistant with Expanded Functions
- Health Sciences AS-Basic X-Ray with Medical Office Procedures Concentration
- Health Sciences AS-Dental Assistant with Expanded Functions Concentration
- Health Sciences AS-Medical/Clinical Laboratory Assistant Concentration
- Health Sciences AS-Medical Assistant Concentration
- Health Sciences AS-Patient Care Technician Concentration
- Medical/Clinical Labratory Assistant
- Medical Assistant
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

The matriculation process consists of an applicant interviewing with an admission representative, completing all admissions documents and completing a financial aid appointment.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS / PROCEDURES

In addition to the basic admission requirement listed above, the admission requirements/procedures for the Associate Degree Nursing require the following:

- A minimum of three personal/professional references
- A successful score of 18 or higher after a maximum of two attempts on a Wonderlic examination
- Clear 5-panel drug screen
- Clear Level II background check
- Essay
- Successful Nursing Committee Interview
- Successful scores on the TEAS V Examination for overall score as well as the cut score for each section

AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act state that qualified students with disabilities who meet the technical and academic standards at Ultimate Medical Academic may be entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity. Ultimate Medical Academy is committed to providing access to all its programs, activities and services whenever possible and makes reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/ accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic unit is not required to fundamentally alter the nature of its academic program in order to accommodate students.

In postsecondary education, it is the responsibility of a student to identify him/herself to the Disability Services office should he/she want to request any type of accommodation. Students have the right and responsibility to:

- **Choose whether or not to disclose their disability.** If a student does want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- **Request accommodations.** If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mediated by reasonable accommodations, he/she has the right to make a request.
- **Provide documentation of a disability and how it impacts a student's academic performance.** UMA requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- **Communicate in a timely manner with appropriate personnel about a disability, accommodations and/or what is or is not working.** Accommodations are not provided retroactively; therefore, students are encouraged to contact Disability Services as soon as possible to request accommodations.
- **Success vs. access.** UMA is not required to lower the academic, course, and/or program expectations. The legislative focus in higher education is on participation and access and does not guarantee success.
- **File a grievance.** If a student feels there is discrimination against him/her because of a disability, he/she should immediately contact Disability Services.

DEFINITION OF MILITARY ELIGIBILITY

Eligible military students are defined as those students who are active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard, the Reserves, veterans who were honorably discharged and spouses and dependents (under the age of 26) of active duty military students.

For applicants who plan to use military tuition assistance, UMA processes an enrollment once an applicant's branch tuition assistance authorization has been received. Upon submission of an enrollment agreement and other documentation, the applications are held in a pre-enrollment status, and applicants are not responsible for any charges. When an authorization is in place, applicants are allowed to complete their enrollment or begin course attendance.

CREDIT FOR PREVIOUS EDUCATION

Students applying for credit in any of the categories described below must complete a Request for Transfer Credit form and submit official transcripts, course descriptions and other supporting documentation.

Students are responsible for requesting their transcript and paying required fees; official transcripts must be sent directly to the address indicated on the request form. Upon review and approval, UMA grants appropriate credit and notifies students and Veterans Affairs if applicable.

UMA considers previous education for transfer credit from the following sources:

- AP courses approved by the College Board
- CLEP credits that meet minimum ETS or ACE scores
- Military training approved by ACE
- Postsecondary institutions that are accredited by an accrediting agency recognized by the US Department of Education or CHEA (Council for Higher Education Accreditation)

Credits must have been earned with a grade of "C" or higher. Transfer credits do not affect a student's grade point average. Students must complete a minimum of 25% of a program's coursework at UMA.

DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS

- Unofficial Transcript, course description and/or catalog must accompany this form for initial evaluation and be submitted by 4th day of the first course.
- An Official Transcript must be received directly from prior institution before the end of the first term of enrollment.
- Transcripts received after this time may be denied eligibility for official transfer credit evaluation.

TRANSFER CREDIT EXPIRATION DATES

UMA reserves the right to limit the length of time that certain transfer credits are acceptable. Some examples are:

- Credits that were earned more than 10 years ago
- Credits for hands-on training earned more than three years ago
- Certain computer credits earned more than three years ago
- Other credits that may be out-of-date or contain experience that may be out-of-date and may require new training

CREDIT FOR EXPERIENTIAL LEARNING

UMA does not grant transfer credit for life experience.

TRANSFER OF COURSE WORK

No representation is made whatsoever concerning the transferability of credits earned at UMA to any other institution. A receiving institution controls acceptance of credits and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether or not another institution accepts UMA credits.

READMISSION POLICY FOR MILITARY PERSONNEL

Ultimate Medical Academy will readmit students who have been on active-duty service in the Armed Forces (including Reserves and National Guard) with the same academic status as when last attended as long as the following conditions are met:

- A student provides written notice of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring his/her absence;
- A student re-enrolls within three years after completion of service;
- A separation from service was not dishonorable.

SPECIAL MEDICAL REQUIREMENTS

If required by an externship site, a student must provide proof of satisfactory health status by submitting a signed Statement of Health, and confirm freedom from communicable disease by submitting a current PPD test or chest X-ray. Students must sign a Hepatitis B Vaccination Information and Consent/Refusal form. UMA does not provide the vaccination series but highly recommends that those at risk give consideration to the advantages of immunization and make arrangements to receive the series from their own physician or area health department. Some programs may have additional requirements.

TEXTBOOKS

The UMA website includes a listing of required textbooks by course. The list may be accessed at http://www.ultimatemedical.edu/sites/default/files/Textbook_List.pdf. Textbooks are provided to students prior to the start of each course. Textbooks are mailed to online students. Ground students receive textbooks at their campus.

METHODS OF PAYMENT

- Full payment at time of signing enrollment agreement.
- Payment plan schedule*.
- Cash, VISA, MasterCard, American Express, Discover, money order and personal checks ($25.00 fee on all returned checks).
- Student funding, if available, through various agencies.
- Federal student aid for those students who qualify and are enrolled in a program approved for Title IV assistance by the US Department of Education.

*If a payment schedule is not adhered to, students choosing a payment schedule option may not be permitted to continue enrollment.

CREDIT HOUR CONVERSION

UMA programs are offered continually throughout a calendar year. The following formula for determination of credit is used:

1 semester credit equals

15 clock hours of lecture, or
30 clock hours of laboratory, or
45 supervised hours of externship/clinical

Fractions of credits (other than one-half) are rounded down to the next lowest half-or whole-number. A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

UMA expects its students to do outside work each week to support his/her classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned. For each hour of lecture time on campus, an additional two hours should be allocated to outside work; for each hour of laboratory experience on campus, an additional one hour should be allocated to outside work.

PROGRAM LENGTH DEFINITIONS

Instructional Length: Instructional length represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship time for purposes of instructional length assumes 30 hours of externship work per week. Instructional length does not include scheduled breaks of more than 5 consecutive days.

Normal time: Because instructional length does not include scheduled breaks or make-up work, normal time represents a more accurate course completion timeframe for most UMA students based on calendar time between a program start date and a student's completion of program requirements.

Actual completion time may vary from normal time if a student takes any leaves of absence, receives transfer credit from previous institutions and/or repeats coursework.

ASSOCIATE DEGREE NURSING

Associate In Science Program
Tampa

PROGRAM DESCRIPTION

The purpose of the program is to provide students with the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; and in turn, facilitate competency in core components of professional nursing: professional behavior, communication, assessment, clinical decision making, caring intervention, teaching and learning, collaboration and managing care. Upon successful completion of the program, a graduate is eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX) in accordance with the regulations set forth in Florida Statute Chapter 464.008 and 464.018.
Total Program: 1,660 clock hours/75 semester credits.

PROGRAM OBJECTIVE

The Associate Degree Nursing Program is designed to provide students with the knowledge and skills necessary for an entry-level nurse to apply the nursing process across a patient's life span and in diverse settings within the health continuum. Successful completion of this program requires that students demonstrate professional behavior within the ethical, legal and regulatory frameworks of nursing and standards of nursing practice, therapeutic communication skills, competence in assessment of all areas of client health status and competence in clinical decision making that ensures accurate and safe care. Additionally, students must demonstrate caring behavior and intervention that provides accurate and safe nursing care in diverse settings, implement a prescribed regimen for managing care of clients, perform nursing skills competently to include, but not limited to, medical technology, information management, nutrition and diet therapy, elimination needs, rehabilitation, asepsis, emergency interventions, medication administration, obstetric care, pre- and post-operative care, fluid and electrolyte management, activities of daily living, mobility, cardiorespiratory management and psychiatric interventions. Students must also demonstrate competence in teaching and learning, competence in collaboration to coordinate decision-making processes, and demonstrate competence in managing care that prioritizes client care.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH: Instructional time: 90 weeks
Normal time: 97 weeks

REQUIRED COURSES

RN 1100	Fundamentals of Nursing I	3.5 Semester Credits
RN 1110	Fundamentals of Nursing II	4.0 Semester Credits
RN 1120	Pharmacology/Drug Administration	2.5 Semester Credits
RN 2100	Adult Health Nursing I	8.0 Semester Credits
RN 2110	Adult Health Nursing II	6.0 Semester Credits
RN 3100	Maternal/Infant Nursing	4.0 Semester Credits
RN 3110	Pediatric Nursing	4.0 Semester Credits
RN 3120	Psychiatric Nursing	4.0 Semester Credits
RN 3200	Adult Health Nursing III	3.0 Semester Credits
RN 3210	Nursing Management and Leadership	3.0 Semester Credits
SC 1060	Introduction to Microbiology	4.0 Semester Credits

SC 1070	Anatomy and Physiology I	4.0 Semester Credits
SC 1075	Anatomy and Physiology II	4.0 Semester Credits
SC 2010	Human Nutrition	3.0 Semester Credits
SC 2020	Human Growth and Development	3.0 Semester Credits
EN 1150	English Composition	3.0 Semester Credits
HU 2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
PS 1000	Psychology	3.0 Semester Credits
SO 1050	Sociology	3.0 Semester Credits
	Total Required Semester Credits	**75.0 Semester Credits**

BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

Coverage in the program includes patient care and management, equipment operation and maintenance, radiation safety and protection, medical/clinical lab procedures, HIV/AIDS, CPR and first aid for healthcare providers, anatomy and physiology, positioning procedures, life skills for success and Basic X-Ray Machine Operator (BXMO) examination preparation. **Total program: 940 clock hours/41.5 semester credits.**

PROGRAM OBJECTIVE

This program is intended to combine the skill sets of basic x-ray technicians with medical office procedures that clinics and medical offices would seek to maximize utilization of their office team.

Through this cross-training and potential for dual certification, graduates are positioned for expanded employment opportunities and professional growth.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	56 weeks
	Normal Time:	62 weeks

REQUIRED COURSES

BX1115	Equipment Operations and Maintenance	4.5 Semester Credits
BX1120	Radiation Safety and Protection and Basic Anatomy and Physiology, Positioning and Procedures	4.0 Semester Credits
BX2110	Anatomy and Physiology, Positioning and Procedures; (Upper and Lower Extremities)	4.0 Semester Credits
BX2116	Anatomy and Physiology Positioning and Procedures (Bony Thorax, Chest, Abdomen, Skull, and Spine)	4.5 Semester Credits
BX2125	Comprehensives (X-Ray and Clinical Skills)	2.5 Semester Credits
BX3010	Clinical Externship and Certification Review	5.5 Semester Credits
MC1111	Principles of Allied Health and Patient Care	5.0 Semester Credits
MC1116	Anatomy and Physiology and Clinical Procedures	5.0 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2125	Electronic Medical Records and Front Office	2.5 Semester Credits
	Total Required Semester Credits	**41.5 Semester Credits**

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

This program of study encompasses fundamental skills as well as expanded functions necessary to work in a dental office as a dental assistant. Topics include medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. **Total Program: 720 clock hours/26 semester credits.**

PROGRAM OBJECTIVE

The Dental Assistant with Expanded Functions program provides both theoretical and practical dental assisting skills as well as expanded functions. Upon completion, students are prepared for entry-level employment in a dental office either as a front office or chair side dental assistant.

UMA's dental assistant with expanded functions program is approved by the Florida Board of Dentistry.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	42 weeks
	Normal Time:	48 weeks

REQUIRED COURSES

DA1110	Introduction to and History of Dentistry	3.5 Semester Credits
DA1120	Preventative Dentistry	3.5 Semester Credits
DA1130	Anatomy & Physiology, Office Management and CPR	3.5 Semester Credits
DA1140	Radiology and OSHA	3.5 Semester Credits
DA1150	Anatomy, Microbiology and Dental Materials	3.5 Semester Credits
DA1160	Expanded Functions	3.5 Semester Credits
DA3040	Externship	5.0 Semester Credits
	Total Required Semester Credits	**26.0 Semester Credits**

Qualified Dental Assistants are in high demand. The US Department of Labor expects the field to grow 29% between 2010 and 2020.*

*Bureau of Labor Statistics

HEALTHCARE MANAGEMENT

Associate in Science Program
Online

PROGRAM DESCRIPTION

The program combines general education courses with specialized training in healthcare management that provides the knowledge and skills necessary to gain an entry-level position in physician practice management or entry-level management positions within other healthcare organizations. The program includes basic accounting and financial knowledge; medical terminology; coding, billing and collections; managed care and third party reimbursement; computer skills for presenting, analyzing and communicating information; healthcare law; human resource management; and life skills for success. **Total program: 1,080 clock hours/ 66.0 semester credits.**

PROGRAM OBJECTIVE

The objective of this program is to prepare students with sufficient knowledge and skills needed as a healthcare facility manager to secure entry-level employment in smaller physician offices, as assistants at larger offices, entry-level positions within hospital-owned physician group practices or other types of healthcare organizations.

ADDITIONAL INFORMATION

For Information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	70 weeks
	Normal Time:	73 weeks

REQUIRED COURSES

CI1154	Introduction to Healthcare Computer Information Systems	3.0 Semester Credits
EN2150	Interpersonal Professional Communications	3.0 Semester Credits
HM1015	Medical Terminology and the Healthcare Claim Cycle I	5.0 Semester Credits
HM1020	Medical Terminology and the Healthcare Claim Cycle II	5.0 Semester Credits
HM1025	Medical Practice Management Systems	4.5 Semester Credits
HM1030	Accounting, Payroll, Banking and Accounting Systems	5.0 Semester Credits
HM2010	Business Office Operations for the Manager	5.0 Semester Credits
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0 Semester Credits
HM2020	Human Resource Management	6.0 Semester Credits
HM2030	Practice Structure and Enhancement	5.5 Semester Credits
MG2150	Introduction to Leadership and Management	3.0 Semester Credits

Complete all 15 Credits of the following General Education Requirements

EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits
	Total Required Semester Credits	**66.0 Semester Credits**

HEALTH INFORMATION TECHNOLOGY

Associate in Science Program
Online

PROGRAM DESCRIPTION

The health information technology program is designed to provide students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

The health information field is increasingly focusing on electronic patient records, database management and information privacy and security. Health Information Technologists work in a variety of settings, such as hospitals, physician practices, long-term care, home healthcare, insurance, managed care, health technology firms and pharmaceutical companies. **Total program: 1140 Clock Hours/63.5 semester credits**

PROGRAM OBJECTIVE

The health information technology program prepares students with the knowledge to collect, analyze and maintain health record content; to apply healthcare laws, regulations and ethics to the process of releasing medical information; to accurately demonstrate coding skills and utilization of coding software; to understand accreditation and licensing standards; to demonstrate basic skills in performance improvement, to demonstrate total quality management and quality assurance; to demonstrate skills in the entry and retrieval of health information using an electronic record system or imaging record technology; to support healthcare data analysis and management using applications software; to use database tools to manage health data and information; to demonstrate an understanding of the healthcare billing and reimbursement process; to demonstrate skill in organizing and supporting administrative activities; to show proficiency in written and oral communication; and to understand the importance and application of life skills and professional career development.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	70 weeks
	Normal Time:	73 weeks

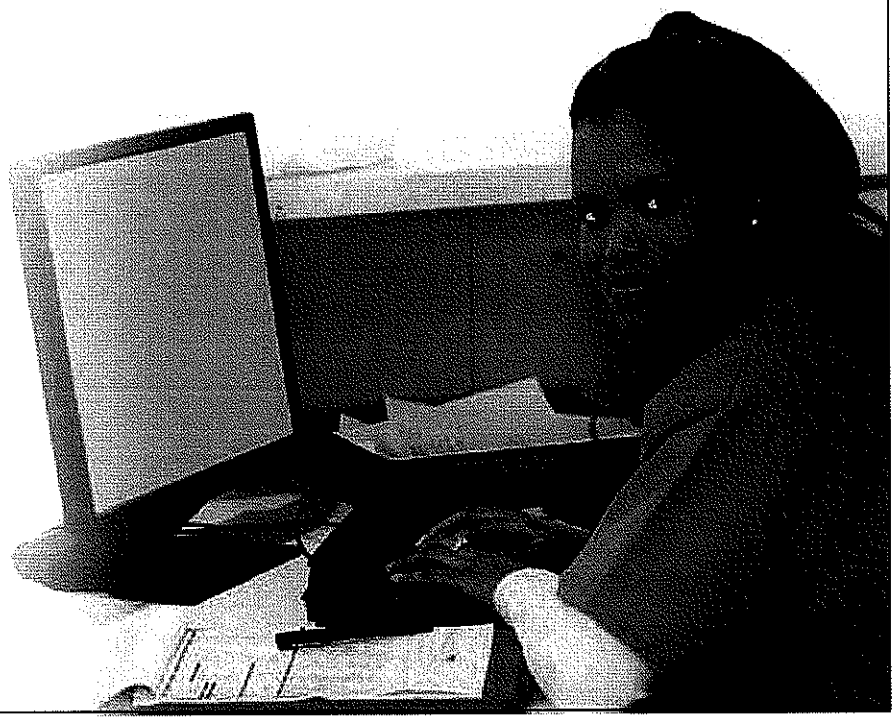
REQUIRED COURSES

AC2760	Accounting for Managers	3.0 Semester Credits
CI1154	Introduction to Healthcare Computer Information Systems	3.0 Semester Credits
EN2150	Interpersonal Professional Communications	3.0 Semester Credits
HT1000	Introduction to U.S. Healthcare Delivery	3.0 Semester Credits
HT1100	Introduction to Health Information Management and Medical Law and Ethics	5.5 Semester Credits
HT2125	International Classifications of Diseases (ICD) Coding	4.0 Semester Credits
HT2135	Current Procedural Terminology (CPT) Coding	3.0 Semester Credits
HT2245	Health Information Systems and Data Quality and Management	6.0 Semester Credits
HT2400	Healthcare Reimbursement and Management and Supervision	5.0 Semester Credits
HT2500	Health Information Technology Practicum	4.0 Semester Credits
ME1150	Medical Terminology	3.0 Semester Credits
ME2515	Pathophysiology and Pharmacology	6.0 Semester Credits

Complete 15 Credits of the Following General Education Courses

EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking & Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1225	Essentials of Anatomy and Physiology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits
	Total Required Semester Credits	**63.5 Semester Credits**

Health Care Technicians train to work closely with doctors and nurses in hospital and medical settings.



HEALTH SCIENCES

Associate in Science Program
Clearwater/Tampa/Online/Hybrid

PROGRAM DESCRIPTION

The Health Science Associate in Science degree offers nine areas of concentration: Basic X-Ray Technician with Medical Office Procedures, Dental Assistant with Expanded Functions, Medical/Clinical Laboratory Assistant, Medical Administrative Assistant, Medical Assistant, Medical Office and Billing Specialist, Patient Care Technician and Pharmacy Technician. **Total program: 990-1260 Clock Hours/60 – 62.5 semester credits**

PROGRAM OBJECTIVE

The objective of an Associate of Science degree in Health Science is to prepare students for career opportunities in the medical field in one of the nine concentrations listed above. The core curriculum, combined with a general education and complementary elective component and the *Think, Build, Live Success* training that is part of all UMA curricula, is designed to enhance graduates' knowledge base and expand employment opportunities and future advancement.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	55-90 weeks depending on area of concentration
	Normal Time:	61-96 weeks depending on area of concentration

AREA OF CONCENTRATION:

BASIC X-RAY WITH MEDICAL OFFICE PROCEDURES CONCENTRATION (CLEARWATER/TAMPA)

BX1115	Equipment Operations and Maintenance	4.5 Semester Credits
BX1120	Radiation Safety and Protection and Basic Anatomy & Physiology, Positioning and Procedures	4.0 Semester Credits
BX2110	Anatomy & Physiology, Positioning and Procedures (Upper and Lower Extremities)	4.0 Semester Credits
BX2116	Anatomy & Physiology Positioning and Procedures (Bony Thorax, Chest, Abdomen, Skull and Spine)	4.5 Semester Credits
BX2125	Comprehensives (X-Ray and Clinical Skills)	2.5 Semester Credits
BX3010	Clinical Externship & Certification Review	5.5 Semester Credits
MC1111	Principles of Allied Health & Patient Care	5.0 Semester Credits
MC1116	Anatomy & Physiology and Clinical Procedures	5.0 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2125	Electronic Medical Records and Front Office	2.5 Semester Credits
Total	Area of Concentration	**41.5 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	6.0 Semester Credits
Total Required Credits for Concentration	**62.5 Semester Credits**

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS CONCENTRATION (CLEARWATER/TAMPA)

DA1110	Introduction to and History of Dentistry	3.5 Semester Credits
DA1120	Preventative Dentistry	3.5 Semester Credits
DA1130	Anatomy & Physiology, Office Management and CPR	3.5 Semester Credits
DA1140	Radiology and OSHA	3.5 Semester Credits
DA1150	Anatomy, Microbiology and Dental Materials	3.5 Semester Credits
DA1160	Expanded Functions	3.5 Semester Credits
DA3040	Externship	5.0 Semester Credits
Total	Area of Concentration	**26.0 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	21.0 Semester Credits
Total Required Credits for Concentration	**62.0 Semester Credits**

MEDICAL/CLINICAL LABORATORY ASSISTANT CONCENTRATION (CLEARWATER/TAMPA)

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC1130	Medical Assistant Office Procedures	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2020	Clinical Procedures	4.0 Semester Credits
MC3000	Clinical Externship	4.0 Semester Credits
Total	Area of Concentration	**31.5 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	15.0 Semester Credits
Total Required Credits for Concentration	**61.5 Semester Credits**

MEDICAL ADMINISTRATIVE ASSISTANT CONCENTRATION (ONLINE)

ME1115	Introduction to Medical Administrative Assisting	4.5 Semester Credits
ME1155	Principles of Management and Information Systems	4.5 Semester Credits
ME1415	Medical Law & Ethics and Records Management	4.5 Semester Credits
ME1600	Accounting and Medical Practice Management Systems	4.5 Semester Credits
ME2220	Medical Terminology and Transcription	4.5 Semester Credits
ME2400	Pathophysiology, Pharmacology and Medical Coding I	5.5 Semester Credits
ME2410	Medical Coding II	4.5 Semester Credits
SC2100	Anatomy and Physiology for Allied Health Profession	3.5 Semester Credits
Total	Area of Concentration	**36.0 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	9.0 Semester Credits
Total Required Credits for Concentration	**60.0 Semester Credits**

MEDICAL ASSISTANT CONCENTRATION (CLEARWATER/TAMPA)

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC1130	Medical Assistant Office Procedures	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2020	Clinical Procedures	4.0 Semester Credits
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5 Semester Credits
MC2040	Advanced Laboratory Procedures and Minor Medical Office Surgeries	5.0 Semester Credits
MC3050	Clinical Externship-Medical Assistant	4.5 Semester Credits
Total	Area of Concentration	**42.5 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	3.0 Semester Credits
Total Required Credits for Concentration	**60.5 Semester Credits**

MEDICAL OFFICE AND BILLING SPECIALIST CONCENTRATION (ONLINE)

BC1020	Medical Basics and Healthcare Claim Cycle	5.0 Semester Credits
BC1025	Anatomy, Terminology and Healthcare Payers	4.5 Semester Credits
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0 Semester Credits
ME1110	Introduction to Medical Administrative Assisting and CIS	4.5 Semester Credits
CI1155	Computer Systems and Software Applications for the Medical Office	4.5 Semester Credits
ME1420	Medical Law & Ethics and Records Management for Billing Specialists	4.5 Semester Credits
ME2400	Pathophysiology, Pharmacology and Medical Coding I	5.5 Semester Credits
ME2405	Medical Coding for Billing Specialists	4.5 Semester Credits
Total	Area of Concentration	**38.0 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	9.0 Semester Credits
Total Required Credits for Concentration	**62.0 Semester Credits**

PATIENT CARE TECHNICIAN CONCENTRATION (CLEARWATER/TAMPA)

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
NA1110	Nursing Assistant	5.0 Semester Credits
MC3005	Clinical Externship	4.0 Semester Credits
PH1115	Advanced Phlebotomy	4.0 Semester Credits
Total	Area of Concentration	**31.5 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	15.0 Semester Credits
Total Required Credits for Concentration	**61.5 Semester Credits**

PHARMACY TECHNICIAN CONCENTRATION (CLEARWATER/TAMPA/ONLINE)

RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5 Semester Credits
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0 Semester Credits
RX1030	Anatomy & Physiology and Pathophysiology I	6.0 Semester Credits
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0 Semester Credits
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0 Semester Credits
RX2030	Community & Institutional Pharmacy	3.0 Semester Credits
RX2999	Certification Review	2.0 Semester Credits
RX3400	Pharmacy Technician Practicum	4.0 Semester Credits
Total	Area of Concentration	**37.5 Semester Credits**

In addition to the above:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)	9.0 Semester Credits
Total Required Credits for Concentration	**61.5 Semester Credits**

GENERAL EDUCATION REQUIREMENTS AND ELECTIVES

GENERAL EDUCATION REQUIREMENTS

EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits

ELECTIVES

AC2760	Accounting for Managers	3.0 Semester Credits
CI1154	Introduction to Healthcare Computer Information Systems	3.0 Semester Credits
EN2150	Interpersonal Professional Communications	3.0 Semester Credits
HI1050	Local, National and International Events	3.0 Semester Credits
PS1000	Psychology	3.0 Semester Credits
PS2100	Working with People	3.0 Semester Credits
PS2150	Patient Relations	3.0 Semester Credits
SC1050	Ecology	3.0 Semester Credits
SO2100	Diversity in the Workplace	3.0 Semester Credits

MEDICAL / CLINICAL LABORATORY ASSISTANT

Diploma Program
Tampa/Clearwater

PROGRAM DESCRIPTION

Coverage in the program includes phlebotomy, terminology and clinical procedures, medical office skills, pharmacology, HIV/AIDS, CPR, first aid for the healthcare provider and life skills for success. Simulations of clinical laboratory experiences are integrated with the didactic portion of the program. **Total program: 720 clock hours/31.5 semester credits.**

PROGRAM OBJECTIVE

This program is intended to train individuals to function as an entry-level medical/clinical laboratory assistant. The curriculum is designed to familiarize students with performance of "waived" laboratory procedures, blood collection procedures, equipment, collection, handling of specimens, safety and medical ethics, professionalism, anatomy/physiology, medical terminology and training for medical manager.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:

Instructional time:	42 weeks
Normal Time:	48 weeks

REQUIRED COURSES

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC1130	Medical Assistant Office Procedures	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2020	Clinical Procedures	4.0 Semester Credits
MC3000	Clinical Externship	4.0 Semester Credits
	Total Required Semester Credits	**31.5 Semester Credits**

Classroom training combined with hands-on experience is important in today's job market.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program
Online

PROGRAM DESCRIPTION

The Medical Administrative Assistant diploma prepares students for entry-level administrative positions in a variety of healthcare settings. Administrative duties may include greeting patients, setting appointment times, scheduling hospital admissions, medical transcription, medical record management, insurance coding and billing, bill collections, office compliance and other general medical office procedures.
The Medical Administrative Assistant program utilizes a combination of lecture and laboratory sessions to address both administrative and general topics. **Total program: 720 Clock hours/36.0 semester credits.**

PROGRAM OBJECTIVE

The Medical Administrative Assistant program prepares students with entry-level skills, knowledge and behavior competence in content and administrative functions procedures, including medical records management, healthcare coding, office accounting, and transcription; application of customer service concepts and principles in providing quality care; identification of various community resources; recognition & response to communication, gathering data, providing documentation and implementing quality care; articulation of fundamental principles, regulations and statutes for performing within legal and ethical boundaries; recognition of the importance of obtaining credentials, membership in professional organizations, and continuing education; and understanding the importance and application of life skills and professional career development.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:

Online:	Instructional time:	40 weeks
	Normal Time:	41 weeks

REQUIRED COURSES

ME1115	Introduction to Medical Administrative Assisting	4.5 Semester Credits
ME1155	Principles of Management and Information Systems	4.5 Semester Credits
ME1415	Medical Law & Ethics and Records Management	4.5 Semester Credits
ME1600	Accounting and Medical Practice Management Systems	4.5 Semester Credits
ME2220	Medical Terminology and Transcription	4.5 Semester Credits
ME2400	Pathophysiology, Pharmacology and Medical Coding I	5.5 Semester Credits
ME2410	Medical Coding II	4.5 Semester Credits
SC2100	Anatomy and Physiology for Allied Health Profession	3.5 Semester Credits
	Total Required Semester Credits	**36.0 Semester Credits**

MEDICAL ASSISTANT

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

This program is designed to blend administrative and clinical duties in preparing graduates to enter the healthcare field. The program integrates skills and academics that prepare students not only for job placement but to obtain appropriate credentials. The courses in the medical assistant program are designed to provide a practical learning experience as students discover the diversity of a medical assistant career. The course offerings consist of written and oral communications, critical-thinking and problem-solving, medical ethics, terminology, anatomy and physiology, human relations, administrative and business skills for medical offices and clinical skills including EKG, phlebotomy, pharmacology and minor surgeries. **Total program: 940 clock hours/42.5 semester credits.**

PROGRAM OBJECTIVE

The medical assistant program provides students both the theoretical and practical office and administrative applications necessary for an entry-level position in a clinical setting or a medical office as a medical assistant.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	56 weeks
	Normal Time:	62 weeks

REQUIRED COURSES

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC1130	Medical Assistant Office Procedures	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC2020	Clinical Procedures	4.0 Semester Credits
MC2030	Medical Law & Ethics and Communications in Medical Assisting	5.5 Semester Credits
MC2040	Advanced Laboratory Procedures and Minor Medical Office Surgeries	5.0 Semester Credits
MC3050	Clinical Externship-Medical Assistant	4.5 Semester Credits
	Total Required Semester Credits	**42.5 Semester Credits**

MEDICAL BILLING AND CODING

Diploma Program
Clearwater/Tampa/Online/Hybrid

PROGRAM DESCRIPTION

The program includes the introduction and application of concepts which provide the knowledge required to code healthcare services and process healthcare claims. It includes training in medical terminology, anatomy and physiology, disease processes, surgical procedures, life cycle of an insurance claim, healthcare settings, healthcare payers, procedure and diagnosis coding from medical records, reimbursement systems, facility billing, keyboarding, word processing, medical practice management system, and life skills for success.
Total program: 720 clock hours/39 semester credits.

PROGRAM OBJECTIVE

The objective of this program is to prepare students with sufficient theoretical knowledge to secure entry-level employment in billing and coding positions at physicians' offices, hospitals, insurance companies and ancillary medical and dental organizations.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	All schedules ground:	Instructional time:	42 weeks
		Normal Time:	52 weeks
	Online:	Instructional time:	40 weeks
		Normal Time:	42 weeks

REQUIRED COURSES

BC1020	Medical Basics and Healthcare Claim Cycle	5.0 Semester Credits
BC1025	Anatomy, Terminology and Healthcare Payers	4.5 Semester Credits
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0 Semester Credits
BC2010	Disease Processes and ICD-9-CM Coding	4.5 Semester Credits
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding and Surgical Procedures	5.0 Semester Credits
BC2030	Medical Practice Management Systems and Billing and Coding Applications	4.5 Semester Credits
BC3020	Coding with Simulation, CPC Prep, and CPC Review	5.5 Semester Credits
BC3030	Billing and Coding Applications with Simulations	5.0 Semester Credits
	Total Required Semester Credits	**39.0 Semester Credits**

MEDICAL BILLING AND CODING – AS DEGREE

Associate in Science Program
Online

Program Description

The program includes the introduction and application of concepts to provide knowledge required to code healthcare services and process healthcare claims. It includes medical terminology, anatomy and physiology, disease processes, surgical procedures, life cycle of an insurance claim, healthcare settings, healthcare payers, procedure and diagnosis coding from medical records, reimbursement systems, facility billing, keyboarding, word processing, medical practice management systems and life skills for success. A balance of general education courses is included to enhance a student's education. **Total program: 1080 clock hours/63.0 semester credits.**

PROGRAM OBJECTIVE

The medical billing and coding associate degree program prepares students with sufficient theoretical knowledge to secure entry-level employment in insurance billing and coding positions at physicians' offices, hospitals, insurance companies and ancillary medical and dental organizations, and it positions graduates for advancement and further education.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	70 weeks
	Normal Time:	74 weeks

REQUIRED COURSES

AC2760	Accounting for Managers	3.0 Semester Credits
CI1154	Introduction to Healthcare Computer Information Systems	3.0 Semester Credits
EN2150	Interpersonal Professional Communications	3.0 Semester Credits
BC1020	Medical Basics and Healthcare Claim Cycle	5.0 Semester Credits
BC1025	Anatomy, Terminology and Healthcare Payers	4.5 Semester Credits
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0 Semester Credits
BC2010	Disease Processes and ICD-9-CM Coding	4.5 Semester Credits
BC2020	Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding and Surgical Procedures	5.0 Semester Credits
BC2030	Medical Practice Management Systems and Billing and Coding Applications	4.5 Semester Credits
BC3020	Coding with Simulation, CPC Prep and CPC Review	5.5 Semester Credits
BC3030	Billing and Coding Applications with Simulations	5.0 Semester Credits

Complete all 15 of the following General Education Requirements

EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits
	Total Required Semester Credits	**63.0 Semester Credits**

MEDICAL OFFICE AND BILLING SPECIALIST

Diploma Program
Online

PROGRAM DESCRIPTION

The Medical Office and Billing Specialist program prepares students to perform front office medical administrative procedures with a focus on the expanded function of insurance and patient billing and the processing of healthcare claims. Administrative duties may include greeting patients, setting appointment times, scheduling hospital admissions, medical record management, limited insurance coding, patient and insurance billing, bill collections, office compliance and other general medical office procedures. The program covers medical terminology, medical basics and healthcare claim cycles, basic anatomy and physiology, healthcare settings, healthcare payers, records management for the billing specialist, computer systems and software applications for the medical office, reimbursement systems, medical practice management systems and life skills for success. **Total program: 720 clock hours/38.0 semester credits**

PROGRAM OBJECTIVE

The objective of this program is to prepare students with sufficient theoretical knowledge and practical skills to secure entry-level administrative or billing positions in a variety of healthcare settings. Employment in one of these positions may require a CPR certification from an American Red Cross or American Heart Association authorized training site. The student/graduate needs to obtain this certification independently of this program. (Because of the hands-on nature of CPR training, it cannot be offered in the online environment.)

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	40 weeks
	Normal Time:	41 weeks

REQUIRED COURSES

BC1020	Medical Basics and the Healthcare Claim Cycle	5.0 Semester Credits
BC1025	Anatomy, Terminology and Healthcare Payers	4.5 Semester Credits
BC1030	Medical Terminology and Healthcare Setting & Claims Processing	5.0 Semester Credits
CI1155	Computer Systems and Software Applications for the Medical Office	4.5 Semester Credits
ME1110	Introduction to Medical Administrative Assisting and CIS	4.5 Semester Credits
ME1420	Medical Law & Ethics and Records Management for Billing Specialists	4.5 Semester Credits
ME2400	Pathophysiology, Pharmacology and Medical Coding I	5.5 Semester Credits
ME2405	Medical Coding for Billing Specialists	4.5 Semester Credits
	Total Required Semester Credits	**38.0 Semester Credits**

NURSING ASSISTANT

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

This program includes State and Florida Nursing Board-approved Nursing Assistant courses, which qualify students to take the State Certification examination for Certified Nursing Assistant. The program of study includes anatomy and physiology, documentation, communication and interpersonal skills, medical terminology, employability skills, gerontology and family issues, legal and ethical issues, nutrition and hydration, safety and efficiency in patient care, restorative therapy and pet-facilitated therapy. The program also includes training in universal precautions, CPR, HIV/AIDS and first aid. **Total program: 135 clock hours/6.0 semester credits.**

PROGRAM OBJECTIVE

The nursing assistant program is designed to prepare graduates for employment as nursing assistants, nursing aides, nurse aides in nursing homes (66008) or SOC Code 31-1012 nurse aides, and orderlies and attendants. Successful completion of this program prepares students for certification for employment as a nursing assistant in a nursing home, in accordance with Chapter 82-163, Florida Statute (64B9-15.005(1)(a)).

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:

Instructional time:	7 weeks
Normal Time:	8 weeks

REQUIRED COURSES

NA1110	Nursing Assistant	5.0 Semester Credits
NA3000	Clinical Externship	1.0 Semester Credits
	Total Required Semester Credits	**6.0 Semester Credits**

Nursing assistants provide hands-on patient care, while assisting other staff with administrative and medical tasks.

Tampa Campus

PATIENT CARE TECHNICIAN

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

The Patient Care Technician program includes the State Board of Nursing-approved Nursing Assistant courses which qualify students to take the State Certification examination for Nursing Assistants. Additionally, the program includes anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The program includes training in universal precautions, CPR, HIV/AIDS and first aid. **Total program: 720 clock hours/ 31.5 semester credits.**

PROGRAM OBJECTIVE

This program's objective is to prepare students with the theoretical knowledge and practical skills needed to obtain an entry-level position in patient care in hospitals and nursing homes. Students also possess additional specialized clinical skills to function in a physician's office, clinic or acute care setting.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	42 weeks
	Normal Time:	48 weeks

REQUIRED COURSES

MC1110	Principles of Allied Health	5.0 Semester Credits
MC1115	Anatomy & Physiology and Medical Terminology	5.0 Semester Credits
MC2010	Pharmacology	4.5 Semester Credits
MC2015	Clinical Lab Procedures and Phlebotomy	4.0 Semester Credits
MC3005	Clinical Externship	4.0 Semester Credits
NA1110	Nursing Assistant	5.0 Semester Credits
PH1115	Advanced Phlebotomy	4.0 Semester Credits
	Total Required Semester Credits	**31.5 Semester Credits**

PHARMACY TECHNICIAN

Diploma Program
Clearwater/Tampa/Online/Hybrid

PROGRAM DESCRIPTION

This program prepares students to support licensed pharmacists by assisting with counter dispensing operations and prescription preparation at retail pharmacies, mail-order pharmacies, hospitals, nursing homes and assisted-living facilities. Students are trained to stock and inventory prescriptive and over-the-counter medications, maintain written or computerized patient medication records, count or pour medications into dispensing containers, manage cash register/or billing, assemble a 24-hour supply of medication for patients, repackage medications, prepare commercially unavailable medications, deliver medications to patient rooms, establish and maintain patient profiles and prepare insurance claim forms. **Total program: 720 Clock Hours/37.5 Semester Credits.**

PROGRAM OBJECTIVE

The pharmacy technician program prepares students for entry-level positions as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. It also prepares students for certification.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	All schedules ground:	Instructional time:	42 weeks
		Normal Time:	48 weeks
	Online:	Instructional time:	44 weeks
		Normal Time:	45 weeks

REQUIRED COURSES

RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5 Semester Credits
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0 Semester Credits
RX1030	Anatomy and Physiology and Pathophysiology I	6.0 Semester Credits
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0 Semester Credits
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0 Semester Credits
RX2030	Community & Institutional Pharmacy	3.0 Semester Credits
RX2999	Certification Review	2.0 Semester Credits
RX3400	Pharmacy Technician Practicum	4.0 Semester Credits
	Total Required Semester Credits	**37.5 Semester Hours**

PHLEBOTOMY TECHNICIAN

Diploma Program
Clearwater/Tampa

PROGRAM DESCRIPTION

The phlebotomy technician program provides 85 hours of classroom with 35 hours of laboratory training, followed by 80 hours of facility staff-supervised training at a medical office, clinic, laboratory, or hospital. **Total program: 200 clock hours/8.0 semester credits.**

PROGRAM OBJECTIVE

This program's objective is to train individuals for entry-level employment as a phlebotomist in a medical office, clinic, laboratory or hospital. The curriculum is designed to familiarize students with blood collection procedures, equipment, handling of specimens, safety and medical ethics, professionalism, anatomy and physiology and medical terminology.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH: Instructional time: 12 weeks

REQUIRED COURSES

PH1110	Phlebotomy	6.5 Semester Credits
PH3000	Clinical Externship for Phlebotomy	1.5 Semester Credits
	Total Required Semester Credits	**8.0 Semester Credits**

We are committed to hands-on learning.

SPA MANAGEMENT

Associate in Science Program
Online

PROGRAM DESCRIPTION

The program introduces students to the concepts and skills required to successfully, safely and profitably manage a spa and its staff. This program includes an introduction to the history and evolution of the spa industry; builds upon general education curriculum by increasing knowledge and skills in accounting; provides knowledge of the essentials of recruiting, hiring and training spa employees; explains marketing strategies and programs, including advertising, social marketing and online resources and tools for reputation management; and provides an introduction to retail management in a spa. **Total program: 1,080 clock hours/68.5 semester credits**

PROGRAM OBJECTIVE

The objective of this program is to prepare students with sufficient theoretical and practical knowledge to secure entry-level employment in a spa.

ADDITIONAL INFORMATION

For information on student graduation rates, retention and placement rates, and student financial obligations, visit ultimatemedical.edu/consumerinfo.pdf

LENGTH:	Instructional time:	70 weeks
	Normal Time:	73 weeks

REQUIRED COURSES

AC2760	Accounting for Managers	3.0 Semester Credits
EN2150	Interpersonal Professional Communication	3.0 Semester Credits
SC1050	Ecology	3.0 Semester Credits
SP1010	Introduction to the Spa Industry	5.5 Semester Credits
SP1020	Understanding Spa Treatments and Products	5.5 Semester Credits
SP1030	Fitness, Health and Sustainability in the Spa	5.5 Semester Credits
SP2010	Financial Management for Spas	5.5 Semester Credits
SP2020	Marketing the Spa Business	6.0 Semester Credits
SP3010	Spa Operations Management	5.5 Semester Credits
SP3020	Managing Spa Employees	5.5 Semester Credits
SP3030	Developing and Managing Spa Facilities	5.5 Semester Credits

Complete all 15 of the following General Education Requirements

EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits
	Total Required Semester Credits	**68.5 Semester Credits**

Courses requiring no prerequisite are open to all students regardless of the catalog number. It is the responsibility of students to know these requirements and follow them when registering. A student's Program Director or the Director of Education must approve any waiver of prerequisites.

Abbreviations

AC Accounting
BC Billing and Coding
BX Basic X-Ray
CI Computer Information
DA Dental Assistant
EN English
HI History
HM Healthcare Management
HT Health Technology
HU Humanities
MA Math
MC Medical Clinical
ME Medical Office
MT Management
NA Nursing Assistant
PH Phlebotomy
PS Psychology
RX Pharmacy Technology
SC Science
SO Social Sciences
SP Spa Management

COURSE DESCRIPTIONS:

AC2760 Accounting for Managers – 3.0 Semester Credits

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making and developing the ability to complete a variety of business transactions, balance sheets, and account ledgers. Additional topics include cash transactions and payroll.

Prerequisites: None

BC1020 Medical Basics and the Healthcare Claim Cycle – 5.0 Semester Credits

This course is designed to introduce basic concepts related to anatomy and medical terminology, medical record documentation and its relationship to medical coding and billing services. The role of an insurance billing specialist is discussed. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems; concepts of proper use of the computer are included and the student has the opportunity to develop speed and accuracy in keyboarding.

Prerequisites: None

BC1025 Anatomy, Terminology, and Healthcare Payers – 4.5 Semester Credits

This course includes anatomy and medical terminology related to coding patient illness, conditions, injuries and diseases; basic knowledge of various body systems, bones, muscles and organs related to conditions such as diabetes, hypertension, neoplasms, and injuries; medical terminology including roots, prefixes, suffixes; and other terms related to diagnosis coding. Health care payers including Medicare, Medicaid, TRICARE, Blue Cross/ Blue Shield, Worker's Compensation, and Managed Care are introduced and their role in the health insurance billing and coding process; and various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are covered. In the keyboarding unit of this course, the student is introduced to ten key and has the opportunity to develop speed and accuracy in ten key skills.

Prerequisites: None

BC1030 Medical Terminology and Healthcare Setting & Claims Processing – 5.0 Semester Credits

This course provides an overview of the health insurance billing and coding process in various settings; including those of outpatient, inpatient, physician, and hospital. Variations in documentation are discussed as well as coding, claims processing, accounts receivable management, and reimbursement methods. Anatomy and medical terminology; including roots, prefixes, suffixes and other terms related to the coding of diagnostic tests and procedures are covered. The development of touch response to keyboarding is emphasized with a focus on improving the student's speed and accuracy to 30 words per minute.

Prerequisites: None

BC2010 Disease Processes and ICD-9-CM Coding – 4.5 Semester Credits

This course includes basic principles of diagnosis coding using the *International Classification of Diseases, Ninth Revision, Clinical Modification*. The application of ICD-9-CM coding concepts are discussed, including the identification of conditions to be coded, content of the manual, coding conventions, and basic coding guidelines. This course is designed to provide the student with information about coding signs, symptoms, illness, injuries, disease, and other reasons for healthcare services. An overview of disease processes includes the etiology and physiology of specified human disorders, and principles of disease are discussed as they relate to coding conditions, diseases, illness and injury including: diabetes, hypertension, neoplasm, cancer, skin disorders, fractures, and burns. Ten key skills are practiced in the keyboarding unit to achieve a minimum of 100 key strokes per minute.

Prerequisites: BC1020, BC1025 & BC1030

BC2020 Healthcare Common Procedure Coding Systems (HCPCS), CPT Coding and Surgical Procedures – 5.0 Semester Credits

This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement is discussed. Coding of surgical procedures is discussed with a review of surgical specialties, anatomy, medical terminology, documentation, and other topics related to coding surgical procedures. Instruction in word processing applications, such as Microsoft® Word are covered; including their application in the medical office, the healthcare claims process, and for Billing and Coding Specialist. Billing and coding applications provide practice in applying procedure and diagnosis coding principles.

Prerequisites: BC1020, BC1025, BC1030

BC2030 Medical Practice Management Systems and Billing and Coding Applications – 4.5 Semester Credits

This course provides an introduction to medical billing programs and their use for office transactions including patient registration, charge entry, payment posting, billing routines and report generation. Also covered are electronic claims submission requirements and claims management techniques. Word processing, utilizing Microsoft® Word, is included and the student is introduced to the use of the Internet to obtain health insurance billing and coding information. Billing and coding applications provide practice in applying procedure and diagnosis coding principles.

Prerequisites: BC1020, BC1025, BC1030

BC3020 Coding with Simulation, CPC Prep and CPC Review – 5.5 Semester Credits

This course includes billing and coding concepts in the facility environment. An overview of hospital billing and coding is provided with an emphasis on the variations in physician and facility billing, the claims process, documentation, coding, and reimbursement. Procedure and diagnosis coding skills are applied to coding facility source documents during practical simulations.

Prerequisites: BC1020, BC1025, BC1030, BC2010, BC2020 & BC2030

BC3030 Billing and Coding Application with Simulations – 5.0 Semester Credits

This course covers the theories of abstracting from source documents and the application of those theories to various source documents. During simulations, the student has the opportunity to apply procedure and diagnosis coding principles while advancing his/her knowledge of insurance billing concepts, procedures, and applications necessary to file claims and to perform accounts receivable management functions.

Prerequisites: BC1020, BC1025, BC1030, BC2010, BC2020 & BC2030

BX1115 Equipment Operations and Maintenance – 4.5 Semester Credits

This course focuses on how x-rays are produced, what constitutes "safely operating equipment," how to proceed during system failures, equipment maintenance, and MSDS/ OSHA requirements. Students will also receive their core training on HIV/AIDS and to recognize all aspects of Blood Borne Pathogens.

Prerequisites: None

BX1120 Radiation Safety & Protection and Basic Anatomy & Physiology, Positioning and Procedures – 4.0 Semester Credits

This course covers safety precautions in radiology to protect the student/operator, the patient, and the general public; the in depth study of the dangers of irradiating patients by untrained personnel, biological and genetic hazards to living things, and the effects of radiation. Basic anatomy and physiology will focus on areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Proper radiological procedures; patient positioning; and "hands on" training utilizing non-radiation-emitting radiographic equipment are also included. Students position each other to learn anatomical "landmarks" used in radiology. Students are given an opportunity to view "normal and abnormal" X-Ray studies as well as "suboptimal" procedures.

Prerequisites: BX1115

BX2110 Anatomy & Physiology, Positioning and Procedures (Upper and Lower Extremities) – 4.0 Semester Credits

This course covers basic anatomy and physiology of the entire upper and lower extremity with a focus to those areas addressed by Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO). Foreign body identification and localization, patient concerns, and special needs are also covered. Proper radiological procedures, patient positioning, and "hands on" training of the entire upper and lower extremity utilizing non-radiation-emitting radiographic equipment are also covered. Students position each other to learn anatomical "landmarks" used in radiology. Specific attention is afforded to misconceptions about simply "capturing" an image on film versus a "true A.R.R.T. acceptable" study. Students are given an opportunity to view "normal and abnormal" X-Ray studies as well as "suboptimal" procedures. Instruction in techniques used to obtain optimal images is demonstrated in detail, as well as methods that can be employed to provide a satisfactory result.

Prerequisites: MC1111 & MC1116

BX2116 Anatomy & Physiology, Positioning and Procedures (Bony Thorax, Chest, Abdomen, Skull and Spine) – 4.5 Semester Credits

This course covers basic anatomy and physiology of the bony thorax, chest, abdomen, and the entire spin with a focus to those areas addressed by the Florida Statutes, which limit the scope of practice of a Basic X-Ray Machine Operator (BXMO); foreign body identification and localization; patient concerns; and special needs. Proper radiological procedures; patient positioning and "hands on" training, utilizing non-radiation-emitting radiographic equipment is also covered. Students position each other to learn anatomical "landmarks" used in radiology. Instruction in techniques used to obtain optimal images will be demonstrated in detail, as well as methods that can be employed to provide a satisfactory result. The student will also prepare for their state exam and externship.

Prerequisites: MC1111& MC1116

BX2125 Comprehensives (X-Ray and Clinical Skills) – 2.5 Semester Credits

Comprehensive x-ray and clinical skills will be the final course before release to externship to ensure competency in skills before being sent out to externship. Students will be required to master hands on practicum positioning exam of upper extremities, lower extremities, chest, abdomen, and thorax anatomy with a passing grade of 75%. This course will also include the review and performance of lab skills to include rooming, charting, vitals, urinalysis, phlebotomy, injections and related knowledge that plays an integral part of back office procedures. Assessment will be made of students' proficiency in performing these skills to ensure their preparedness for externship and Phlebotomy Certification.

Prerequisites: BX1115, BX1120, BX2110, BX2116, MC1111, MC1116 & MC2015

BX3010 Clinical Externship & Certification Review – 5.5 Semester Credits

Students are assigned to a healthcare facility under supervision. The clinical externship will take place at a local healthcare facility chosen by the school staff. There is no financial reimbursement applied to student participation in clinical externship. The clinical externship is purely a learning experience.

Prerequisites: BX1115, BX1120, BX2110, BX2116, BX2125, MC1111, MC1116, MC2015, MC2125

CI1154 Introduction to Healthcare Computer Information Systems – 3.0 Semester Credits

This course is designed to focus on the various computer information needs of the healthcare system as it evolves. The course will cover the potential pitfalls in communication between those in IT and those in the medical community, and address ways of bridging that gap.

Prerequisites: None

CI1155 Computer Systems and Software Applications for the Medical Office – 4.5 Semester Credits

This course introduces students to Microsoft Word and Excel as it is used in the medical office setting, Students will obtain beginners level proficiency in both Word and Excel. The course explores the use of a medical practice management system (accounting, scheduling, and billing) in a medical office setting.

Prerequisites: ME1110, BC1030

DA1110 Introduction to and History of Dentistry – 3.5 Semester Credits

This course is a review of the history of dentistry and an introduction to dental assisting and the dental team. Also covered are concepts on the identification of permanent and deciduous dentition and their eruption schedule, dental specialties, and endodontics. Laboratories include dental charting guidelines and requirements, identifying teeth numbers, and charting all dental symbols in a patient's dentition.

Prerequisites: None

DA1120 Preventive Dentistry – 3.5 Semester Credits

This course is an introduction on instructing patients in proper oral hygiene covering the importance of health histories, and vital signs. The specialty covered is periodontics. In the lab, students are introduced to alginate impressions preparation of study models and bite registration. Other lab procedures include instruction in coronal polishing, impressions, preparation, fluoride treatments, and management of hazardous materials and infection control.

Prerequisites: None

DA1130 Anatomy & Physiology, Office Management and CPR – 3.5 Semester Credits

This course covers the anatomy of the body and how different systems function. Other topics addressed are business office management; including scheduling, patient accounts, and telephone protocol. The specialty is orthodontics. In the lab, emergency management and different diseases that the dental assistant should be aware of, and how they affect a patient is practiced. Basic chair side instruments and tray systems are introduced. Instrument transfer is practiced. CPR certification is included in this section.

Prerequisites: None

DA1140 Radiology and OSHA – 3.5 Semester Credits

The focus of this course is on radiology; taking x-rays from single periapicals to a full mouth series. The specialty covered is oral surgery which includes preparing the patient for analgesia and relieving anxiety including the administration of nitrous oxide. In the lab, students take x-rays until two full mouth series have been taken to the specifications set by the program. Students will also practice preparing a syringe for anesthetic.

Prerequisites: DA1110, DA1120 & DA1130

DA1150 Anatomy, Microbiology and Dental Materials – 3.5 Semester Credits

The anatomy of the head and neck, bones, muscles, nerves, circulation of the head and neck, and an introduction to microbiology is covered by this course. The specialty for this section is oral pathology. In the lab, students have hands on practice with removing different types of sutures, using dental materials, mixing of different dental cements, the fabrication of temporary crowns, and one handed and four handed dentistry is taught.

Prerequisites: DA1110, DA1120 & DA1130

DA1160 Expanded Functions – 3.5 Semester Credits

The concentration of this course is on expanded functions so that the student will leave the program with an opportunity for a State Certificate of Radiology that the Dental Assistant is eligible to receive after attending an approved program, and assisting in the exposing of radiographs under the direct supervision of a Florida licensed Dentist for at least three months. Also included are writing cover letters, resumes, and follow-up correspondence for job preparation; as well as how to present oneself for a job interview. In the lab, students will become proficient at rubber dam placement through chair side assisting for amalgam and composite procedures.

Prerequisites: DA1110, DA1120 & DA1130

DA3040 Externship – 5 Semester Credits

This course provides students with on-the-job experience working in a dental office. Students will work in all aspects of the dental office and gain experience in assisting for when they enter the work force. The extern will be supervised by a representative from the school and a supervisor at the externship site.

Prerequisites: DA1110, DA1120, DA1130, DA1140, DA1150, DA1160

EN1150 English Composition – 3.0 Semester Credits

This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely, and coherently. Students write essays wherein organization and proper language usage are stressed. Emphasis is also placed on introductory concepts of the research process.

Prerequisites: None

EN2150 Interpersonal Professional Communications – 3.0 Semester Credits

Interpersonal Professional Communications provides students with information and practice in professional communication skills. This course covers the effective writing of business documents, presentation, meeting management, and basic conflict management skills. Specifically, students will write memos, develop and present information to the class, practice meeting facilitation skills, and practice dealing with conflict situations.

Prerequisites: None

HI1050 Local, National and International Events – 3.0 Semester Credits

In this course students study current events on a broad scale to gain a perspective of the impact they have on them personally and professionally.

Prerequisites: None

HM1015 Medical Terminology & the Healthcare Claim Cycle I – 5.0 Semester Credits

This course is designed to introduce basic concepts related to anatomy and medical terminology; medical record documentation, and its relationship to medical coding and billing services. The healthcare claim cycle is covered including health insurance terminology, the phases and cycle of a claim, claim form preparation, and reimbursement systems. Students will develop speed and accuracy in keyboarding.

Prerequisites: None

HM1020 Medical Terminology & the Healthcare Claim Cycle II – 5.0 Semester Credits

This course covers medical terminology including suffixes, prefixes, and combining forms. It introduces healthcare payers including Medicare, Medicaid, TRICARE, Blue Cross/Blue Shield, Worker's Compensation, and Managed Care; and reviews their role in the health insurance billing and coding process. Various payer types and payer requirements for claim processing including claim submission, accounts receivable management, and reimbursement methods are presented. Students develop speed and accuracy in keyboarding.

Prerequisites: HM1015

HM1025 Medical Practice Management Systems – 4.5 Semester Credits

This course provides an introduction to medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed. The student will develop speed and accuracy in keyboarding.

Prerequisites: CI1154 & HM1020

HM1030 Accounting, Payroll, Banking and Accounting Systems – 5.0 Semester Credits

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making. Students will develop speed and accuracy in keyboarding.

Prerequisites: HM1025

HM2010 Business Office Operations for the Manager – 5.0 Semester Credits

This course covers the budgeting process and introduces the role of a proforma and practice management ratios in analyzing business operations. It introduces financial policies, managed care contracts, and fee schedules for services.

Prerequisites: HM1030

HM2015 Healthcare Law, Compliance, Ethics and Medical Record Management – 6.0 Semester Credits

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information including HIPAA. Malpractice, compliance plans, fraud and abuse, and referral restrictions are also discussed. Also introduced to students are principles of medical record management.

Prerequisites: HM2010

HM2020 Human Resource Management – 6.0 Semester Credits

This course introduces employment laws including the Fair Labor Standards Act, Americans with Disabilities Act, COBRA, and others. Record keeping requirements are discussed, such as wage and hour records and record retention rules. Employment categories are explained, and rules and resources for employee hiring, recruiting, and retention are reviewed. Performance appraisals, salary administration, and progressive disciplinary actions are also explained. Suggestions on how to develop, and what should be included in an Employee Handbook are provided.

Prerequisites: HM2015

HM2030 Practice Structure and Enhancement – 5.5 Semester Credits

This course provides an overview of the different ownership structures for physician practices. Common documents and procedures are reviewed. Selection of employer provided benefits including insurance and retirement are discussed. Practice building and enhancement strategies are also presented. Certification review is included in this course.

Prerequisites: HM2020

HT1000 Introduction to U.S. Healthcare Delivery – 3 Semester Credits

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined.

Prerequisites: None

HT1100 Introduction to Health Information Management and Medical Law & Ethics – 5.5 Semester Credits

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content ,and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

Prerequisites: HT1000

HT2125 International Classifications of Disease (ICD) Coding – 4 Semester Credits

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-9-CM to code diagnoses and procedures. Students will gain an understanding of ICD as it is used in an inpatient setting and contribution to the severity of illness and case-mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of encoding software tools.

Pre-requisites: ME1150, SC1225, ME2515

HT2135 Current Procedural Terminology (CPT) Coding – 3 Semester Credits

This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. Exercises allow students to also apply guidelines for Evaluation and Management (E/M) code and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools.

Prerequisites: ME1150, SC1225, ME2515, HT2125

HT2245 Health Information Systems and Data Quality & Management – 6 Semester Credits

This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for managerial and clinical support. It also examines emerging information technologies. The determination of information system needs, system implementation, system evaluation, and confidentiality/security is also addressed. The course also introduces the student to healthcare data sets, secondary sources of data and healthcare statistics. Methods, tools, technologies, and processes for querying data, designing, generating, and analyzing reports are examined. In addition, it presents methods to abstract, present, and maintain data for clinical indices/databases/registries.

Prerequisites: HT2125, HT2135

HT2400 Healthcare Reimbursement and Management & Supervision – 5 Semester Credits

This course provides an overview of the reimbursement and payment methodologies that apply to various healthcare settings, inclusive of the forms, processes, and practices of health information professionals. Various payments systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, and managed care capitation are also explored along with issues of policy, regulatory information technology, and data exchange among providers. The course also focuses on the principles of supervisory management in the health information environment and provides an overview of general management functions. Staffing, training, performance, principles of ergonomics, and productivity procedures are explored as well as work processes and policies and procedures design. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments.

Prerequisites: HT2245

HT2500 Health Information Technology Practicum – 4 Semester Credits

The practicum is designed to allow students to participate in a supervised setting to gain experience in a health information department or other approved practice setting or organization. Through the application of concepts and theories, students demonstrate skills in record retrieval, data abstraction and analysis; record retention, release of information, and coding; and observation of supervisory and planning activities. Students prepare a written report of their practical learning experience.

Prerequisites: Successful completion of all other courses in program

HU2000 Critical Thinking and Problem Solving – 3.0 Semester Credits

This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and argument analysis. The course includes learning to provide evidence and well-reasoned support for asserted solutions and/or positions within.

Prerequisites: None

MA1015 College Math – 3.0 Semester Credits

This course delivers a broad overview of skills necessary for the application of post-secondary mathematics. Students review a range of mathematical principles in algebra, computation, geometry, and statistics. Students will solve algebraic equations, appropriately apply the order of operations, compute characteristics of geometric shapes, calculate statistical principles such as measures of central tendency and ratios, and will apply principles such as interest, commissions, discounts, and the metric system.

Prerequisites: None

MC1110 Principles of Allied Health – 5.0 Semester Credits

This course covers allied health professionals' responsibilities, patient rights, patient/staff communication, the importance of using basic learning skills, and effective coping skills. Required training in CPR is taught using the American Safety and Health Institute approved CPR course for healthcare providers. The course also includes anatomy and physiology of the renal, circulatory, respiratory, and reproductive systems, and the appropriate terminology related to those systems. Also covered is laboratory testing as related to those systems and the foundation for understanding medical terminology as it relates to the field (word roots, prefixes and suffixes, and combining forms and current procedural terminology).

Prerequisites: None

MC1111 Principles of Allied Health & Patient Care – 5.0 Semester Credits

This course covers patient rights, patient/staff communication, proper body mechanics, and transfer techniques for any given circumstance. Students will learn to monitor vital signs and recognize emergency situations, complete required training in CPR/First Aid. Also covered are Anatomy and Physiology for the renal, circulatory, respiratory, and reproductive systems. Appropriate medical terminology and its foundation as it relates to the field (word roots, prefixes and suffixes, and combining forms) and current procedural terminology is also covered.

Prerequisites: None

MC1115 Anatomy & Physiology and Medical Terminology –5.0 Semester Credits

This course covers an introduction to the anatomy and physiology of the musculoskeletal, integumentary, digestive, nervous, and endocrine systems; as well as medical terminology relating to those specific systems, laboratory testing as related to the systems, discussion on frequently ordered laboratory and radiology tests, and their normal vs. abnormal ranges. It also includes the foundation for understanding medical terminology as it relates to the field—word roots, prefixes and suffixes, and combining forms and current procedural terminology, as well as instruction on ordering laboratory tests and processing laboratory specimens.

Prerequisites: None

MC1116 Anatomy & Physiology and Clinical Procedures – 5.0 Semester Credits

This course covers an introduction to anatomy and physiology and appropriate terminology. Laboratory and radiological testing of the related systems including digestive, integumentary, muscular/skeletal, nervous and endocrine systems, and their normal versus abnormal ranges is also covered. The course includes ordering laboratory tests and processing laboratory specimens.

Prerequisites: None

MC1130 Medical Assistant Office Procedures – 5.0 Semester Credits

This course includes a detailed, technical outlook of front office applications in a medical clinical setting. Topics covered are: office organization, proper use of office equipment, basic bookkeeping, billing and collections, purchasing, banking and payroll, office safety, and security. A demonstration of a mock office setting is established to provide students an opportunity to participate in the flow of clinical office operations. The course also covers the skills needed to work in the electronic medical management office setting including different types of health insurance plans and sources of insurance available to patients as well as the filing, monitoring, and processing of insurance claims; the use of computerized scheduling, record keeping, and EMR components. Computers in the Medical Office are demonstrated and HIPAA regulations are covered.

Prerequisites: None

MC2010 Pharmacology –4.5 Semester Credits

This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills, military (24 hour) time, and correct measurement with regards to time; also covering volume, temperature, weight, ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of the medical assistant/medical clinical lab assistant in administering and dispensing drugs, and routes and methods of drug administration; including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. This course includes the required training in first aid and HIV/AIDS.

Prerequisites: None

MC2015 Clinical Lab Procedures and Phlebotomy – 4.0 Semester Credits

This course covers various clinical and laboratory skills, including the collection and handling of specimens, urinalysis, hematology/blood chemistry, minor surgical procedures and wound care, the use of assistive devices, hot and cold therapies, patient communication, patient identification, precession and accession of orders, patient positioning, site selection, syringe and evacuated tube collection, and blood collection procedures; including capillary collections, procedure for micro-collection, and blood smears. In the lab, students learn and demonstrate various venipuncture techniques, how to prioritize their work duties, how to describe and demonstrate POCT and urine/semen collection procedures, and how to identify factors that affecting laboratory results. Also included is an introduction to the laboratory, methods of reporting lab results, and the proper use of laboratory equipment; including venipuncture systems, syringes/needles, butterfly, lancets, and micro-collection devices. The course also covers proper EKG placement, the identification of rhythm strips, laboratory safety procedures, blood borne pathogens, OSHA requirements, Material Safety Data Sheets (MSDS), exposure control plans, and fire safety.

Prerequisites: None

MC2020 Clinical Procedures – 4.0 Semester Credits

This course covers anatomy and medical terminology related to patient illness, conditions, injuries and diseases; knowledge of the various body systems, bones, muscles, and organs related to conditions and injuries; and medical terminology including word roots, prefixes, suffixes, and other terms related to patient diagnosis. The systematic approach to the study of pharmacology and its relevance to patient care are also covered. The course also includes review for national certification examination.

Prerequisites: MC2015

MC2030 Medical Law & Ethics and Communications in Medical Assisting – 5.5 Semester Credits

This course covers the legal aspects, morals, and ethics that direct today's medical professional; including a review of HIPPA confidentiality. Students are also introduced to interpersonal skills including the various types of communication, human motivational factors, conflict resolution, and the physical, psychological, and emotional needs of the patient. Written, verbal, and non-verbal communication between patients and co-workers are also presented. The organization of material, logical thought, and effective presentation are stressed. Caring for difficult and special needs patients are covered along with developmental stages of life. A study of the role that hereditary, cultural, and environmental conditions play on human behavior is introduced.

Prerequisites: None

MC2040 Advanced Laboratory Procedures and Minor Medical Office Surgeries – 5.0 Semester Credits

This course includes the various techniques used in primary physical examinations, including patient preparation, and assisting the physician with patient examination and specimen collection. It is designed to introduce the student to a variety of clinical tasks including but not limited to assisting the physician with ear and eye lavage, visual acuity, pediatric growth charting, and pulmonary function testing. Students learn office laboratory protocols such as urinalysis and throat cultures. The course also includes procedures for assisting in minor office surgery, including patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments.

Prerequisites: MC2015 & MC2020

MC2125 Electronic Medical Records and Front Office – 2.5 Semester Credits

This course provides an introduction to the front office skills typically required in a medical office setting, including an overview of electronic medical records (EMR) theory and application using MediSoft or similar computer programs. The course also introduces the skills necessary to perform health insurance verification, filing, patient scheduling, and record keeping. HIPAA regulations are covered. Telephone etiquette and professional communication techniques are practiced.

Prerequisites: None

MC3000 Clinical Externship – 4.0 Semester Credits

Students are assigned to a healthcare facility under supervision. Clinical externships take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC1120, MC2010, MC 2015 & MC2020

MC3005 Clinical Externship – 4.0 Semester Credits

Students are assigned to a healthcare facility, under facility/staff supervision. Clinical externships take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC2010, MC2015, NA1110 & PH1115

MC3050 Clinical Externship – Medical Assistant –4.5 Semester Credits

Students are assigned to a healthcare facility under supervision. Clinical externships take place at a local healthcare facility chosen by the school staff.

Prerequisites: MC1110, MC1115, MC1120, MC2010, MC2015, MC2020, MC2030 & MC2040

ME1110 Introduction to Medical Administrative Assisting and CIS – 4.5 Semester Credits

This course gives the student an introduction to the administrative aspects of medical office procedures, career opportunities available in a medical office, and the necessary background for further study of information systems. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, keyboarding, and office maintenance are emphasized. Students will gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information.

Prerequisites: None

ME1115 Introduction to Medical Administrative Assisting – 4.5 Semester Credits

This course gives the student an introduction to the profession of medical administrative assisting, its scope of practice, and career opportunities available for the medical administrative assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized. Interpersonal professional communication is also covered and provides the student with information and practice in professional communication skills.

Prerequisites: None

ME1150 Medical Terminology – 3.0 Semester Credits

This course is intended specifically for students who will be required to have a working knowledge of medical vocabulary as it is related to medical records and reports, laboratory findings, and general communication in healthcare settings.

Prerequisites: None

ME1155 Principles of Management and Information Systems – 4.5 Semester Credits

This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management history, decision-making, communication, planning, organizing, staffing, directing, controlling and business ethics. Students will also gain an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information to manage the business.

Prerequisites: None

ME1415 Medical Law & Ethics and Records Management – 4.5 Semester Credits

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage.

Prerequisites: ME1115

ME1420 Medical Law & Ethics and Records Management for Billing Specialists – 4.5 Semester Credits

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. It is also designed to introduce the student to standard and electronic medical record systems and management. The medical record will be reviewed; including the medical record release, standard information included in a medical record, medical record formats, types of filing systems, procedure to make corrections to a medical record, and medical records storage.

Prerequisites: ME1110

ME1600 Accounting and Medical Practice Management Systems – 4.5 Semester Credits

This course is designed to introduce the student to basic accounting procedures and instructs in the management of patient financial records, collection and billing procedures, single and double-entry billing procedures, accounting, payroll writing and withholding taxes, banking procedures, truth in lending laws and bankruptcy laws. It also provides students with practical application skills and knowledge in medical office administrative duties encompassing both manual and computerized methods.

Prerequisites: ME1115 & ME1155

ME1750 Medical Transcription - 3 semester Credits

This course introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports. Medical and English Language skills, report formats, and medical references are emphasized.

Prerequisites: None

ME2220 Medical Terminology and Transcription – 4.5 Semester Credits

This course is designed for students who are required to have knowledge of medical vocabulary as it is relates to medical records and reports, laboratory findings, and general communication in healthcare settings. It also introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports.

Prerequisites: ME1115

ME2400 Pathophysiology, Pharmacology and Medical Coding I – 5.5 Semester Credits

This course provides a study of human diseases for the allied health student. It also introduces the study of drugs and drug therapy. The course covers the basic coding rules for ICD-9-CM, CPT and Level II (HCPCS) coding systems and applying the rules to code patient diagnosis, patient services, and completing insurance claim forms. Certification exam review is also covered in this course.

Prerequisites: ME2220 & SC2100

ME2405 Medical Coding for Billing Specialists – 4.5 Semester Credits

This course continues with more advanced practical experience in insurance billing and coding. Students will abstract proper information from the patient record to the insurance form, code diagnoses, code physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Special attention will be given to proper use of modifiers and third party reimbursement issues. Certification Exam Review and mock exams are also covered.

Prerequisites: ME2400

ME2410 Medical Coding II – 4.5 Semester Credits

This course continues with more advanced practical experience in insurance billing and coding. Students transpose proper information from the patient record to the insurance form, code diagnoses and physician services to complete an insurance claim, make entries on the patient's ledger card, and follow up on unpaid claims. Certification Exam Review is also covered.

Prerequisites: ME2400

ME2515 Pathophysiology and Pharmacology – 6 Semester Credits

This course provides a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for specified diseases. The course also introduces the allied health student to the study of drugs and drug therapy.

Prerequisites: ME1150, SC1225

MG2150 Introduction to Leadership and Management – 3.0 Semester Credits

This course introduces students to the field of management and emphasizes the knowledge and skills used by successful managers. Various leadership/management styles will be explored and how they can affect the medical office as well as how management creates a framework for action is explained. The role of the manager in mitigating risk is discussed. Throughout the course, students will demonstrate specific knowledge and skills in the areas of management, decision-making, communication, planning, and organizing.

Prerequisites: None

NA1110 Nursing Assistant – 5.0 Semester Credits

This course provides training in providing care and assistance with tasks related to the activities of daily living under the general supervision of a registered nurse or a licensed practical nurse including, but not limited to, personal care, patient rights, maintaining mobility, nutrition and hydration, collecting specimens, the use of assistive devices, data gathering (blood pressure, height and weight, etc.), handling blood and body fluid, cleaning resident care areas, recognizing and reporting abnormal findings, signs, and symptoms, basic first aid, CPR skills, and emergency care.

Prerequisites: None

NA3000 Clinical Externship – 1.0 Semester Credits

Students are assigned to a healthcare facility under UMA faculty supervision.

Prerequisites: NA1110

PH1110 Phlebotomy – 6.5 Semester Credits

This course provides an introduction to Allied Health principles and covers the phlebotomist's role and responsibilities, laws, ethics and patient rights, laboratory standards, introduction to computers, patient/staff communication, aseptic concepts and infection control, HIV/Aids core training, CPR and first aid for healthcare providers, anatomy and physiology of the circulatory system, basic equipment operation, and clinical techniques. Laboratory sessions are focused on student's learning the effective techniques of blood draws through repetition.

Prerequisites: None

PH1115 Advanced Phlebotomy – 4.0 Semester Credits

This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition. The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification and desired by many employers.

Prerequisites: MC2015

PH3000 Clinical Externship for Phlebotomy – 1.5 Semester Credits

Students are assigned to a healthcare facility chosen by the school staff and are under facility/staff supervision.

Prerequisites: PH1110

PS1000 Psychology – 3.0 Semester Credits

In this course students, will be exposed to basic concepts and case studies pertaining to the many facets of the broad field of human psychology.

Prerequisites: None

PS2100 Working with People – 3.0 Semester Credits

This course provides students with knowledge and skill in improving human relations in the workplace.

Prerequisites: None

PS2150 Patient Relations – 3.0 Semester Credits

In this course students will cover topics in medical sociology as they pertain to current issues relating to health and illness, with an emphasis on the importance of race, gender, and social class in patient interactions.

Prerequisites: None

RN1100 Fundamentals of Nursing I – 3.5 Semester Credits

This course provides the foundation for the nursing program. It introduces the student to the philosophy of nursing, nursing history and the standards of nursing practice. The nurse-client relationship, cultural diversity, nutrition, safety, communication, and therapeutic intervention are discussed as well as critical thinking, legal and ethical responsibilities, and infection control. The nursing process is introduced. In the skills laboratory, students focus on personal client care, physical comfort, safety and basic nursing procedures. Knowledge and skills are applied in a clinical setting during the clinical component of this course.

Prerequisites: None

RN1110 Fundamentals of Nursing II – 4.0 Semester Credits

This course is a continuation of RN 1100 and introduces the student to the health wellness continuum and evidence based practice. Discussion of the nursing process as an approach to nursing care continues with an emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Patient assessment is introduced and practiced in the nursing skills lab. Critical thinking as embodied in the nursing process is discussed and the concept of the nurse as provider of care, manager of care and member of the nursing profession is introduced and incorporated into the course content Normal functional health patterns are explored in the context of the physical, biological and social sciences and geriatric nursing is introduced. Theoretical knowledge and principles are applied in the skills laboratory and a geriatric clinical setting.

Prerequisites: RN1100 Co-requisites: RN1120

RN1120 Pharmacology/Drug Administration – 2.5 Semester Credits

This course introduces the student to basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Topics include major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.

Prerequisites: RN1100 Co-Requisites: RN1110

RN2100 Adult Health Nursing I – 8.0 Semester Credits

This is the first of three courses that focus on the care of adults with altered health states. The care of adult clients with uncomplicated medical-surgical alterations in health is discussed with an emphasis on the care of the geriatric client. Pathophysiologic mechanisms of disease are included as well as assessment and nursing management of the chronically ill and geriatric client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession is expanded and provides the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and geriatric clinical setting.

Prerequisites: RN1100, RN1110, RN1120

RN2110 Adult Health Nursing II – 6.0 Semester Credits

This is the second of three adult-health nursing courses. Emphasis is placed on knowledge and skills relating to advanced adult healthcare in medical-surgical settings. Students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

Prerequisites: RN1100, RN1110, RN1120, RN2100

RN3100 Maternal/Infant Nursing – 4.0 Semester Credits

This course focuses on the role of the professional nurse as a provider of care to the childbearing family. Client needs during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum of the client, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in childbearing setting.

Prerequisites: RN1100, RN1110, RN1120, RN2100 Co-Requisites: RN3110

RN3110 Pediatric Nursing – 4.0 Semester Credits

This course focuses on the role of the professional nurse as a provider of care to children and their families. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings.

Prerequisites: RN1100, RN1110, RN1120, RN2100, SC2020 Co-Requisites: RN3100

RN3120 Psychiatric Nursing – 4.0 Semester Credits

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in the care of clients with acute and chronic alterations in mental health and psychiatric disorders. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Theoretical knowledge is applied during clinical experience at a variety of mental healthcare settings.

Prerequisites: RN1100, RN1110, RN1120, RN2100

RN3200 Adult Health Nursing III – 3.0 Semester Credits

This is the third of three adult-health nursing courses that focus on the care of adults with altered health states. This concentrated clinical course in an acute care setting promotes the student's transition from student to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients.

Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120 Co-Requisites: RN3210

RN3210 Nursing Management and Leadership – 3.0 Semester Credits

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are emphasized.

Prerequisites: RN2100, RN2110, RN3100, RN3110, RN3120 Co-Requisites: RN3200

RX1010 Pharmacy Technician Fundamentals & Computer Applications – 5.5 Semester Credits

The course orients students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. Students are introduced to medication laws, standards, and regulations affecting pharmacy technicians; the concept of quality assurance and its procedures; and it includes a study of CPR* and first aid. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined.

*For online students: CPR Certification, if needed, must be obtained independent of this course.

Prerequisites: None

RX1020 Pharmacology and Sterile Products & HIV/AIDS – 5.0 Semester Credits

This course covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastyic pharmacology including the study of HIV/AIDS.

Prerequisites: None

RX1030 Anatomy & Physiology and Pathophysiology I – 6.0 Semester Credits

Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions and will make recommendations that promote individual health, regardless of age or gender.

Prerequisites: None

RX2010 Pharmaceutical Calculations and Pathophysiology II – 6.0 Semester Credits

This course introduces students to the calculations performed by technicians in the pharmacy practice setting, and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is a study of human diseases for the allied health student. Course content emphasizes the description, etiology, signs/symptoms, diagnostic procedures and treatment for specified diseases.

Prerequisites: RX1010, RX1020, & RX1030

RX2020 Drug/Dosage Interaction and Pharmacy Law & Ethics – 6.0 Semester Credits

This course covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on dosage forms and commonly used drug names. Students will also describe the use of these agents in the management of disease states and their effects on body systems. Provided in this course is a survey of federal and state laws governing pharmacy operations for students to develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings as governed by the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPPA) requirements.

Prerequisites: RX1010, RX 1020 & RX1030

RX2030 Community and Institutional Pharmacy – 3.0 Semester Credits

This course introduces the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations.

Prerequisites: None

RX2999 Certification Review – 2.0 Semester Credits

This course is designed to prepare Pharmacy Technician students to successfully complete the PTCB certification exam.

Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, & RX2030

RX3400 Pharmacy Technician Practicum – 4.0 Semester Credits

In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab and serves 180 hours practicing the responsibilities and duties of a pharmacy technician. Students will prepare a written report of their practical learning experience.

Prerequisites: RX1010, RX1020, RX1030, RX2010, RX2020, RX2030 & RX2999

SC1040 General Biology –3.0 Semester Credits

This course is an introductory biology course covering fundamentals of molecular structure such as atoms, molecules, and cells; energy and life; how life goes on – genetics; an introduction to evolution and diversity of life; and finally the living world as a whole – ecology.

Prerequisites: None

SC1050 Ecology – 3.0 Semester Credits

In this course students will explore a variety of local, regional, and global environmental issues through a combination of math and critical thinking skills.

Prerequisites: None

SC1060 Introduction to Microbiology – 4.0 Semester Credits

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Prerequisites: None

SC1070 Anatomy and Physiology I – 4.0 Semester Credits

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisites: None

SC1075 Anatomy and Physiology II – 4.0 Semester Credits

This course is a continuation of the study of human anatomy and physiology begun in SC1070. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

Prerequisites: SC1070

SC1225 – Essentials of Anatomy and Physiology – 3 Semester Credits

This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis.

Prerequisites: None

SC2010 Human Nutrition – 3.0 Semester Credits

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

Prerequisites: None

SC2020 Human Growth and Development – 3.0 Semester Credits

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Prerequisites: None

SC2100 Anatomy and Physiology for Allied Health Profession – 3.5 Semester Credits

This course provides an introduction to the essentials of anatomy and physiology. Throughout the course students will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will apply this fundamental knowledge to explain common diseases, disorders, and conditions.

Prerequisites: None

SO1050 Sociology – 3.0 Semester Credits

This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions, and globalization.

Prerequisites: None

SO2100 Diversity in the Workplace – 3.0 Semester Credits

In this course, students will be exposed to a variety of organizational perspectives, research, and theories on understanding the diversity that exists within and between social groups in the workplace.

Prerequisites: None

SP1010 Introduction to the Spa Industry – 5.5 Semester Credits

This course introduces the history, culture, and development of spas throughout the world. It familiarizes students with spas of different cultures, including eastern and European traditions. It explores the programs and facilities of destination, resort, day, salon, medical, detox, wellness, weight loss, hospital, and hot springs spas. It also examines the typical users of different types of spas and the influence of new generations of spa-goers. Students will develop speed and accuracy in keyboarding.

Prerequisites: None

SP1020 Understanding Spa Treatments and Products – 5.5 Semester Credits

This course introduces students to the effects of spa therapies and products on the human body and mind. It provides a basic understanding of cosmetic chemistry and skin physiology. It also examines the scope of professional esthetic skin treatments and explores current trends in cosmetic formulation including organic and cosmeceutical ingredients, as well as the causes and prevention of adverse reactions from spa products or treatments. Massage modalities, as well as classic and esoteric spa body therapies are explored. An overview of medical spa services and technology, as well as salon-spa hair and nail services are presented. Students will develop speed and accuracy in keyboarding.

Prerequisites: SP1010

SP1030 Fitness, Health and Sustainability in the Spa – 5.5 Semester Credits

This course provides an overview of popular spa fitness offerings such as cardiovascular conditioning, aquatic exercise and Pilates. It addresses nutrition related offerings and explores mind-body practices such as yoga and meditation. It presents the medical benefits of stress reduction including positive psychology. Also introduced is the green spa movement and best practices for sustainable operation of spas are reviewed, addressing problem issues such as water usage, toxins, etc. Students will develop speed and accuracy in keyboarding.

Prerequisites: SC1050, SP1020

SP2010 Financial Management for Spas – 5.5 Semester Credits

This course introduces students to accounting activities found within a spa operation, such as daily cash drawer reconciliation, managing accounts payable, the use of budgets, and cash management. It explains the fundamentals of the spa business model, and the potential revenue and profit generated by the sale of spa services, products, and memberships. Financial statement documentation including the use of industry standards for spa accounting is covered. Best practices in spa employee compensation are explored, and an introduction to retail management, inventory controls, consumer regulations on the sale and redemption of gift cards, and taxation issues encountered in a spa business are covered. Students will develop speed and accuracy in keyboarding.

Prerequisites: SP1030, AC2760

SP2020 Marketing the Spa Business – 6.0 Semester Credits

This course provides an introduction to spa marketing. It reviews the internal and external marketing activities that drive sales, including web presence, reputational marketing, referral programs, advertising, third party gift marketing, direct mail, online newsletters, social media, customer consultations, events and promotions, discounting, premiums, packages, and memberships. Also addressed are appropriate methods spa managers can use when working with employees to increase sales.

Prerequisites: SP2010

SP3010 Spa Operations Management – 5.5 Semester Credits

This course focuses on the day to day, on-the-floor management of the spa operation. It introduces the role of the spa concierge and guest services team and describes staff behaviors and communication styles that create relaxing and memorable experiences for guests. It examines workflow issues and provides methods for managing guest satisfaction, focusing on maintaining high standards of spa presentation, appropriate language, professional appearance, and conduct. It introduces students to the fundamentals of spa quality management and best practices for making reservations, transacting sales, handling money, checking guests in and out of the spa, and resolving customer complaints. Students will also explore spa management software.

Prerequisites: SP2020

SP3020 Managing Spa Employees – 5.5 Semester Credits

This course explores the organizational structure of different types of spas, including the roles and responsibilities of leads, supervisors, managers, and directors. It offers guidelines for effective communication and leadership skills and examines the impact of social styles on employee and customer interactions. The course provides an overview of the principles of effective spa employee supervision, and introduces students to effective recruiting, interviewing, practical skills assessment, and the steps to conduct reference and background checks. Methods for conducting performance appraisals, performance improvement plans, and coaching are also reviewed. Additionally, this course familiarizes students with the legal requirements of hiring, disciplining, and terminating employees.

Prerequisites: SP3010

SP3030 Developing and Managing Spa Facilities – 5.5 Semester Credits

This course provides a review of the physical plant of spas. Students are introduced to specialized facilities and their safe and effective operation. Also presented is an overview of optimum workflow, risk management, and safety programs. Back of the house areas are examined and guidelines for the selection and care of spa garb and uniforms are provided. Certification review is included in this course.

Prerequisites: SP3020

THINK, BUILD, LIVE SUCCESS

UMA has integrated a special curriculum into all its programs which is designed around the concepts of *Think, Build, Live Success*™ (TBLS). This curriculum has been adopted because employers are seeking more than just technical training. They are looking for employees who possess the "soft skills" that make them successful contributors to the total workplace environment.

TBLS is a life skills and self-empowerment curriculum with the goal of ensuring success in both school and the workplace. Regardless of background, circumstances or current self-image, TBLS empowers changes that dramatically improve quality of life. The curriculum emphasizes those choices and behaviors that facilitate a positive change and identifies pitfalls that can obstruct a path to success.

The TBLS curriculum creates a foundation for success and the development of essential skills applicable to all aspects of life. The enhancement of self-confidence and recognition, as well as identifying existing educational, practical and personal resources, are critical to success. Managing day-to-day life through organization, time management and budgeting; identifying types of intelligence and learning styles; and employing methods to utilize existing strengths are an integral component of TBLS. Tips on staying healthy, managing stress, staying motivated and creating a plan of action are also part of the curriculum.

An important tenet of TBLS is that self-empowerment is the key to personal and professional success. Recognition, utilization and accountability for one's power of choice promote personal development in the areas of self-perspective and communication. The importance of developing awareness, constructive choices and building a social structure are important to supporting ongoing, positive change.

TBLS also focuses on the job search process and includes techniques for conducting a targeted job search, including contacting prospective employers and tracking job leads. The curriculum teaches how to turn life and work experience into a resume and cover letter that present a strong candidate, as well as how to fill out job applications and generate professional references. Also included are interviewing tips, handling tough questions and the importance of a final impression. TBLS identifies personal strengths and areas for improvement and helps one learn to maximize workplace potential so as to achieve personal and professional success.

STUDENT ACTIVITIES

UMA encourages its students to be active in student chapters of professional organizations. It sponsors local chapters in areas related to students' majors. If a student is interested in establishing a student organization which is not already available on campus, the student should provide a written request to the Campus Director. If enough student interest exists, the school will sponsor the chapter.

The local area offers diverse opportunities for student recreation and social activities. UMA may sponsor extracurricular activities in accordance with student interest. Student suggestions for additional activities should be provided to the Campus Director.

Being a team player is part of a work environment in today's economy. Therefore, students interested in specific activities are given the responsibility to help organize and help carry out such extracurricular activities with the assistance of UMA.

HOUSING

UMA does not provide housing or dormitories for enrolled students. However, convenient housing for ground students is available at a large number of rental facilities in the local area.

TRANSPORTATION

UMA does not provide transportation for students. Students must arrange for transportation to and from the school. UMA ground campuses are conveniently located on main bus routes. Students are also responsible for providing their own transportation to and from externship sites.

STUDENT PLACEMENT AND CAREER SERVICES

UMA does not guarantee employment upon graduation. UMA does provide placement assistance to graduates. All programs include interviewing skills and the preparation of a resume, cover letter and thank you letter.

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during the course of a student's enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or job placement. In some states, professional certification examinations must be taken and passed to be eligible to work as a pharmacy technician. Other states have licensing requirements for several of the UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an externship or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure and the student is also responsible for notifying his/her advisor.

As graduation nears, our Career Services team works with students to identify potential job opportunities.

Clearwater Campus

DEFINITIONS

Academic Year:

UMA's standard Academic Year is defined as the length of time that a student takes to complete a minimum of 30 weeks of coursework and a minimum of 24 semester credits.

Cumulative Grade Point Average (CGPA):

A calculation of the average of a student's grades for all semesters and courses completed.

Grading Period:

The grading period for all programs is a course.

Hybrid:

The term hybrid is used to indicate when a program is offered through a combination of on ground and online courses. Courses are not taken simultaneously in both delivery methods. For example, many of the core concentrations in the Health Science Associate program are only offered in one mode of delivery or the other, though the general education and elective courses are offered both on ground and online. For any enrollment, students must decide on one delivery mode and do not have the option of mixing courses during that enrollment period.

Payment Period:

A Payment Period for standard-term programs is a semester (15 weeks online and for all general education courses and 18 weeks for ground diploma core courses).

A Payment Period for non-term programs is the completion of at least 12 credit hours and at least 15 weeks of instruction.

MAXIMUM TIME FRAME

The maximum number of credit hours a student is allowed to attempt to successfully complete a program (Maximum Time frame) is defined as 1.5 times the number of credit hours required for the program. Transfer credits are treated as attempted and completed in the calculation.

Maximum Time Frame:

PROGRAM	CREDIT HOURS REQUIRED	MAXIMUM CREDIT HOURS ATTEMPTED
Diplomas:		
Basic X-Ray Technician with Medical Office Procedures	41.5 Credits	62.0 Credits
Dental Assistant with Expanded Functions	26.0 Credits	39.0 Credits
Medical Administrative Assistant	36 Credits	54 Credits
Medical Assistant	42.5 Credits	63.5 Credits
Medical Billing and Coding	39.0 Credits	58.5 Credits
Medical Office and Billing Specialist	38.0 Credits	57.0 Credits
Medical/Clinical Laboratory Assistant	31.5 Credits	47.0 Credits
Nursing Assistant	6.0 Credits	9.0 Credits
Patient Care Technician	31.5 Credits	47.0 Credits
Pharmacy Technician	37.5 Credits	56.0 Credits
Phlebotomy Technician	8.0 Credits	12.0 Credits

ASSOCIATE DEGREE PROGRAM:	CREDIT HOURS REQUIRED	MAXIMUM CREDIT HOURS ATTEMPTED
Healthcare Management	66.0 Credits	99.0 Credits
Health Information Technology	63.5 Credits	95.0 Credits
Health Sciences	60.0 to 62.5 Credits	90.0 to 93.5 Credits
Medical Billing and Coding	63.0 Credits	94.5 credits
Nursing	75.0 Credits	112.5 Credits
Spa Management	68.5 Credits	102.5 Credits

GRADING SYSTEMS

Students are assessed and must pass examinations and skills demonstrations (i.e. practical demonstration, practice assignments, formative assessments, etc). Students must complete each course with a passing grade or the course must be repeated.

Grading for ground diploma courses only:
A (89.5 – 100) = 4.0 Outstanding
B (79.5 – 89.49) = 3.0 Above Average
C (69.5 – 79.49) = 2.0 Average
F (below 69.5) = 0 Failure
NG = No Grade
I = Incomplete
TC = External Transfer Credit
TR = Internal Transfer Credit
W = Withdraw
♦ Associated Course

Grading for the Associate Degree Nursing Program is as follows for core courses only:
A (92.0 – 100) = 4.0 Outstanding
B (84.0 – 91.99) = 3.0 Above Average
C (75.0 – 83.99) = 2.0 Average
F (below 74.99) = 0 Failure

Grading for Online and Ground Associate Degree Courses only:
A (89.5 – 100) = 4.0 Outstanding
B (79.5 – 89.49) = 3.0 Above Average
C (69.5 – 79.49) = 2.0 Average
D (59.5 – 69.49) = 1.0 Below Average
F (below 59.49) = 0 Failure
NG = No Grade
I = Incomplete
TC = External Transfer Credit
TR = Internal Transfer Credit
W = Withdraw

Additional grading definitions

NG = No Grade. This indicates a course that has been scheduled but (1) the student was administratively removed from the course and did not receive a grade; or (2) the student never began attendance in the course. This grade does not impact CGPA nor does it count towards credits attempted.

I = Incomplete. This grade does not affect a student's CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating satisfactory academic progress. Unless otherwise specified by the Program Director or Director of Education, students have seven (7) calendar days from the last scheduled day of a course to complete all course requirements. If students do not complete the required course work, assignments and tests within the extension period, they receive a grade of "0" for the incomplete work. The "0" grade is averaged with a student's other grades to determine a final grade for the course. An incomplete grade is not granted for externship.

TC = External Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and does not affect a student's CGPA; however, TC grades are treated as attempted and completed courses in the PACE calculation.

TR = Internal Transfer Credit. Students transferring to a different program within UMA may be eligible for credit for courses they have already completed with UMA. A grade of "TR" is given for any eligible transferred course and does not affect a student's CGPA; however, TR grades are treated as attempted and completed courses in the PACE calculation.

W = Withdraw. This grade is assigned when a student withdraws from a course or is dropped from a program. It is awarded for courses in which a student attended at least one day but less than 50% of a scheduled course. "W" has no impact on CGPA. The course is considered attempted but not earned in the PACE calculation.

♦ **Associated Course** = The diamond for an Associated Course does not replace a grade but indicates a course taken in a prior program version. Associated course grades and attempted credits count when calculating Satisfactory Academic Progress.

SUCCESSFUL COMPLETION

A student successfully completes a course in which he/she earns a passing grade.

In the following programs, a passing grade is a "C" or higher in each course:

Associate Degree Nursing Program
Basic X-Ray with Medical Office Procedures Diploma
Dental Assistant with Expanded Functions Diploma
Medical Assistant Diploma
Medical/Clinical Laboratory Assistant Diploma
Nursing Assistant Diploma
Patient Care Technician Diploma
Pharmacy Technician Diploma (ground)
Phlebotomy Technician Diploma

In the following programs, a "D" grade is considered passing in a course unless a particular course requires a higher minimum grade pursuant to the course syllabi:

Medical Billing and Coding Diploma
Medical Billing and Coding Associate Degree
Medical Administrative Assistant Diploma
Medical Office and Billing Specialist Diploma (Ground and Online)
Health Information Technology Associate Degree
Health Science Associate Degree
Healthcare Management Associate Degree
Pharmacy Technician Diploma (Online)
Spa Management Associate Degree

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must meet established minimum standards of achievement with regard to cumulative grade average (CGPA) and successful course completion while enrolled at Ultimate Medical Academy. Ultimate Medical Academy's Satisfactory Academic Progress (SAP) Policy consists of three measurements:

1. PACE: Students at UMA must complete their programs at a 67% rate of progress. For example, if a student attempts nine credits, he/she must successfully complete six of them.
2. MAXIMUM TIME FRAME: Students at UMA must complete their programs within 150% of their programs' semester credits. For example, if a program is 60 semester credits, students must complete their program in no greater than 90 attempted semester credits.
3. GRADE AVERAGE: Students at UMA must have earned a minimum of a 2.0 CPGA at each measurement point throughout their program.

SAP measurement points for the diploma programs are at the end of each Payment Period (3 courses), regardless of whether they are successfully completed. SAP measurement points for associate degrees are at the end of each 15-week semester online (three to six courses attempted) and 18-week semester ground (three to six courses attempted).

The first time a student fails to meet any of the measurements required in #1 through #3 above, the student is placed on Financial Aid Warning for the next measurement period. Students in an Financial Aid Warning period are eligible to receive Title IV funds during the Financial Aid Warning period. Students who fail to meet the Maximum Time Frame requirements are dismissed.

Students who fail to meet SAP requirements at the end of a Financial Aid Warning period are placed on Financial Aid Probation. Students with a Financial Aid Probation status are dismissed from UMA unless a timely appeal is filed (procedures for appeals are outlined following this section). Students who are appealing a Financial Aid Probation status may remain in school until a determination of the appeal has been made. (No Title IV funds are disbursed until and unless an appeal is granted.)

NOTE: Students appealing a dismissal for having exceeded maximum time frame are advised that, even if they are approved for an extended enrollment period, they do not regain eligibility for federal Title IV student financial aid assistance and, therefore, become a cash-paying student. (See MTF appeal procedures)

THE FOLLOWING CHART IDENTIFIES EACH GRADE AND ITS RELATED IMPACT ON SAP ELEMENTS.

Letter Grade	Description	Percentage	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA
A	Outstanding	89.5 - 100	4.0	Yes	Yes	Yes
B	Above Average	79.5 - 89.49	3.0	Yes	Yes	Yes
C	Average	69.5 - 79.49	2.0	Yes	Yes	Yes
D	Below Average	59.5 - 69.49	1.0	Yes	Yes	Yes
F	Failure	Below 59.5	0.0	No	Yes	Yes
I	Incomplete	-	-	No	Yes	No
TC	External Transfer Credit	-	-	Yes	Yes	No
TR	Internal Transfer Credit	-	-	Yes	Yes	No
W	Withdraw	-	-	No	Yes	No
WP	Withdraw Passing	-	-	No	Yes	No
WF	Withdraw Fail	-	-	No	Yes	Yes
NG	No Grade	-	-	No	No	No

STUDENT NOTIFICATION

Students receive written notification of the results of all SAP evaluations and related activities. This includes placing a student on Financial Aid Warning or Financial Aid Probation, dismissing a student from school for failure to meet SAP requirements, informing a student of return to active status (no SAP issues) and notification of approval or denial of a SAP or other academic appeal.

SATISFACTORY FINANCIAL AID PROBATION APPEAL PROCEDURES

Within 10 calendar days of written notification of being placed on Financial Aid Probation, a student may submit a written appeal to the campus Director of Education or a designee.

Acceptable circumstances for a SAP appeal are:

1. Illness of student
2. Loss of family member
3. Unexpected medical care of a family member
4. Military duty
5. Emergency response team member responsibilities
6. Other special circumstances beyond student control

All appeals must be documented. Students must provide documentation that includes the reason for the appeal and how the situation has changed to ensure a student does not continue to fail SAP standards. The appeal should explain the circumstances that a student believes would have a bearing on the SAP appeal decision. In addition, the student and a designated school official must prepare an academic plan which outlines specific actions a student must take in order to meet SAP standards.

A Review Committee considers a student's written appeal, academic plan, academic and attendance records and may obtain relevant information from instructors. Based on these considerations, a Review Committee determines whether to grant a SAP appeal and allow a student to remain in school.

If an appeal is granted, the Review Committee documents the reason for approval in the student's academic record. As a condition of a SAP appeal approval, the student must agree to comply with the requirements outlined in an academic plan including the timing for students to repeat previously failed coursework. A student remains in school for the duration of time outlined in his/her academic plan on SAP-ASP status. Students who fail to meet the terms of their academic plan are dismissed.

Students are notified in writing, usually within five business days of the submission of a complete written appeal, of the decision on a SAP appeal. If a student fails to submit a written appeal within 10 calendar days of being notified of placement on Financial Aid Probation, he/she is dismissed.

MAXIMUM TIME FRAME (MTF) APPEAL PROCEDURES

Students who reach Maximum Time Frame are dismissed from UMA. Within 10 calendar days of written notification of being dismissed for a Maximum Time Frame violation, a student may submit a written appeal to the campus Director of Education or a designee.

All appeals must be documented. Students must provide documentation that includes the reason for the appeal and must prepare (with a designated school official) an academic plan which outlines specific actions a student will take in order to complete his/her program in a timely manner.

A Review Committee considers a student's written appeal, academic plan, and academic and attendance records. Based on this review, the Review Committee determines whether to grant an appeal and allow a student to re-enter as a cash-paying student.

If an appeal is granted, the Review Committee documents the reason for approval in the student's academic record. As a condition of a MTF appeal approval, students must agree to comply with the requirements outlined in their academic plan including the timing for them to repeat previously failed coursework. A student remains in school on Extended Enrollment for the duration of time outlined in his/her academic plan.

Students are notified in writing, usually within five business days of the submission of a complete written appeal, of the decision on a MTF appeal.

SAP NOT MET / EXTENDED ENROLLMENT APPEAL PROCEDURES

Students who are dismissed for failure to meet requirements of their academic plan are eligible to appeal to return to UMA as a cash-paying student.

All appeals must be documented. Students must provide documentation that includes the reason for the appeal and must prepare (with a designated school official) an academic plan which outlines specific actions a student will take in order to complete his/her program in a timely manner.

A Review Committee considers a student's written appeal, academic plan and academic and attendance records. Based on this review, the Review Committee determines whether to grant an appeal and allow a student to re-enter as a cash-paying student.

If an appeal is granted, the Review Committee documents the reason for approval in a student's academic record. As a condition of the appeal approval, students must agree to comply with the requirements outlined in their academic plan including the timing for them to repeat previously failed coursework. A student remains in school on Extended Enrollment for the duration of time as outlined in his/her academic plan.

ASSOCIATED COURSES AND TRANSFER CREDITS

For students who elect to transfer programs at UMA, only courses with a grade of "C" or better may be associated into the new program.

For students who have successfully completed an eligible UMA diploma and are entering into an associate degree program, all credits from the successfully completed diploma program are accepted toward an associate degree. Credits successfully completed in an associate degree are accepted for transfer into another associate program if the courses meet new program requirements. An evaluation is performed by the office of the Registrar and/or the Director of Education/Program Director to determine transferrable credits.

REPEATED COURSES

1. No course may be repeated more than twice and only as scheduling permits. Grades of "NG" and "W" do not count in the repeated course limitation. The grade received on the most recent repeat becomes the final grade and replaces all other grades for that course in the CGPA calculation. All other attempts count in the calculation as attempted but not earned credits.
2. If a student fails to earn a passing grade in a required course, he/she must repeat that course.
3. Students who fail a required course three times are dismissed from their program. Students cannot transfer to another program that contains the same required course.
4. Any student receiving four failing grades in consecutive grading periods is dismissed from UMA.

Failing and subsequently repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. All course attempts count toward the rate of completion and maximum time frame.

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WITHDRAWAL OR DISMISSAL PROCEDURE

(1) Sometimes conditions or circumstances beyond the control of students and UMA require that students withdraw from UMA. Students who determine the need to withdraw from school prior to completion must follow the steps below for an official withdrawal:

a. Ground students: Contact the Registrar's office in person, via telephone, mail or email to officially withdraw. Otherwise termination date is determined in accordance with the school's add/drop and 14 consecutive-day absence policy.

Online students: Contact the Registrar's office or Learner Services Advisor via telephone, mail or email to officially withdraw. Otherwise termination date is determined in accordance with the school's add/drop and 14 consecutive-day absence policy.

b. Once students have officially notified UMA of their intent to withdraw, exit counseling should be completed as provided by Student Finance.

(2) Students withdrawing from their program of study during a grading period but after any applicable drop/add period receive a grade for all courses as follows:

a. If the withdrawal date is before the midpoint of a course, students receive a "W" for any courses in which the student attended at least one day but less than 50%.

b. If the withdrawal date is at or after the midpoint of a course, students receive whatever grade has been earned at the point of withdrawal.

c. Students enrolled in standard-term semesters (15 or 18 weeks) receive an "NG" for any courses in which they are scheduled but do not begin attendance.

(3) Students whose conduct reflects negatively upon themselves or UMA are subject to suspension and/or termination. Students who are dismissed for unsatisfactory conduct may be readmitted only at the discretion of the Campus Director.

INCOMPLETE COURSES

All assignments, assessments and discussion board postings (collectively "Assignments") should be completed by the last scheduled day of a grading period for a course. A student is responsible to inform his or her instructor of the reason(s) for failing to complete all assignments by that time. If an instructor deems such reason(s) justifiable, the instructor may issue an "I" grade with the approval of the Program Director or Director of Education. Students granted an "Incomplete" grade have seven calendar days from the last scheduled day of a grading period of a course to complete all course requirements. Students with an incomplete course are permitted to attend regularly scheduled classes.

A student who has a final grade of "I" and does not successfully complete all work in the seven-day time period, or as otherwise specified, receives a course grade calculated based on a grade of "0" for missing work. Any action that may result from a grade calculated on this basis (such as Academic Warning or Academic Probation) is taken immediately.

When an "I" grade is removed and a final earned letter grade is assigned, the CGPA and PACE is recalculated based on the final grade earned.

LATE ASSIGNMENTS

Assignments typically must be completed on a weekly basis during a regularly scheduled course. If a student fails to complete an assignment by its due date, the student may submit the assignment late, with an instructor's permission, provided that it is before the last day of the course. An instructor may penalize a student up to one letter grade for each week an assignment is late, absent a justifiable reason or reasons provided by the student for the late assignment. If an assignment is submitted after the last day of the course, the incomplete grade policy applies.

REQUIREMENTS FOR RELEASE TO EXTERNSHIP

Students must have a CGPA of at least 2.0 before being released to externship and must have passed all required courses as indicated in the program description/syllabi.

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to graduate:

- Successfully complete all required courses
- Earn a minimum CGPA of 2.0 or greater in their program of study
- Satisfy all attendance requirements of the institution

ATTENDANCE

Regular attendance is expected and required in order for students to develop the skills and attitudes required in the highly competitive marketplace. Because much of the training is "hands-on," attendance is critical to master skill sets necessary for employment.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are dismissed from UMA unless they have provided written notice, within the 14-day period, of their intent to return by the 21st day of consecutive absences. If students start a course late, time missed becomes part of the 14 consecutive calendar days.

Students withdrawn from school because of attendance may be readmitted only at the discretion of a Campus Director of Education or appropriate school official, and no sooner than the next scheduled course start date.

Tardiness is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early or absences in any course may lead to disciplinary action up to and including dismissal from that course.

DROPPING OR ADDING COURSES FOR STUDENTS ENROLLED IN A STANDARD SEMESTER PROGRAM

Students are scheduled for appropriate coursework at the beginning of each semester for the entire semester; however, students may add or drop courses according to the following guidelines, assuming that they are enrolled in more than one course.

1. DROPPING COURSES

a. Students may drop a course prior to or during the first week of a semester (the seven calendar days beginning on the first scheduled day of a semester or "Drop/Add Period"). Dropping a course during this period may affect a student's financial aid eligibility.

b. Students dropping a course beyond the Drop/Add period incur tuition charges for that semester pursuant to the associate degree refund policy.

c. Students must contact the Registrars Office to process a request to drop or add a course.

d. Students who have an extenuating circumstance may request a "stop out" leave of absence for one course each semester prior to the course start date. A student seeking a "stop out" must still abide by the UMA policy of maintaining enrollment of a minimum of six credit hours per semester. A student on a "stop out" leave of absence must return to school at the beginning of the next scheduled course within 45 days. Students must provide written notification that they are taking one session off and returning within the same payment period or period of enrollment. This written notification must be submitted within 10 days of a student's last day of academic attendance.

e. A "stop out" leave of absence cannot be assigned for the first course in a loan period or an academic year.

f. Students who withdraw from their entire program of study receive refunds as described in the Refund Policy published in this catalog.

2. ADDING COURSES

a. Students may add a course during the Drop/Add period based upon the availability of scheduling by UMA. Adding a course during this period may affect a student's financial aid eligibility.

b. Students cannot start any course later than seven calendar days into any course.

c. All schedule changes must be requested from the Registrar's office for ground students and Learner Services for online students.

3. APPEAL OF DROP/ADD PERIOD TIMELIMITS

a. Students may appeal the Drop/Add timeline if an extenuating circumstance occurs any time during a semester.

LEAVE OF ABSENCE

Students may request a leave of absence under the following conditions. Emergency situations may require that a student commence a leave during a course; this requires the approval of a Director of Education.

1. A leave of absence may only begin at the end of a course, and students must return from an approved leave of absence at the beginning of a subsequent course. Students must have completed at least one course at UMA to be eligible for a leave of absence.
2. Leave of absence requests must be made in writing on or before the first day of a requested leave. The request must include the reason for the request and the specific date of return. It must be signed by the student and submitted to the Registrar or Learner Services Office for approval.
3. If unforeseen circumstances prevent a student from providing a prior written request, UMA may grant a student's request for a leave of absence. UMA will document its decision and collect the written request from the student at a later date.
4. The total number of days a student may be on a leave of absence within any 12-month period cannot exceed 180 days.
5. A leave of absence does not provide debt relief from institutional payments if a student has a balance due.
6. Students with Title IV loans who fail to return from a leave of absence may have grace periods on their loans reduced by the time they were scheduled to be on a leave. This results in their loan repayments beginning sooner or immediately following the scheduled end of their leave of absence.
7. Failure to return from an LOA results in dismissal from UMA.
8. Veteran's Affairs is notified immediately if a Veteran's Affairs student is granted a leave of absence.
9. Acceptable reasons for a leave of absence include:
   a. Medical (including pregnancy)
   b. Family care (child care issues, death of family member or unexpected medical care of a family member)
   c. Military duty
   d. Jury duty
   e. Delay related to course availability
   f. Other special circumstances beyond student control
10. **Military Leave of Absence.** Military students who cannot attend ground courses for some time period (due to assignments including temporary duty, deployment, permanent change of station or assigned attendance at a military school or college) are encouraged to change to UMA's on-line campus. This prevents interruption of a student's educational activities and ensures the continuation of Title IV aid eligibility. (Some Veterans benefits are also available to on-line students.)

    Students who are members of the Armed Forces of the United States (including the National Guard or other reserve component) or of a state-organized militia and are called or ordered to active duty can be granted a military leave of absence for the period of active duty up to 180 calendar days in a 12-month period. Students whose military obligations make it difficult or impossible for them to be successful in their academic program are urged to request a military leave of absence (MLOA).

    Students requesting a military leave of absence follow the same steps as outlined above for non-military students.

    VA education benefits are terminated while on an LOA but are reinstated upon return from a leave.

DRESS CODE

UMA promotes a professional atmosphere. Appropriate attire for students when attending class is clean and pressed scrubs in the color designated by their program of study. Lab coats are required for some programs when performing laboratory functions. Lab coats should be clean and pressed. Hair is to be neatly groomed with long hair secured. No head rags or caps/hats are permitted. Jewelry should be kept to a minimum and in some clinical settings may be restricted. Clinical sites establish uniforms for clinical training.

SCHOLASTIC HONESTY

It is assumed that all students are enrolled in class to learn; cheating is not acceptable. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may be cause for suspension or dismissal. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own.

STUDENT CONDUCT

Students must adhere to high standards of scholarship. Those students whose conduct reflects negatively upon themselves or UMA are subject to suspension and/or termination. These standards of scholarship and conduct apply to all UMA students—ground and online. The administration of UMA reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for any of the following reasons:

A. Failure to conform to the rules and regulations of UMA
B. Conduct that reflects unfavorably upon UMA or its students
C. Unsatisfactory academic progress
D. Excessive absences or tardiness
E. Failure to pay charges when due
F. Cheating
G. Falsifying records
H. Breach of the enrollment agreement
I. Putting patient safety in jeopardy through the exercise of poor judgment or an inability to function properly
J. Failure to abide by the rules and regulations of any clinical site
K. Entering the campus or classes while under the influence or effects of alcohol, drugs or narcotics of any kind
L. Carrying a concealed or potentially dangerous weapon
M. Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the teacher or the progress of a class in general
N. Instigation, or participation in, rebellious activities against UMA or its students
O. Solicitation which reflects unfavorably upon UMA or its students
P. Profanity used or spoken to the UMA community through any written or oral communication
Q. Vandalism of campus property
R. Disruptive classroom behavior
S. Refusal to follow reasonable instruction from any member of faculty or staff
T. Physical or verbal threats
U. Theft
V. Plagiarism
W. Unauthorized use of recording devices in the classroom

A student dismissed for unsatisfactory conduct may be readmitted into a program only at the discretion of the Campus Director.

CLASSROOM, LABORATORY AND FACILITY CONDUCT

A. Safety — Because of health hazards inherent in the healthcare field, safety, health, fire prevention and proper procedures for handling materials and equipment are stressed in every healthcare class. Rules and safety procedures are posted in each laboratory.

B. Eating — No food or drink is allowed in laboratories and no food or drink, except water in an enclosed container, is allowed in classrooms at any time. Food and beverages are allowed in the student lounge area or outdoors.

C. Trash — All trash should be disposed of in proper receptacles located throughout the campus.

D. Damage — A payment may be charged for any deliberate or intentional destruction of equipment.

E. Cleanliness — Students are evaluated based on how they care for and maintain equipment. Housekeeping duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.

F. Homework — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

G. Smoking — UMA is a non-smoking facility.

H. Doorways and Office Areas — Students must not gather around doors, office areas or other businesses during breaks or after classes.

STATEMENT OF NON-DISCRIMINATION

UMA does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status or veteran status in the recruitment of students or in the implementation of its policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

CONSUMER INFORMATION

UMA publishes required consumer information on its website at www.ultimatemedical.edu/2011-2012consumerinformation.pdf

PRIVACY ACT FOR STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day UMA receives a written request for access.

- A student should submit a written request that identifies the record(s) the student wishes to inspect to the Student Finance office for finance records or to the Registrar's office for all other records. A UMA official makes arrangements for access and notifies the student of the time and place where records may be inspected.

(2) The right to request an amendment of a student's education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask UMA to amend a finance record should write the Student Finance office or for all other records, the Registrar's office, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- If UMA decides not to amend the record as requested, UMA notifies the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before UMA discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- UMA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UMA in an administrative, supervisory, academic or research or support staff position; a person or company with whom UMA has contracted as its agent to provide a service instead of using UMA employees or officials (such as an attorney, auditor, or collection agent); a person serving on the

Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UMA.
- UMA may disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-Out form to the Registrar's office.
- UMA has designated the following information as Directory Information:
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Program of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities
  - Degrees, honors and awards received
  - Student ID number
- Upon request, UMA also discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STUDENT TRANSCRIPTS

UMA students and alumni wishing to obtain copies of their unofficial or official transcripts may do so either in person, or in writing via mail or email. All such requests should be directed to the campus Registrar's office. Transcripts of either type will only be released to a UMA student or graduate, unless a surrogate (another designated person) is identified on the student's FERPA form (see page 62). A request for an official transcripts to be sent to a third party must include the address of the intended recipient. Requests for transcripts are usually honored in seven calendar days; please allow 10 calendar days for receipt. Students and/or graduates must be current on their financial obligations to UMA to receive official transcripts.

ACADEMIC OR FINANCIAL HOLD

Student records may be placed on hold for any of the following reasons:

1. Failure to submit an official transcript from a prior institution of study
2. An unpaid obligation to Ultimate Medical Academy
3. Failure to return Resource Center materials or school equipment
4. Default on a federal student loan
5. Dismissal resulting from violation of Student Conduct (see page 62)

Until a hold is removed, individuals may not be allowed to:

1. Attend class
2. Register for class
3. Restart school from a withdrawal status
4. Obtain an official transcript or diploma

Appeals to this policy can be made to the Campus Director in writing. The Campus Director notifies students in writing regarding the results of an appeal.

CAMPUS SAFETY AND SECURITY REPORT

UMA publishes its policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near its campuses in its Campus Safety and Security Report. This publication for the Tampa campus can be found at http://www.ultimatemedical.edu/sites/default/files/Tampa_Campus_Crime_Statistics.pdf and for the Clearwater Campus can be found at http://www.ultimatemedical.edu/sites/default/files/Clearwater_Campus_Crime_Statistics.pdf

TELEPHONES (GROUND CAMPUSES)

School office telephones are not for student use. Use of cellular phones in classrooms is disruptive to instructors and fellow students and is not permitted. Family members may reach a student in the event of an emergency through the front desk. Students are not called out of class for a telephone call except in the case of an emergency. Inform family and friends of classroom hours and of school policy regarding phone calls. Cell phones are permissible on school grounds but must be turned off during classes.

EDUCATIONAL RESOURCES

Each program maintains a selection of appropriate material to support a program's curriculum, and these are available for use on campus. UMA maintains a full time librarian as a shared service for all campuses.

Computers are available for student use in various areas in all campus locations for those wishing to supplement more traditional learning resources or for research. UMA subscribes to the Library and Information Resources Network (LIRN), which gives student 24/7 Internet access to thousands of full text resources both on campus and from their homes with their assigned password.

CLINICAL EXTERNSHIP

Many programs have an externship component which is a required course. Students are not paid for work performed during clinical externship activity. All UMA rules and regulations remain in effect for the duration of clinical/externship hours. Students participating in clinical externships are reminded that they are acting as representatives of UMA and are expected to maintain their professionalism at all times. Clinical externships are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night/weekend externships. Students are expected to complete externships at the rate of a minimum of 30 hours per week.

GRIEVANCE RESOLUTION PROCESS

UMA believes that many questions and/or concerns that students may have can be resolved through discussion. It further believes that in the event there is an issue, there should be an opportunity to address the situation, as appropriate, before it is escalated.

The following process is provided as a means to resolve concerns, should they arise:

Step 1: Communicate with the appropriate instructor for academic concerns or a staff member for non-academic concerns.

Step 2: Communicate with appropriate academic officials, for academic concerns or an administrative manager for non-academic concerns.

Step 3: Communicate with the Director of Education for academic concerns or Campus Director for non-academic concerns.

Step 4: Unresolved concerns, both academic and non-academic, may be elevated to the Review Committee.

Steps 1 through 3 of the process above must be completed before elevating a concern to a Review Committee. The Review Committee has a responsibility for reviewing the concern and reaching a decision that is in the best interest of both the student and UMA. The Committee is comprised of representatives from various departments in the school.

The following process is provided for students wishing to submit a request for a review:

(1) Obtain a Request for Review form by sending an email to the Compliance Team at Compliance@ultimatemedical.edu, a Learner Services Advisor or the Registrar's Office.

(2) To obtain a Request for Review, contact a Registrar or a Learner Services Advisor.

(3) Complete the form in its entirety and attach any applicable documentation. File the documents with the Registrar's Office.

(4) A Review Committee will convene within 10 days of receipt of a request for review. The Committee considers the nature of the request, documentation submitted and may interview involved parties during its deliberations.

(5) Students are contacted in writing with the Review Committee's decision within two business days following a Review Committee meeting.

Requests for review must be filed within 180 days of the most recent incident in question, unless there is good cause for a later filing. Requests for review are to include sufficient information and appropriate documentation to enable a fact-based review of the concern. If additional information is needed, a Review Committee member - contacts the student.

Should additional information become available during the time between when the request for a review is submitted and the Review Committee reaches a decision, a student may request that the Committee reconsider the decision. A request for reconsideration must be written and contain the additional information. It is filed with the Registrar's Office.

A request for reconsideration of the Committee's decision must be made in writing within 10 business days of a student's receipt of notification of its decision and include the additional details that were not available at the time of the original request for review. Reconsiderations that do not include additional information will not be heard by the Committee. The student will be notified as to whether or not the reconsideration request will be granted and, if granted, the outcome of the reconsideration. A Review Committee's decision is final and binding.

UMA Cares is an additional resource UMA provides to students. A UMA Cares Resolution Specialist is available for students to voice their problems, concerns, frustrations or complaints via phone at 1-800-509-5474 or email at UMAcares@ultimatemedical.edu.

Retaliation against any student using the Grievance Resolution Process or UMA Cares is strictly prohibited.

CANCELLATION POLICY BASED ON ATTENDANCE IN A NON-TERM PROGRAM

Any student who provides UMA with written notice of intent to cancel his or her enrollment any time prior to the first scheduled day of a program does not incur tuition charges. Upon cancellation, non-refundable registration fees do not exceed $150.

GROUND STUDENTS

If a ground student enrolled in a diploma program is not in attendance by the fourth calendar day of his or her program, he or she is considered a cancel. If a ground student enrolled in an associate degree program is not in attendance by the fourth calendar day after the start of his or her program, he or she is considered a cancel.

A ground student who begins attendance by the fourth calendar day of a diploma program or the fourth calendar day of a degree program but wishes to discontinue training at a later date is subject to the Refund Calculation on pages 66-67 of this catalog. Such students must give written notice of withdrawal to the Registrar office or a termination date is determined in accordance with the 14 consecutive days absence policy contained herein.

ONLINE STUDENTS

If an online student enrolled in a degree or diploma program is not in attendance by the seventh calendar day after the start of a program, he or she is considered a cancel.

An online student who begins attendance by the seventh calendar day after the start of a course but wishes to discontinue training at a later date is subject to the Refund Calculation on pages 66-67 of this catalog. Such students must give notice of the withdrawal to the Registrar or Learner Services Advisor or the termination date is determined in accordance with the 14 consecutive days absence policy contained herein.

PRO RATA REFUND CALCULATION FOR NON-TERM DIPLOMA PROGRAMS

Pertains to the following programs: Medical Assisting (Ground), Basic X-Ray with Medical Office Procedures (Ground), Dental Assistant with Expanded Functions (Ground), Pharmacy Technician (Ground), Medical/Clinical Laboratory Assistant (Ground), Patient Care Technician (Ground) and Pharmacy Technician (Online).

UMA may make special arrangements to provide a fair and equitable refund to a student who has suffered extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA non-term diploma programs are billed by the academic year. Some programs are provided during a single academic year and some programs are provided across two academic years. A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her then current academic year as follows:

- During the first 10% of an academic year for which a student has been charged, UMA shall refund 90% of tuition.
- After 10% but within 20% of an academic year for which a student has been charged, UMA shall refund 80% of tuition.
- After 20% but within 30% of an academic year for which a student has been charged, UMA shall refund 70% of tuition.
- After 30% but within 40% of an academic year for which a student has been charged, UMA shall refund 60% of tuition.
- After 40% but within 50% of an academic year for which a student has been charged, UMA shall refund 50% of tuition.
- After 50% but within 60% of an academic year for which a student has been charged, UMA shall refund 40% of tuition.
- After 60% of an academic year for which a student has been charged, UMA shall retain 100% of tuition.

If a student withdraws, in addition to tuition, the student is responsible for registration fee, books and technology fees. The registration fee is non-refundable. If books are returned in new and unused condition within 20 days after the date of withdrawal, a student receives a refund of applicable book charges.

ONLINE STUDENTS – WISCONSIN

An online student that resides in Wisconsin who withdraws from a course and/or ceases enrollment at Ultimate Medical Academy receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.
- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.

PRO RATA REFUND CALCULATION FOR A STANDARD TERM

Pertains to the following programs: Medical Billing and Coding (Ground and Online), Health Sciences (Ground and Online), Associate of Science in Nursing (Ground), Medical Office and Billing Specialist (Online), Medical Administrative Assistant (Online), Health Sciences Associates (Online), Health Information Technology (Online), Healthcare Management (Online).

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- If students are cancelled, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and books and supplies provided by UMA are not returned, students are assessed a book fee for such books and supplies.
- Tuition is charged by a semester for all courses scheduled for that semester.
- Students may increase or decrease their scheduled course load during the first seven calendar days of any semester.

- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before completion of 60% of the semester, students are issued a pro-rata refund as follows:
  - The pro-rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
  - The number of calendar days in a semester is defined as the number of days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester (inclusive of holidays). Refunds are rounded to the nearest dollar.
  - After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who withdraw, drop out or are terminated by UMA and who receive financial aid from Title IV funds. Students who cease attendance at UMA prior to completing more than 60 percent of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30 percent of a payment period will have "earned" only 30 percent of any Title IV aid received. UMA and/or the student must return the remaining 70 percent.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date a student notifies UMA of his/her intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a prorated manner up to and including the 60 percent point in a payment period. (Title IV aid is considered 100 percent earned after that point in time). The percent of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days in the payment period}} = \text{Percent of payment period completed}$$

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. amount to be returned to the appropriate Title IV program) is 100 percent less the percent earned. UMA will return unearned aid from a student's account in the following order:

1) Unsubsidized Federal Direct Loans
2) Unsubsidized Federal Stafford Loans
3) Subsidized Federal Direct Loans
4) Subsidized Federal Stafford Loans
5) Federal PLUS Loan
6) Federal Pell Grant
7) Other grant or loan assistance authorized by Title IV of the HEA

UMA returns unearned aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from student's account, the student is responsible for returning unearned aid to the appropriate Title IV program.

Within thirty (30) days of the date UMA determined a student withdrew, the student is notified in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). Such a student is considered to be in an overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date UMA sends a notification to the student of the overpayment, or the date UMA was required to notify the student of the overpayment. If, during the 45-day period, a student repays an overpayment to UMA or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

If, during the 45-day period, a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

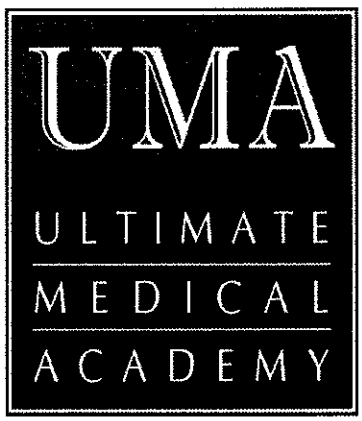
ADDENDUM TO CATALOG

Volume 3.4

Published August, 28, 2012

Addendum Date October 10, 2012

This addendum is an integral part of the catalog.
Any data stated in the addendum supersede any contradictory information contained in the catalog.



ONLINE CAMPUS

3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, Florida 33607
Phone: (888) 205-2456 Fax: (888) 209-8848

ONLINE ADDENDUM TO THE UMA CATALOG

Note: Items reflected as changed in the UMA Catalog that are not listed below do not apply to this campus.

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HOLIDAY SCHEDULE

November 22, 2012 – November 23, 2012 (Thanksgiving Break 2012)
December 24, 2012 – January 01, 2013 (Winter Break 2012)

Support is available to UMA's online students on all dates but those listed above.

CAMPUS OFFICE HOURS

Phone: (888) 205-2456 Fax: (888) 209-8848

Monday – Thursday:	8am – 8pm
Friday:	9am – 5pm
Saturday and Sunday	Closed

Individual departments may schedule hours that are different from the main office, and in some cases, are available for extended evening and weekend support.

FACULTY LIST

Adams, Diane – Massage Therapist Therapeutic Massage & Bodywork BS Alternative Medicine Everglades University OAS Massage Therapy Heritage Institute of Massage Therapeutic Massage Heritage Institute of Massage *Adjunct Instructor – Spa Management*	**Adams, Yvette –** MBA Healthcare Management American Intercontinental University BS Biology Hampton University Medical Assisting Corinthian College *Adjunct Instructor – Associate Healthcare Management, Medical Administrative Assistant Diploma, Associate General Education/Electives*
Akly, Gina – MBA University of Phoenix BA Creative Writing Florida State University *Adjunct Instructor – Associate General Education/Electives*	**Allen, Loriann – CPC, CPC-H** BS Healthcare Management Clayton State University AS General Studies Georgia Perimeter College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management*
Allen, Mamie – CPC MS Administrative/Organizational Management Trinity Washington University BS Health Science Howard University *Adjunct Instructor – Medical Administrative Assistant Diploma, MC Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management*	**Aly, Yehia – CPC** MBA Management Strayer University BS Accounting Alexandria University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, AS Medical Billing & Coding, Associate General Education/Electives*
Arceneaux, Paula M. – RHIA, CCS MS Healthcare Administration Bellevue University BS Health Information Management Texas Southern University AAS Health Information Technology Houston Community College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Office & Billing Specialist Diploma, Asociate Health Information Technology*	**Arenas, Juan –** BA Philosophy University of South Florida *Adjunct Instructor – General Education/Electives*
Ashry, Tarek – CPhT RPT BS Psychology University of Houston *Adjunct Instructor – Pharmacy Technician Diploma*	**Bailey, Kathleen – CPC, CPC-I CPA CPA** MBA Business Florida State University BS Accounting Florida State University *Senior Director of Online Programs – Senior Director of Online Programs*
Barboza, Christina – CPC, CPC-I CMSCS BS Business Administration Eastern Nazarene College *Adjunct Instructor – Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management*	**Barnwell, LaShonda –** MBA Business Administration Ashford University BA English University of South Florida *Adjunct Instructor – Associate General Education/Electives*
Batzel, Heather – RPT BS Biology University of Tampa *Adjunct Instructor – Pharmacy Technician Diploma*	**Baxter, Nicholas –** MA Sociology Northern Illinois University BA Sociology/English Northern Illinois University AA General Studies Highland Community College *Adjunct Instructor – Associate General Education/Electives*

Bell, Akilah – Pharmacist Doctor of Pharmacy Florida A&M University *Adjunct Instructor – Pharmacy Technician Diploma*	**Bennett, Jeremy –** MS Managerial Sciences Georgia State University MBA Organizational Management Georgia State University AB Sociology University of Georgia *Adjunct Instructor – AS Healthcare Management, Associate General Education/Electives*
Benyard, Ngozi-ka – Pharmacist Doctor of Pharmaceutical Science Florida A&M University *Adjunct Instructor – Pharmacy Technician Diploma*	**Betts, Jennifer – CPhT RPT** BS Biology with concentration in Pre-Pharmacy Stephen F. Austin State University *Adjunct Instructor – Pharmacy Technician Diploma*
Black, Dorris – MA Rehabilitation Counseling University of South Florida BA Anthropology University of Minnesota *Adjunct Instructor – Associate General Education/Electives*	**Blackwell, Darryl –** MS Health Information Management Capella University BA Latin American Studies Allegheny College *Adjunct Instructor – Associate General Education/Electives*
Bloink, Hannah – BS Mathematics University of Notre Dame *Adjunct Instructor – Associate General Education/Electives*	**Bloink, Jacqueline – CPC, CPC-I** MBA Healthcare Management Colorado Technical University BS Publix Affairs Manaagement Michigan State University *Adjunct Instructor – Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, AS Medical Billing & Coding*
Bochantin, Felisha – CPC, CPC-H, CPC-I BS Business Management Mid-Continent University *Adjunct Instructor – Medical Billing & Coding, Healthcare Management*	**Bogardus, Ellie – CPC, CPC-I** BA Instructional Biology/Geology & Education State University College-Potsdam, N.Y. *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, Associate General Education/Electives*
Borrero(Buckingham), Paula – CPC, CEMC, CPMA BS Business Administration / Management Southern Connecticut State University AA General Studies Valdosta State College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, AS Medical Billing & Coding*	**Braff, Lanny –** MBA Operations Management University of Southern California MS Materials Science / Liberal Arts Stevens Institute of Technology BE Materials Engineering Stevens Institute of Technology *Adjunct Instructor – Associate General Education/Electives*
Broome, Loretta MHA Health Administration University of Phoenix BA Biology / Minor Women Studies University of North Carolina AA General Studies AA, Mississippi Gulf Coast Community College *Adjunct Instructor – Pharmacy Technician Diploma*	**Brown, Charolette – CPC** MBA Health Sciences Keller Graduate School of Management BS Technical Management Devry University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*

Brown, Melissa – CPC, CPC-I, CFPC RHIA
MA Management Webster University
BS Health Information Administration Georgia Health Sciences University
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Brown, Richard – RPT
MS Medical Science University of South Florida
BS Biomedical Science University of South Florida
Associate Program Chair/ Adjunct Instructor – Associate Program Chair/ Pharmacy Technician Diploma

Brown-Nottage. Genieve – CPC, CPC-I, CPMA
MBA Business University of Phoenix
BS Health Administration University of Phoenix
Adjunct Instructor – Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma,

Bryant, Monica – CPC-P
MS Healthcare Management Troy State University
BS Allied Health Sciences Albany State University
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management

Bufkin, Samuel – RHIT
M.S. Healthcare Management Austin Peay State Univesity
BS Health & Human Performance Austin Peay State Univesity
Adjunct Instructor – Healthcare Management

Bull, David –
PhD Human Services Capella University
MBA Healthcare Management Columbia Southern University
MS Agronomy Shejiang University
Agricultural Educaiton University of Sierra Leone
Adjunct Instructor – Healthcare Management

Burak, Beth – CPC CBCS
MEd Education Rutgers University
BA Sociology Rutgers University
Associate Program Chair - Medical Billing & Coding Diploma – Associate Program Chair - Medical Billing & Coding Diploma

Calvillo, Amanda – CPC-A
BS Business Management University of Phoenix
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding

Calvino, Antonio –
MS Information Systems University of Phoenix
BS Information Technology BS Information Systems, University of Phoenix
Adjunct Instructor – Medical Administrative Assistant Diploma, Associate General Education/Electives

Campbell, James –
MS ITSB/Telecom Johns Hopkins University
BS Management Information Systems University of Tampa
BS Textiles Management North Carolina State University
Adjunct Instructor – AS Healthcare Management, AS Health Information Technology, Associate General Education/Electives, AS Medical Billing & Coding, Medical Administrative Assistant Diploma

Carlson, Arthur – CPA
MA Accounting Florida State University
BS Physical Education Florida State Univsersity
Adjunct Instructor – Associate General Education/Electives

Carlson, Melanie –
PhD Sociology University of Central Florida
MA Social Science California State University
BA Sociology California State University
Adjunct Instructor – Associate General Education/Electives

Carlson, Sean Davis –
BS Business Information Systems California State University
Adjunct Instructor – Healthcare Management

Carpenter, Charlene – CPC
MBA Human Resource Management LeTourneau University
BA Business Administration LeTourneau University
Medical Assistant The Bryman School
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Carter, Jacqueline – BA English - Minor Religion/Philosophy Lincoln Memorial University *Adjunct Instructor – General Education/Electives*	**Carter, Michelle – Pharmacist** Doctor of Pharmacy Nova Southeastern University *Adjunct Instructor – Pharmacy Technician Diploma*
Castelluccio, Michael – BS Computer Science SUNY Empire State AS Liberal Arts / Math & Science SUNY Rockland Community College *Adjunct Instructor – Associate General Education/Electives*	**Castro, Geri – CPC** MBA Health Care Management Davenport University BA Health Services Administration Davenport University Administrative Medical Assisting National Education Center *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding,Medical Office & Billing Specialist Diploma*
Cato, Lisa – CPC, CPC-H BS Nursing University of Wisconsin *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding,Medical Office & Billing Specialist Diploma,*	**Cauley, Natasha – RHIA** Master of Public Health University of Alabama at Birmingham BS Health Information Management University of Alabama at Birmingham *Adjunct Instructor – Health Information Technology*
Cenac, Troy – CPhT MS Pharmacology & Therapeutics Louisiana State University BS Biochemistry Prepro Science Minors in Chemistry & Zoology Louisiana State University AAS Paralegal (Legal Assist) Tyler Junior College *Adjunct Instructor – Pharmacy Technician Diploma*	**Chambers, Stacie – CPhT RPT** BS Business Administration University of Phoenix *Adjunct Instructor – Pharmacy Technician Diploma*
Christensen, Kimberly – CPC, CPC-I MA Health Administration University of Phoenix BS Health Administration University of Phoenix *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives*	**Clark, Linda – CPC, CPC-I** BS Business Management & Economics SUNY Empire State AS Business Onondaga Community College *Adjunct Instructor – Medical Billing & Coding Diploma*
Collins, Daron – RPT BS Business Administration University of Phoenix Pharmacy Technician Penn Foster Career College *Adjunct Instructor – Pharmacy Technician Diploma*	**Colston, Dwight – Pharmacist** BS Pharmacy Florida Agricultural ns Mechanical University *Adjunct Instructor – Pharmacy Technician Diploma*
Colston, Kim – Pharmacist BS Pharmacy Florida Agricultural ns Mechanical University *Adjunct Instructor – Pharmacy Technician Diploma*	**Conrad, Stacy – Public Accountant** MS Accounting Texas A&M University BBA Accounting Texas A&M *Adjunct Instructor – AS Healthcare Management, AS Health Information Technology, Associate General Education/Electives, AS Medical Billing & Coding, AS Spa Management*
Cooper, Romanda – MS Health Science University of Florida BS Health Science University of Florida *Associate Program Chair - Medical Administrative Assistant/Medical Office & Billing Specialist – Associate Program Chair - Medical Administrative Assistant/Medical Office & Billing Specialist*	**Cosby, Dalene –** BA Business Management University of Phoenix *Adjunct Instructor – Associate General Education/Electives*

Cressman, Tina – CPC, CPC-H,CPC-P,CPMA, CPC-I, CEMC, CPEDC CCS-P, CPC, CPC-H, CPC-P, CEMC
MA Liberal Studies Rutgers University
BS Management Rutgers University
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Crooks, Terrance – Pharmacist Pharmacist Pharmacist
Doctor of Pharmacy Florida A&M University
Adjunct Instructor – Pharmacy Technician Diploma

Dahl, Nicole – RHIT
BBA Business Administration American InterContinental University
AAS Health Information Technology Rochester Community & Technical College
Adjunct Instructor – Health Information Technology

Dahlke, Karissa – CPhT RPT
BS Biomedical Science University of South Florida
AA General Studies Seminole Community College
Adjunct Instructor – Associate General Education/Electives, Pharmacy Technician Diploma

Daniel, Joan – RHIA
BS Healthcare Leadership National Louis University
AAS Health Information Technology Harry S. Truman College
Advanced Medical Record Transcriptionist Harry S. Truman College
Adjunct Instructor – Health Information Technology

Daniels, Judy – RPT
MS Psychology University of Phoenix
BS Education Early Childhood University of Central Oklahoma
Adjunct Instructor – Pharmacy Technician Diploma

Davis, Christopher –
MS Computer Science Howard University
BS Business Management North Carolina Central University
Adjunct Instructor – AS Healthcare Management, AS HIT, Associate General Education/Electives, AS Medical Billing & Coding, Medical Administrative Assistant Diploma

Davis, Lisa – NCC LPC
MEd Counselor Educations Texas Southern University
BA Psychology Southern University at New Orleans
Adjunct Instructor – Associate General Education/Electives

Davis, Phyllis – CPC, CPC-P, CPC-I
BS Liberal Studies Clarion University of P.A.
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Davis, Sarah – CPhT
MA Educational Administration Lindenwood University
BS Mathematical Studies Minor Business Administration Southern Illinois University
AS Math Education Southwestern Illinois College
Adjunct Instructor – Pharmacy Technician Diploma

del Campo, Miriam –
MS Science Education Florida International University
BS Biology Florida International University
AA General Studies Miami Dade College
Adjunct Instructor – Associate General Education/Electives

Deprest, Debbie –
BA Business Administration Olivet Nazarene University
AA General Studies Valencia Community College
Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Administrative Assistant Diploma

Dial, Cynthia – CPC, CPC-I, CPMA RN
BS Nursing University of North Carolina
Nursing AAS Nursing, Sandhills Community College
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Dickenson-Wade, Quiana –
MA Adult Education & Distance Learning University of Phoenix
BA Communications Ottawa University
Adjunct Instructor – Associate General Education/Electives

Dischert, John – Pharmacist Pharmacist -Preceptor
Doctor of Pharmacy Campbell University
Adjunct Instructor – Pharmacy Technician Diploma

Dorsey-Davis, Detra –
BS Healthcare Management Clayton State University
Adjunct Instructor – AS Healthcare Management, AS Medical Billing & Coding, Medical Billing & Coding Diploma

Dotson, Lauren
BS Environmental Sciences-Food and Nurtrition University of Alabama
Adjunct Instructor – Pharmacy Technician Diploma

Dunn, Eston – LMT
MS Health Science Stafford University
BS Exercise Science and Health Promotion Florida Atlantic University
BA Theater Florida Atlantic University
Program Chair - Spa Management – Program Chair - Spa Management

Eaddy, Samantha –
MBA Business Adminstration Webster University
MA Marketing Webster University
BA Communication Florida Atlantic University
Adjunct Instructor – Associate General Education/Electives

Eason, Tracey BS Healthcare Management Clayton State University
AS Nursing Gordon College
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management

Egleston, Stephanie – RMA
MS Psychology University of Phoenix
MS Administration of Justice and Security University of Phoenix
BS Criminal Justice University of Phoenix
General Studies University of Phoenix
Adjunct Instructor – Associate General Education/Electives

Elder, Karen –
JD Law The University of Toledo
MA Interpersonal Communication Bowling Green State University
BA Speech The College of Wooster
Adjunct Instructor – Associate General Education/Electives

Evans, Janet –RN
MS Epidemiology State University of New York at Albany
MBA Business Administration State University of New York at Binghamton
BA Psychology Mansfield State University
Nursing Robert Packer Hospital School of Nursing
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Ferguson, Penni –
MS Human Resource Management Nova Southeastern University
BBA Management Northwood University
Adjunct Instructor – Healthcare Management

Ferguson, Ra'Kia –
BS Chemistry Howard University
Adjunct Instructor – Pharmacy Technician

Finley, Rashunda – CPhT
MEd Instructional Technology Troy State University
BS Mathematics Bennett College
Adjunct Instructor – Pharmacy Technician

Fisher, George
MBA General Management Devry University
BS Health Information Management Texas Southern University
Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Administrative Assistant Diploma

Fleming, April –
Doctor of Education Nova Southeastern University
MS Pre-Kinder & Primary Nova Southeastern University
BS Biology Dillard University
Adjunct Instructor – General Education/Electives

Flores, Yliana –
BA Mass Communiucations University of South Florida
AA General Studies University of South Florida
Adjunct Instructor – Associate Chair, General Education/Electives

Fornari, Ralph –
MS Health Administration Indiana University
BA English / Telecommunications Indiana University
Adjunct Instructor – Healthcare Management

Fort, Chanel – CPhT MS Healthcare Administration Capella University BS Health Sciences University of Alabama *Adjunct Instructor – Pharmacy Technician Diploma*	**Foster, James** MA Health Administration Universtiy of Missouri BM Performance (Orchestral Instruments) University of Texas *Adjunct Instructor – Health Information Technology*
Frazier-Jenkins, Shenita – CCS-P BS Healthcare Management Florida A&M University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management*	**George, Shannon – CPhT** Healthcare Administration Minor Chemistry University of Houston *Adjunct Instructor – Pharmacy Technician Diploma*
Gilhooly, Joan – CPC MBA Business Administration University of Iowa BS Medical Technology Winona State Universtity *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management*	**Good, Jodi – CPC, CPC-I CPC, CPC-I, PCS, CCS-P** BS General Studies University of Dayton *Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma*
Gordon, Jermaine – Massage Therapist Certified Personal Trainer Certified Strength and Conditioning Specialist BS Excerise Science and Health Promotion Florida Atlantic University Therapeutic Massage Training Program Florida College of Natural Health *Adjunct Instructor – Spa Management*	**Green, Zakevia** MS Human Services Capella University BS Health Information Management Florida A&M University *Adjunct Instructor – Health Information Technology*
Hale, Chadwick – BA Philosophy & Economics University of North Florida AA General Studies Valencia Community College *Adjunct Instructor – Associate General Education/Electives*	**Hardin, Pamela – CMA** MEd Educations American Intercontinental University BA *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, AS Medical Billing & Coding*
Harrell, Manderley – CPC, CPC-H BS Health Information Management Florida A&M University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, AS Healthcare Management, AS HIT*	**Harris, Elizabeth – CPC** BS Healthcare Management Clayton State University *Adjunct Instructor – Medical Billing & Coding, Healthcare Management*
Haynes, Denise – RHIA, MBA MBA Healthcare Management Davenport University BS Medical Records Administration Western Carolina University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, AS Medical Billing & Coding, Associate General Education/Electives, AS Healthcare Management, AS HIT*	**Head, Aldrena – RHIA** MPA Public Administration Grambling State University BS Health Information Administration Lousiana Tech University *Adjunct Instructor – Health Information Technology*

Hodges, Veronica – CPC CBCS MA Health Services Administration Webster University BS Health care Management Lander University *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Healthcare Management*	**Hogens, Lakithia – CPC** BS Allied Health Sciences Albany State University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Houston, Breezy – MBA Business Administration University of Phoenix BS Health Information Technology University of Phoenix *Adjunct Instructor – Medical Billing & Coding Diploma, Health Information Technology*	**Howard, Muriel – CPC** BSBA Management Colorado Technical University Medical Assisting Detroit Business Institute *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Jackson, Mekia – Pharmacist Pharmacist Doctor of Pharmacy Florida A&M University *Adjunct Instructor – Pharmacy Technician Diploma*	**Jimmerson-Elliott, Yvette – RHIT** MBA Business Administration MBA, University of Phoenix BA Health care Management Dallas Baptist University AAS Health Information Technology Mountain View College *Program Chair - Health Information Technology – Program Chair - Health Information Technology*
Johnson, Monique – CHI CBCS MBA Healthcare Management American Intercontinental University BS Health Services Florida Atlantic University AA General Studies Florida Atlantic University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Johnson, Simone – CPC, CPC-H, CPC-I, CPC-P CPC, CPC-H. CPC-I** BA Organizational Management Eastern University AA Medical Administrative Assistant Consolidated School of Business *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Jonas, Mark – MBA Accounting University of Tampa BS Accounting University of Tampa *Adjunct Instructor – Medical Administrative Assistant, Associate General Education/Electives*	**Jones, Patricia – CPC** MBA Businesss Administration Grand Canyon University BA Management and Leadership Jusdon College AAS Resspiratory Therapist Rock Valley College *Program Chair - Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma – Program Chair - Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Jones, Rosalind – Pharmacist MS Health Sciences Touro University International BS Pharmacy Howard University *Program Chair - Pharmacy Technician Diploma – Program Chair - Pharmacy Technician Diploma*	**Kalra, Ajay –** MS Mathematics MS Mathematics, University of Delhi BS Mathematics BS Mathematics, University of Delhi *Adjunct Instructor – Associate General Education/Electives*
Kannard, Katherine BA International Studies Emory University *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Kapiotis, Karen – CPC** MS Healthcare Management Troy University BS Business Administration Management University of West Florida *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*

Kardar, Sean – MS Biology Georgia State Universtiy BS Biological Science/Minor Chemistry Georgia State University *Adjunct Instructor – Associate General Education/Electives*	**Kidd, Kristin** BS Health Information Administration Stephens College MBA Business Administration University of Phoenix BS Business Management Univeristy of Phoenix HiTech Midland College *Adjunct Instructor – Health Information Technology*
Klein, Traci – CPA MA Accounting University of Florida BS Accounting University of Florida *Adjunct Instructor – Associate General Education/Electives*	**Knight, Carmel – Massage Therapist** MSW Social Work Florida State University BSW Social Work University of Central Florida AA General University of North Florida Clinical Neuromuscular and Structural Bodywork Southeastern School of Neuromuscular and Massage Therapy, Inc *Adjunct Instructor – Spa Management*
Konopi, Natalie – BA Organizational Communications/Spanish North Central College *Adjunct Instructor – Associate General Education/Electives*	**Krause, Mary –** MBA Business Administration University of Phoenix BS Management / Marketing Tampa College AAS General Studies Tampa Technical Institute *Adjunct Instructor – Healthcare Management*
Laing, Kimberley – MA Communications Studies University of Alabama BA International Studies University of Alabama *Adjunct Instructor – Associate General Education/Electives*	**Langer, Kimberly – RHIT** MA Health Information Management The College of Saint Scholastica BS Health Science Community Health Minnesota State University AAS Health Information Technology Rasmussen College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS HIT*
Lawrence, Amy CBCS, CMAA MBA Human Resource Management University of Phoenix BS Business Management University of Phoenix *Program Chair - Medical Administrative Assistant Diploma, Medical Office & Billing Specialist Diploma –* *Program Chair - Medical Administrative Assistant Diploma, Medical Office & Billing Specialist Diploma*	**Lawrence, Jorell –** MS Administration Central Michigan University BS Health Services Administration Baker College AAS Medical Insurance Specialist Baker College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Lawson, Monica – CPC BAS Organizational Leadership BAS Organizational Leadership, Mercer University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Lewis, Laquette – CPC RHIA** BS Health Information Indiana University *Adjunct Instructor – Medical Billing & Coding*
Lewis, Rhonda – MEd Education University of Arkansas at Monticello BA English University of Arkansas at Monticello *Adjunct Instructor – Associate General Education/Electives*	**Linares, Carlos – CPhT RPT** BA Interdisciplinary Studies University of Central Florida AA General Studies Valencia Community College *Adjunct Instructor – Pharmacy Technician Diploma*

Louissaint, Guerda
BS Health Sciences Keiser University
AA Health Services Administration Keiser University
Medical Assistant Concorde Career College
Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, Medical Administrative Assistant Diploma

Lowe, Cynthia –RHIT, CCS-P, MS, CPC-I
BPS Professional Studies Empire State College
AAS General Studies Herkimer County Community College
Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, Medical Administrative Assistant Diploma

Lukic, Eryn –CMRS CCS-P, MBA,CPC,CEDC CCS-P
MBA Business Administration Cardinal Stritch University
BS Healthcare Administration Minor Business University of Wisconsin
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Mabee, William –
MA Communications University of Akron
Regents BA West Virginia University
Adjunct Instructor – Associate General Education/Electives

Maduko, Ositadinma John –
Doctor of Medicine St. Matthew's University School of Medicine
BS Biology California State Polytechnic University
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Magby, Sherrilyn – Project Management Professional
MS Information Science North Carolina Central University
BA Business Administration Winston-Salem State University
Adjunct Instructor – Associate General Education/Electives

Maroney, James –
MA English Mississippi State University
BA Communications Minor English University of Memphis
Adjunct Instructor – Associate General Education/Electives

Marques, Christine – RPT CPhT
BS Biology University of South Florida
AAS Nuclear Medicine Technology Hillsborough Community College
AA Liberal Arts Hillsborough Community College
Adjunct Instructor – Pharmacy Technician Diploma

Master, Erina – CPA
MS Accounting and Financial Management Devry Universtiy
BS Accounting Nova Southeastern University
AA Information System Analysis Sante Fe Community College
Adjunct Instructor – Medical Administrative Assistant Diploma, Associate General Education/Electives

Master, Lawrence –
MBA Finance City University of Seattle
MS Management Information Systems Nova Southeastern University
BS Electrical Engineering University of Florida
Adjunct Instructor – Medical Administrative Assistant Diploma, Associate General Education/Electives

McFarlane, Debrah –
MA Psychology Northcentral University
BA Social Science Portland State University
BS Psychology Portland State University
Adjunct Instructor – Associate General Education/Electives

McQueen, Kendrick – CHIR
Doctor of Chiroptractic Life University
MA Social Science Teacher Education The Citadel
BA Biology College of Charleston
Adjunct Instructor – Associate General Education/Electives

Mitchell, Letrice –
MPH Community Health Walden University
BS Allied Health Sciences Albany State University
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Modisette, Renii – RHIT, CCS, MHA
MA Health Administration A.T.Still University
BA Healthcare Leadership Lewis Unviersity
AS Health Information Technology Indiana University
Adjunct Instructor – Medical Administrative Assistant, Medical Office & Billing Specialist

Moerland, Deborah – EdD Educational Leadership Argosy University MA Educational Technology & Instructional Design Michigan State University BS Education Computer Science/Minor Mathematics BS Education Computer Science/ minor Mathematics, Physical Edu, Central Michigan University General Studies Lansing Community College *Adjunct Instructor – Associate General Education/Electives*	**Monk, Christie –** MA Management Dallas Baptist University BBS Business Administration Dallas Baptist University *Adjunct Instructor – Healthcare Management*
Moore, Faryl – MA Teaching State University of New York at Stony Brook BA English and Literature University of Maryland *Adjunct Instructor – Associate General Education/Electives*	**Moore, Rickey –** MA Counseling Prairie View A& M University MA History Texas Southern University BA Psychology The University of Texas of the Permian Basin *Adjunct Instructor – Associate General Education/Electives*
Moran, Marie – CBCS, CMAA CCS-P BA Liberal Studies/Psychology Barry University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Nguyen, Trang – RPT PT** BA Health Administration University of North Florida AA General Studies Florida State College *Adjunct Instructor – Pharamcy Technician*
Nicoli-Suco, Elizabeth – MA Mathematics University of Miami BA Mathematics University of Miami AA General Studies Miami Dade College *Adjunct Instructor – Associate General Education/Electives*	**Nnamdi, Yetunde – Pharmacist** Doctor of Pharmacy Palm Beach Atlantic University BS Chemistry Southern Illinois University AS General Studies Wabash Valley College *Adjunct Instructor – Pharmacy Technician*
Nobes, Lynn – CPC, CPC-I, CEMC RHIA, CCS, CCS-P BS Medical Records Administration Rosary Hill College AA Liberal Arts Broome Community College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Norton, Cristy –** BS Health Information Technology Norfolk State University *Adjunct Instructor – Health Information Technology*
Oliver, Elivett MS Health Information Management College of St. Scholastica BA Psychology Manhattan College *Adjunct Instructor – Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma,AS Medical Billing & Coding*	**Osuna, Marie –** BS Health Administration Universtiy of Phoenix *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma,AS Medical Billing & Coding*
Pace, Ramonica – RHIA BS Health Information Management Texas Southern University *Adjunct Instructor – Health Information Technology*	**Patel, Ketul –RPT** BA Biology University of North Carolina Paralegal Studies San Francisco State University *Adjunct Instructor – Pharmacy Technician Diploma*

Patterson, Letitia MPA Public Administration Roosevelt University BS Mass Communications Illinois State University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Pegues, Kimberly – CPC** BS Business Management University of Phoenix AS Medical Assisting Bryant & Stratton College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Penrod, Philip –RPT BS Healthcare Management Southern Illinois University AAS Personnel Administration Community College of the Air Force AAS Pharmacy Community College of the Air Force *Adjunct Instructor – Pharmacy Technician Diploma*	**Persaud, Neer – CPA** MBA Accounting Florida Southern College BS Accounting Florida Southern College BA Business Administration Warner Southern College *Adjunct Instructor – AS Gen.Ed/Electives*
Point-Johnson, Merle – RMA DHA Health Administration University of Phoenix MBA Healthcare Management University of Phoenix BS Marketing South Carolina State College *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Administrative Assistant Diploma, Associate General Education/El;ectives, Medical Office & Billing Specialist Diploma AS Healthcare Management*	**Poitinger, Coleen** BA Health Services Administration Keiser University AA Health Services Administration Keiser University *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Administrative Assistant Diploma, Medical Office & Billing Specialist Diploma*
Porta, Jeanice – CPC, CPC-I BA Business Education University of Missouri *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Porter, Jacquilin –** MS Business Information Technology Walsh College BA Management of Information Technology Cleary University AS Computer Information Systems Henry Ford Community College *Adjunct Instructor – Medical Administrative Assistant Diploma, Associate General Education/Electives*
Prime, Keisha – BA Music The University of Alabama at Birmingham BS Psychology Oakwood College *Adjunct Instructor – Associate General Education/Electives*	**Quandt, Linda – CPC, CPC-H, CPC-I** BS Business/Accounting University of Wisconsin-Parkside BS Elementary Education University of Wisconsin-Whitewater AAS Legal Assistant University of Wisconsin-Whitewater *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives*
Randolph, Terri – MBA Healthcare Management University of Phoenix BS Health Administration University of Phoenix *Adjunct Instructor – Healthcare Management*	**Reddick, Mia** MBA Business Administration Webster University BBA Finance University of Memphis *Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, Medical Administrative Assistant Diploma*
Reese, Karen – RHIA MBA Management Amberton University BS Medical Records Administration Texas Women's University *Adjunct Instructor – Health Information Technology*	**Rentas, Jeanelisse – RPT CPhT** BA Spanish Temple University Pharmacy Technician Ashworth School of Allied Health *Adjunct Instructor – Pharmacy Technician Diploma*

Reybitz, Alice – CPC, CPC-H, CPC-I
BS Communication - Minor Biology Gannon University
AS Nursing St. Petersburg College
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Richards, Ricardo –
PhD International Studies University of Cambridge
MA International Relations University of Cambridge
BA Political Science University of Pennsylvania
Sociology New Mexico State University 30 graduate credits in Sociology
Adjunct Instructor – Associate General Education/Electives

Risotti-Hinkle, Ellen – CPC, CPMA. CEMC. CFPC
BS Elementary Education Westfield State University
Medical Coding Specialist Harrison College-Anderson
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Rollins-Hatcher, Mia
BA General Studies Western Kentucky University
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Rossi, Deanna – Pharmacist
Doctor of Pharmacy Doctor of Pharmacy, Universtiy of Rhode Island
Adjunct Instructor – Pharmacy Technician Diploma

Rue, Joan – Pharmacist
BS Pharmacy Washington State University
Adjunct Instructor – Pharmacy Technician Diploma

Russell, Virginia –
MEd Secondary Education Northern Arizona University
BA Secondary Education with Extended Major in English Arizona State University
AA General Studies Mesa Community College
Adjunct Instructor – Associate General Education/Electives

Saddler, Derrick –
MA Mathematics University of South Florida
BS Mathematics University of Florida
Adjunct Instructor – Associate General Education/Elective

Salamanca-Brosig, Elizabeth – Pharmacist
Doctor of Pharmacy Florida A&M
AS Digital Graphics Arts Remington College
AS Respiratory Care Hillsborough Community College
General Studies Hillsborough Community College
Adjunct Instructor – Pharmacy Technician Diploma

Sanders, LaFanya –
MS Discrete & Statistical Science Auburn University
BS Mathematics Minor in Computer Science Xavier University
Adjunct Instructor – Associate General Education/Electives

Sanders, Sabrina – CPC
BS Healthcare Management Belelvue University
AS Education (Elementary) Broward College
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Sanger, Katherine –
MA English Literature Mercy College
MA Liberal Arts Houston Baptist University
BS Information Technology /Database Management University of Phoenix
General Studies Galveston College
Adjunct Instructor – Associate General Education/Electives

Santo, Andrew –
MBA Business Administration - Finance University of Florida
BS Industrial and Systems Engineering - Minor Business Administration University of Florida
Adjunct Instructor – Associate General Education/Electives

Schuster, Amanda – CPhT RPT
BS Information Technology/BioInformation University of West Florida
AA General Studies Seminole Community College
AS Pharmacy Technician Everest University
Adjunct Instructor – Pharmacy Technician Diploma

Scotti, Karen
MBA Business Administration University of Bridgeport
Doctor Chiropractic Medicine New York Chriopractic College
BS Biology Manhattan College
Adjunct Instructor – Spa Management

Seay-Josephina, Tonia – CPC
BA Risk Management & Insurance Georgia State University
Associate Program Chair – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Sellers, Q'iana – RPT CPhT
BA Journalism and Mass Communication University of Wisconsin
Adjunct Instructor – Pharmacy Technician Diploma

Shah, Reenah – RHIT
MBA Accounting Pacific States University
BA Economics University of Bombay
AAS Health Information Technology Burlington County College
Adjunct Instructor – Health Information Technology

Shrader, Virgina – Professional Educator's Cert
MS Education Fordham University
BS Fashion Merchandising Florida State University
AA General Studies Florida Community College
Program Chair - AS Health Sciences – Program Chair - AS Health Sciences

Sherrod, Joi –
Master of Public Health University of Kentucky
BS Psychology University of Kentucky
Adjunct Instructor – Healthcare Management/General Education/Electives

Silvers, Kara – Professional Educatior's Certificate Professional Educator's Certificate CPC
MS Special Education Western Governors University
ME Home Economics Education Auburn University
BS Fashion Merchandising Auburn University
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Silvia, Ann – CPC,CPMA, CPC-I, CFPC, CEMC
BS Orangizational Management and Leadership Friends University
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, AS Healthcare Management

Sims, Mischel –CCS-P, COC-I, CPC-H, CP
BS Office Administration Florida A&M University
Adjunct Instructor – Medical Billing & Coding Diploma AS Medical Billing & Coding, Medical Office & Billing Specialist

Singleton, Lashanta – CPC
BBA Healthcare Management American InterContinental University
AABA Business Administration American InterContinental University
Medical Coding Galveston College
Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma

Skeens, Joseph – CBCS CHI
BA Psychology University of Central Florida
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Smith, Stacy Lee –
BS Health Services Administration Macon State University
AS Business Administration Macon State University
Adjunct Instructor – AS Medical Billing & Coding, Medical Billing & Coding Diploma, Medical Office & Billing Specialist Diploma, Medical Administrative Assistant Diploma

Smith, Steven
MS Health Services Administration Central Michigan Uuniversity
BA Biology & Chemistry Talladega College
Program Chair - AS Healthcare Management – Program Chair - AS Healthcare Management

Somnarain, Emry –
Doctor of Medicine St. Mary's School of Medicine
BS Chemistry McMaster University
Adjunct Instructor – Associate General Education/Electives

Somnarain, Su Yen – CPC
MS Post Secondary and Adult Education Capella University
BS Biology University of South Florida
Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives

Sou, Sodang "Dan" – CPhT RPT
BS Health Sciences/Health Administration - Minor Managed Care University of North Florida
BS Biology University of North Florida
Adjunct Instructor – Pharmacy Technician Diploma

Spera, Victoria – MA Science Education University of South Florida BA Psychology University of Tampa *Adjunct Instructor – Associate General Education/Electives*	**Stanley, Terry –** MA Science Education University of South Florida BS Biology University of Tampa *Adjunct Instructor – Associate General Education/Electives*
Steels, LaTanya BS Biology / Minor Chemistry Texas Southern University *Adjunct Instructor – Pharmacy Technician*	**Stika, Nita** PhD Human Services and Health Care Administration Capella University MS Health Administration Cardinal Stritch College BA Healthcare Administation Concordia University Medical Assistant Concordia University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma, Associate General Education/Electives*
Strulowitz, Suzanne – MA Sociology Duke University BA Sociology Minor Pschology Hunter College *Adjunct Instructor – Associate General Education/Electives*	**Sullivan, LaShawn – CPC-A RMA** BS Health Information Management Herzing University *Adjunct Instructor – Medical Billing & Coding*
Tausz, Ava – CPhT BA Public Relations / Advertising Pacific Lutheran University AAS Veterinary Technology Macomb Community College AA General Studies Macomb Community College *Adjunct Instructor – Pharmacy Technician Diploma*	**Tenn Yuk, Darren – CPA** MS Accounting Florida International University MBA Business Administration Florida International University BS Information Systems BS Information Systems, New York University *Adjunct Instructor – Associate General Education/Electives, Medical Administrative Assistant Diploma*
Thomas, Angela – CCS-P BM Violin University of North Texas Certificate Administrative Medical Specialist University of North Texas *Adjunct Instructor – Medical Administrative Assistant*	**Thomas, Audrey –** BS Healthcare Administration University of Phoenix AA Fashion Design The Fashion Institute of Design & Merchandising *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding*
Thompson, Timothy – Pharmacist License Doctor of Pharmacy Campbell University AS General Studies University of Souther Carolina *Adjunct Instructor – Pharmacy Technician Diploma*	**Thornton, Theresa** BS Health Administration University of Phoenix *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Tomita Kenjiro – CPhT BS Biomedical Science University of South Florida *Adjunct Instructor – Pharmacy Technician Diploma*	**Trachsler, Kerri – CPhT RPT** Bs Community Health University of Illinois *Adjunct Instructor – Pharmacy Technician Diploma*
Turner, Krystal – DC Chiropractic Medicine Life University BS Microbiology Auburn University *Adjunct Instructor – Healthcare Management*	**Tyhurst, Patricia – CPC, CPC-H, CPC-I** BA English Literature/Writing Broadfield Secondary English Carroll College *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*

Vaillancourt, David – EdD Instructional Technology and Distance Education Nova Southeastern University MS Elementary Education Sanford University BS General Science / Elementary Education/Psychology Sanford University *Adjunct Instructor – AS Gen Ed/Electives*	**Waddington, Dori –** MA English Education University of South Florida BS Telecommunications / Minor English University of Florida *Adjunct Instructor – AS Gen Ed/Electives*
Washinton, Vivian BS Home Economics California State University *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Waters, Renee** BS Medical Technology / Minor Biology Northern Michigan University *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Wegley, Mark – MA English Boise State University BA English University of Washington AA Green River Community College *Adjunct Instructor – Associate General Education/Electives*	**Weiler, Brian – Pharmacist** BS Pharmacy University of Wisconsin *Adjunct Instructor – Pharmacy Technician*
Wells, Shanel – MA Elementary Education Arizona State University MA Organizational Management University of Phoenix BA Psychology Arizona State University *Adjunct Instructor – Associate General Education/Electives*	**Whitehead, Ruby – CPC** BAAS Applied Arts and Sciences University of Texas AAS Office Technology Tyler Junior College *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Whitener, Roland – MD Medicine Central American Health Sciences University BS Biology Armstrong Atlantic State University *Adjunct Instructor – Associate General Education/Electives*	**Whiting, Kimberly – CPC** M.Ed Curriculum and Instruction University of Phoenix BS Consumer Sciences and Merchandising / Minor Marketing University of Houston *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Williams, Terrence – BM Instrumental Performance University of Miami *Adjunct Instructor – Spa Management*	**Wilson, Diana – CPC, CPMA, CPC-I** BS Administration University of Phoenix AA Health Administration University of Phoenix *Adjunct Instructor – Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*
Woodley, Michele – CPC MBA Management Devry University BS Management National Louis University AAS Executive Accounting Northwestern Business College *Adjunct Instructor – Medical Administrative Assistant Diploma, Medical Billing & Coding Diploma, AS Medical Billing & Coding, Medical Office & Billing Specialist Diploma*	**Wright, Vanessa Ingrid –** MS Education Capella University BA Mathematical Sciences State University of New York at Binghamton *Adjunct Instructor – Associate General Education/Electives*

Young, Jeannette – RMA MBA American Intercontinental University BBA American InterContinental University AA Business Administration American Intercontinental University *Adjunct Instructor – Medical Administrative Assistant*	**Zaccone, Lealan –** MDE Distance Education University of Maryland BA Psychology / Minor Sociology Moravian College *Adjunct Instructor – Associate General Education/Electives*
Zander, Lori – Medical Assistant CPC BS Health Sciences Texas A&M University *Adjunct Instructor – Medical Billing & Coding*	

PROGRAM FEES

COURSE COSTS FOR STANDARD TERM PROGRAMS

EFFECTIVE AUGUST 28, 2012

Student Status	Core Diploma Courses	General Education and Elective Courses
Civilian	$1925 Per Course	$1275 Per Course
Veterans	$1775 Per Course	$1100 Per Course
Active Duty Military	$1500 Per Course	$1000 Per Course

DIPLOMA

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$15,400	$150	Included in tuition	**$15,550**
Medical Administrative Assistant	36.0	$15,400	$150	Included in tuition	**$15,550**
Medical Billing and Coding	39.0	$15,400	$150	Included in tuition	**$15,550**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA AND ADVANCED START

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
Pharmacy Technician Advanced Start	40	$10,200	$150	Included in tuition	**$10,350**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$8,925	$150	Included in tuition	**$9,075**
Dental Assistant with Expanded Functions	62	$15,300	$150	Included in tuition	**$15,450**
Medical Administrative Assistant	60	$10,200	$150	Included in tuition	**$10,350**
Medical Assistant	60.5	$7,650	$150	Included in tuition	**$7,800**
Medical/Clinical Laboratory Assistant	61.5	$12,750	$150	Included in tuition	**$12,900**
Medical Office and Billing Specialist	62	$10,200	$150	Included in tuition	**$10,350**
Patient Care Technician	61.5	$12,750	$150	Included in tuition	**$12,900**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$25,600	$150	Included in tuition	**$25,750**
Medical Office and Billing Specialist	62.0	$25,600	$150	Included in tuition	**$25,750**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$27,525	$150	Included in tuition	**$27,675**
Arkansas residents-Healthcare Information Technology	66.5	$28,880	$150	Included in tuition	**$28,950**
Healthcare Management	66.0	$25,600	$150	Included in tuition	**$25,750**
Arkansas residents-Healthcare Management	69.0	$26,875	$150	Included in tuition	**$27,025**
Medical Billing and Coding	63.0	$25,600	$150	Included in tuition	**$25,750**
Arkansas residents-Medical Billing and Coding	66.0	$26,875	$150	Included in tuition	**$27,025**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PROGRAM FEES – SPECIAL MILITARY PRICING

UMA is pleased to support the United States military by providing special pricing for students who are eligible military students. Eligible military students are defined as those students who are active duty military (Army, Navy, Air Force, Marine Corps and Coast Guard), National Guard, the Reserves, veterans who were honorably discharged and spouses and dependents (under the age of 26) of active duty military students. All students seeking the following special military-based pricing must provide acceptable documentation of qualifying criteria.

DIPLOMA
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$14,200	Waived	Included in tuition	**$14,200**
Medical Administrative Assistant	36.0	$14,200	Waived	Included in tuition	**$14,200**
Medical Billing and Coding	39.0	$14,200	Waived	Included in tuition	**$14,200**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$7,700	Waived	Included in tuition	**$7,700**
Dental Assistant with Expanded Functions	62	$13,200	Waived	Included in tuition	**$13,200**
Medical Administrative Assistant	60	$8,800	Waived	Included in tuition	**$8,800**
Medical Assistant	60.5	$6,600	Waived	Included in tuition	**$6,600**
Medical/Clinical Laboratory Assistant	61.5	$11,000	Waived	Included in tuition	**$11,000**
Medical Office and Billing Specialist	62	$8,800	Waived	Included in tuition	**$8,800**
Patient Care Technician	61.5	$11,000	Waived	Included in tuition	**$11,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN (ADVANCED START)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Advanced Start	40	$8,800	Waived	Included in tuition	**$8,800**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$23,000	Waived	Included in tuition	**$23,000**
Medical Office and Billing Specialist	62.0	$23,000	Waived	Included in tuition	**$23,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
VETERANS AND SPOUSES/DEPENDENTS OF ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment—Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$24,775	Waived	Included in tuition	**$24,775**
Arkansas residents-Healthcare Information Technology	66.5	$25,875	Waived	Included in tuition	**$25,875**
Healthcare Management	66.0	$23,000	Waived	Included in tuition	**$23,000**
Arkansas residents-Healthcare Management	69.0	$24,100	Waived	Included in tuition	**$24,100**
Medical Billing and Coding	63.0	$23,000	Waived	Included in tuition	**$23,000**
Arkansas residents-Medical Billing and Coding	66.0	$24,100	Waived	Included in tuition	**$24,100**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

DIPLOMA
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Medical Office and Billing Specialist	38.0	$12,000	Waived	No charge	**$12,000**
Medical Administrative Assistant	36.0	$12,000	Waived	No charge	**$12,000**
Medical Billing and Coding	39.0	$12,000	Waived	No charge	**$12,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN DIPLOMA
ACTIVE DUTY MILITARY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Diploma Program	48	$12,800	$150	$1,000	**$13,950**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCES: ASSOCIATE IN SCIENCE (ADVANCED START) ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Advanced Start—Price assumes diploma core courses have been successfully completed					
Basic X-Ray with Medical Office Procedures	62.5	$7,000	Waived	Included in tuition	**$7,000**
Dental Assistant with Expanded Functions	62	$12,000	Waived	Included in tuition	**$12,000**
Medical Administrative Assistant	60	$8,000	Waived	Included in tuition	**$8,000**
Medical Assistant	60.5	$6,000	Waived	Included in tuition	**$6,000**
Medical/Clinical Laboratory Assistant	61.5	$10,000	Waived	Included in tuition	**$10,000**
Medical Office and Billing Specialist	62	$8,000	Waived	Included in tuition	**$8,000**
Patient Care Technician	61.5	$10,000	Waived	Included in tuition	**$10,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

PHARMACY TECHNICIAN (ADVANCED START) ACTIVE DUTY

UMA is not currently enrolling in this program.

Program	Semester Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Pharmacy Technician Advanced Start	40	$8,000	Waived	Included in tuition	**$8,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

HEALTH SCIENCE--ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT) ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment —Price includes both core requirements and general education and electives					
Medical Administrative Assistant	60.0	$20,000	Waived	No charge	**$20,000**
Medical Office and Billing Specialist	62.0	$20,000	Waived	No charge	**$20,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ASSOCIATE IN SCIENCE (DIRECT ENROLLMENT)
ACTIVE DUTY MILITARY

Program	Total Program Credits	Tuition**	Non-Refundable Registration Fee	Books	Total
Direct Enrollment—Price includes both core requirements and general education and electives					
Healthcare Information Technology	63.5	$21,500	Waived	No charge	**$21,500**
Arkansas residents-Healthcare Information Technology	66.5	$22,500	Waived	No charge	**$22,500**
Healthcare Management	66.0	$20,000	Waived	No charge	**$20,000**
Arkansas residents-Healthcare Management	69.0	$21,000	Waived	No charge	**$21,000**
Medical Billing and Coding	63.0	$20,000	Waived	No charge	**$20,000**
Arkansas residents-Medical Billing and Coding	66.0	$21,000	Waived	No charge	**$21,000**
**Tuition cost for programs vary when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.					

ESTIMATED START SCHEDULE

Scheduled Start Date	Estimated End Dates				
	Associate in Science Programs				
	Health Information Technology - AS	Healthcare Management - AS	*Health Sciences - AS	Medical Billing and Coding - AS	Spa Management - AS
8/8/2011	1/2/2013	1/2/2013	6/10/2013	1/7/2013	1/2/2013
8/22/2011	1/14/2013	1/14/2013	6/24/2013	1/21/2013	1/14/2013
9/12/2011	2/4/2013	2/4/2013	7/15/2013	2/11/2013	2/4/2013
9/26/2011	2/18/2013	2/18/2013	7/29/2013	2/25/2013	2/18/2013
10/17/2011	3/11/2013	3/11/2013	8/19/2013	3/18/2013	3/11/2013
10/31/2011	3/25/2013	3/25/2013	9/2/2013	4/1/2013	3/25/2013
11/21/2011	4/15/2013	4/15/2013	9/23/2013	4/22/2013	4/15/2013
12/5/2011	4/29/2013	4/29/2013	10/7/2013	5/6/2013	4/29/2013
12/23/11	5/28/2013	5/28/2013	11/5/2013	6/4/2013	5/28/2013
1/3/2012	5/28/2013	5/28/2013	11/5/2013	6/4/2013	5/28/2013
1/17/2012	6/11/2013	6/11/2013	11/19/2013	6/18/2013	6/11/2013
2/6/2012	7/1/2013	7/1/2013	12/9/2013	7/8/2013	7/1/2013
2/20/2012	7/15/2013	7/15/2013	12/23/2013	7/22/2013	7/15/2013
3/12/2012	8/5/2013	8/5/2013	1/13/2014	8/12/2013	8/5/2013
3/26/2012	8/19/2013	8/19/2013	1/27/2014	8/26/2013	8/19/2013
4/16/2012	9/9/2013	9/9/2013	2/17/2014	9/16/2013	9/9/2013
4/30/2012	9/23/2013	9/23/2013	3/3/2014	9/30/2013	9/23/2013
5/21/2012	10/14/2013	10/14/2013	3/24/2014	10/21/2013	10/14/2013
6/4/2012	10/28/2013	10/28/2013	4/7/2014	11/4/2013	10/28/2013
6/25/2012	11/18/2013	11/18/2013	4/28/2014	11/25/2013	11/18/2013
7/9/2012	12/2/2013	12/2/2013	5/12/2014	12/9/2013	12/2/2013
7/30/2012	12/23/2013	12/23/2013	6/2/2014	1/2/2014	12/23/2013
8/13/2012	1/6/2014	1/6/2014	6/16/2014	1/13/2014	1/6/2014
9/4/2012	1/28/2014	1/28/2014	7/8/2014	2/4/2014	1/28/2014
9/17/2012	2/10/2014	2/10/2014	7/21/2014	2/17/2014	2/10/2014
10/8/2012	3/3/2014	3/3/2014	8/11/2014	3/10/2014	3/3/2014
10/22/2012	3/17/2014	3/17/2014	8/25/2014	3/24/2014	3/17/2014
11/12/2012	4/7/2014	4/7/2014	9/15/2014	4/14/2014	4/7/2014
11/26/2012	4/21/2014	4/21/2014	9/29/2014	4/28/2014	4/21/2014
12/17/2012	5/12/2014	5/12/2014	10/20/2014	5/19/2014	5/12/2014

Scheduled Start Date	Estimated End Dates Diploma Programs			
	Medical Administrative Assistant	Medical Billing and Coding	Medical Office and Billing Specialist	Pharmacy Technician
8/8/2011	5/21/2012	5/28/2012	5/21/2012	6/4/2012
8/22/2011	6/4/2012	6/11/2012	6/4/2012	6/18/2012
9/12/2011	6/25/2012	7/2/2012	6/25/2012	7/9/2012
9/26/2011	7/9/2012	7/16/2012	7/9/2012	7/23/2012
10/17/2011	7/30/2012	8/6/2012	7/30/2012	8/13/2012
10/31/2011	8/13/2012	8/20/2012	8/13/2012	8/27/2012
11/21/2011	9/3/2012	9/10/2012	9/3/2012	9/17/2012
12/5/2011	9/17/2012	9/24/2012	9/17/2012	10/1/2012
12/23/11	10/16/2012	10/23/2012	10/16/2012	10/30/2012
1/3/2012	10/16/2012	10/23/2012	10/16/2012	10/30/2012
1/17/2012	10/30/2012	11/6/2012	10/30/2012	11/13/2012
2/6/2012	11/19/2012	11/26/2012	11/19/2012	12/3/2012
2/20/2012	12/3/2012	12/10/2012	12/3/2012	12/17/2012
3/12/2012	1/2/2013	1/2/2013	1/2/2013	1/7/2013
3/26/2012	1/7/2013	1/14/2013	1/7/2013	1/21/2013
4/16/2012	1/28/2013	2/4/2013	1/28/2013	2/11/2013
4/30/2012	2/11/2013	2/18/2013	2/11/2013	2/25/2013
5/21/2012	3/4/2013	3/11/2013	3/4/2013	3/18/2013
6/4/2012	3/18/2013	3/25/2013	3/18/2013	4/1/2013
6/25/2012	4/8/2013	4/15/2013	4/8/2013	4/22/2013
7/9/2012	4/22/2013	4/29/2013	4/22/2013	5/6/2013
7/30/2012	5/13/2013	5/20/2013	5/13/2013	5/27/2013
8/13/2012	5/27/2013	6/3/2013	5/27/2013	6/10/2013
9/4/2012	6/18/2013	6/25/2013	6/18/2013	7/2/2013
9/17/2012	7/1/2013	7/8/2013	7/1/2013	7/15/2013
10/8/2012	7/22/2013	7/29/2013	7/22/2013	8/5/2013
10/22/2012	8/5/2013	8/12/2013	8/5/2013	8/19/2013
11/12/2012	8/26/2013	9/2/2013	8/26/2013	9/9/2013
11/26/2012	9/9/2013	9/16/2013	9/9/2013	9/23/2013
12/17/2012	9/30/2013	10/7/2013	9/30/2013	10/14/2013

Start dates are subject to change at the discretion of UMA.

* Reported estimated end dates for the Health Sciences program assumes continuous progress through the core concentration and the degree requirements. Students who have already completed the core concentration at the diploma level and then transfer into the health sciences program will have shorter completion times than listed above. Estimated end dates are projected for the longest available concentration.

Start dates are subject to change at the discretion of UMA. Estimated end dates are determined based on continuous progression through a program and include clinical externships. Externships are based on a minimum of 30 hours per week; therefore, actual completion date may vary slightly.

STUDENT SUCCESS INFORMATION (JULY 1, 2010-JUNE 30, 2011)

To assist potential students in making an informed decision to attend UMA, and in accordance with U.S. Department of Education requirements, Ultimate Medical Academy publishes certain information for programs that prepare students for gainful employment in a recognized occupation. These disclosures are based on historical data. Current or prospective students should not rely on these rates as an implicit or explicit representation or promise of future outcomes or employability following completion of a program of study. Numerous factors affect a student's ability to graduate and secure employment. UMA cannot and does not guarantee or estimate the likelihood of on-time completion, graduation, or employment for any student.

The following provide additional detail regarding reporting categories.

On Time Completion Rate

- The on-time completion rate represents the percentage of students completing the program of study during the federal award year that began on July 1, 2010 and ended June 30, 2011 ("Award Year") who completed the program within the Normal Time for a program. The on-time completion rate is calculated by dividing the number of students who completed the program of study within the Normal Time during the Award Year by the total number of students who completed the program during the Award Year. Note that the Normal Time is different than the Instructional Length of a program.
- Instructional Length represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship time for purposes of Instructional Length assumes 30 hours of externship work per week. Instructional Length does not include scheduled breaks.
- Because Instructional Length does not include scheduled breaks or make-up work and includes an assumed pace for externship that may not match actual progress due to the inherent nature of externship coursework, Normal Time represents a more accurate course completion timeframe for most UMA students based on calendar time between a program start date and a student's completion of the program requirements.
- Actual completion time may vary from Normal Time if a student takes any leaves of absence, repeats coursework, or arranges for an externship pace different from the Normal Time.
- The current Instructional Time and the Normal Time for each program are published in the UMA school catalog.
- Normal Time may be different for various program formats, such as day, night, weekend, at our ground campuses or online.
- Pursuant to U.S. Department of Education guidance, a single rate is disclosed for each program. When a single program had multiple Normal Times due to mixed program formats (i.e. on-ground and online programs), a weighted rate is disclosed.

Retention Rate

The retention rates provided are based upon information submitted annually to the Accrediting Bureau of Health Education Schools ("ABHES") for the Award Year. The method of calculation is as follows:

(EE + G) / (BE + NS + RE) = R %

- Ending Enrollment (EE): The total student population, by program, as of June 30 of the Award Year, including students on externship
  or an approved leave of absence.
- Number of Graduates (G): Students who have completed the program including any externship requirements, and are no
  longer at the institution.
- Beginning Enrollment (BE): The total student population, by program, which remains from the previous reporting period and is still

enrolled on July 1 of the Award Year. This includes any students who are on externship or an approved leave of absence.

- Number of New Starts (NS): Any new student enrolling in a program during the enrollment period.
- Number of Re-entries (RE): Any student who has left the institution (i.e. terminated, voluntarily withdrawn) during a previous
  reporting period and reenrolled during the current reporting period.
- Retention Percentage (R): The program's retention rate.

Placement Rate

- The placement rate(s) for students graduating from the program during the Award Year who are placed within 90 days after the end of the Award Year, calculated using the methodology of UMA's accrediting body, ABHES. Placements may or may not be in the standard occupations published in these disclosures. The method of calculation is as follows:
  - (F + R)/(G-U)=P%
  - F = Graduates placed in their field of training
  - R* = Graduates placed in a related field of training
  - G = Total graduates
  - U** = Graduates unavailable for placement
  - P% = Placement percentage
  - *Related field refers to a position wherein the graduate's job functions are related to the skills and knowledge acquired through successful completion of the training program.
  - **Unavailable is defined as: health-related issues, military obligations, incarceration, continuing education status, or death

Institutional Charges

- Institutional charges are the tuition and fees (including books and supplies) for each program that were in effect for the time frame covered by this report (July 1, 2010 through June 30, 2011). These charges do not reflect any applicable additional charges for repeated coursework.
- Information in these disclosures is current as of July 1, 2011.

Median Loan Debt

- The median loan debt identifies the median amount of loan debt incurred by students who completed the program during the award year (separated by federal and private loan debt).
- Please keep in mind that this is a median number. The actual borrowing required by a specific student will vary based on individual circumstances.

Occupations by Program

- This information identifies the occupation(s) (by name and Standard Occupational Classification ("SOC") code(s) issued by the Bureau of Labor Statistics of the U.S. Department of Labor) that the knowledge and skills taught in the program of study prepare students to enter, and links to the occupational profiles on O*Net associated with the SOC Codes.
- The SOC codes listed were identified by the CIP to SOC crosswalk at http://www.onetonline.org/crosswalk/ based on the program's 2010 Classification of Instructional Programs ("CIP") Code.

PROGRAM DISCLOSURES

For the Reporting Period 7/1/2010 - 6/30/2011

* Indicates programs which did not have graduates during the Reporting Period. Data on students in these programs will be included during future reporting periods.
**To protect the privacy of our students, individual placement/retention data is being omitted since it is considered personally identifiable information under the Family Educational Rights and Privacy Act due to there being less than 10 graduates from this program during this reporting period.

*NOTE: For current institutional charges, see pages 17 - 20 of this addendum

Diploma –Basic X-Ray with Medical Office Procedures

SOC Code: 29-2034.00
O*Net Link: http://www.onetonline.org/link/summary/29-2034.00
O*Net Occupations: Radiologic Technician; X-Ray Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$15,350.00	$9,500	0	$446	77.3%	CLW:	71%	CLW:	*
Technology Fee	$0.00					TPA:	86%	TPA:	*
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$1,450.00								
Total	$16,950.00								

Diploma –Dental Assistant with Expanded Functions

SOC Code: 31-9091.00
O*Net Link: http://www.onetonline.org/link/summary/31-9091.00
O*Net Occupations: Dental Assistant; Expanded Dental Assistant; Expanded Duty Dental Assistant

*Institutional Charges: 7/1/2010-6/30/2011:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$12,975.00	$9,405	0	0	57.8%	CLW:	78%	CLW:	75%
Technology Fee	$0.00					TPA:	75%	TPA:	74%
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$1,400.00								
Total	$14,525.00								

Diploma –Medical Administrative Assistant

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical Secretary; Medical Office Specialist

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$15,400.00	$10,685	0	0	70.1%	CLW:	*	CLW:	*
Technology Fee	$0.00					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	70%	ONL:	72%
Books/Materials	Included in tuition								
Total	$15,550.00								

Diploma –Medical Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$15,350.00	$10,500	0	$321	100%	CLW:	68%	CLW:	89%
Technology Fee	$0.00					TPA:	70%	TPA:	71%
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$1450.00								
Total	$16,950.00								

SOC Code: 31-9092.00
O*Net Link: http://www.onetonline.org/link/summary/31-9092.00
O*Net Occupations: Medical Assistant

Diploma –Medical Billing and Coding

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$15,400.00	$9,500	0	0	82.0%	CLW:	81%	CLW:	72%
Technology Fee	$0.00					TPA:	80%	TPA:	72%
Registration Fee	$150.00					ONL:	74%	ONL:	71%
Books/Materials	Included in tuition								
Total	$15,550.00								

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical Secretary, Medical Office Specialist

Diploma –Medical/Clinical Laboratory Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$13,700.00	$9,500	0	0	62.7%	CLW:	81%	CLW:	83%
Technology Fee	$0.00					TPA:	77%	TPA:	74%
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$1,050.00								
Total	$14,900.00								

SOC Code: 29-2012.00
O*Net Link: http://www.onetonline.org/link/summary/29-2012.00
O*Net Occupations: Medical & Clinical Lab Technician, Laboratory Assistant, Medical Laboratory Technician

Diploma –Medical Office Billing Specialist

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$12,975.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$0.00					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	99%	ONL:	*
Books/Materials	$1,375.00								
Total	$14,500.00								

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-601300
O*Net Occupations: Medical Secretary, Medical Office Specialist

Diploma –Patient Care Technician

SOC Code: 31-1014.00
O*Net Link: http://www.onetonline.org/link/summary/31-1014.00
O*Net Occupations: Patient Care Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$13,150.00	$9,130	*	*	70%	CLW:	70%	CLW:	75%
Technology Fee	$0.00					TPA:	74%	TPA:	80%
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$1,000.00								
Total	$14,300.00								

Diploma –Pharmacy Technician

SOC Code: 29-2052.00
O*Net Link: http://www.onetonline.org/link/summary/29-2052.00
O*Net Occupations: Pharmacy Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$12,800.00	$9,130	*	*	70%	CLW:	81%	CLW:	70%
Technology Fee	$0.00					TPA:	70%	TPA:	74%
Registration Fee	$150.00					ONL:	100%	ONL:	*
Books/Materials	$1,000.00								
Total	$13,950.00								

AS –Health Information Technology

SOC Code: 29-2071.00
O*Net Link: http://www.onetonline.org/link/summary/29-2071.00
O*Net Occupations: Medical Records & Health Information Technician, Medical Records Technician, Health Information Clerk

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$24,130.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,222.50					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	100%	ONL:	*
Books/Materials	$1,952.50								
Total	$28,455.00								

AS –Healthcare Management

SOC Code: 11-9111.00
O*Net Link: http://www.onetonline.org/link/summary/11-9111.00
O*Net Occupations: Medical & Health Services Manager, Office Manager

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$21,720.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,310.00					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	100%	ONL:	*
Books/Materials	$2,175.00								
Total	$26,355.00								

AS –Medical Billing and Coding

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical Secretary, Medical Office Specialist

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$20,730.00	$16,106	0	0	80.8%	CLW:	*	CLW:	*
Technology Fee	$2,205.00					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	88%	ONL:	70%
Books/Materials	$2,175.00								
Total	$25,260.00								

AS –Nursing

SOC Code: 31-1014.00
O*Net Link: http://www.onetonline.org/link/summary/31-1014.00
O*Net Occupations: Nurse

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$29,400.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,625.00					TPA:	95%	TPA:	*
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$2,800.00								
Total	$34,975.00								

AS –Spa Management

SOC Code: 39-1021.01
O*Net Link: http://www.onetonline.org/link/summary/39-1021.01
O*Net Occupations: Spa Manager

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$22,470.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,397.50					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$2,175.00								
Total	$27,192.50								

AS –Health Sciences with a concentration in Basic X-Ray with Medical Office Procedures

SOC Code: 29-2034.02
O*Net Link: http://www.onetonline.org/link/summary/29-2034.02
O*Net Occupations: Radiologic Technician, X-Ray Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$21,877.50	$18,801	*	$1668	53.3%	CLW:	**	CLW:	**
Technology Fee	$2,187.50					TPA:	**	TPA:	**
Registration Fee	$150.00					ONL:	96%	ONL:	77%
Books/Materials	$2,150.00								
Total	$26,365.00								

AS –Health Sciences with a concentration in Dental Assistant

SOC Code: 31-9091.00
O*Net Link: http://www.onetonline.org/link/summary/31-9091.00
O*Net Occupations: Dental Assistant, Expanded Dental Assistant, Expanded Duty Dental Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$25,755.50	**	**	**	**	CLW:	*	CLW:	*
Technology Fee	$2,170.00					TPA:	**	TPA:	**
Registration Fee	$150.00					ONL:	**	ONL:	*
Books/Materials	$2,600.00								
Total	$30,675.00								

AS –Health Sciences with a concentration in Medical Assistant

SOC Code: 31-9092.00
O*Net Link: http://www.onetonline.org/link/summary/31-9092.00
O*Net Occupations: Medical Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$21,772.50	**	**	**	**	CLW:	*	CLW:	*
Technology Fee	$2,117.50					TPA:	**	TPA:	*
Registration Fee	$150.00					ONL:	**	ONL:	**
Books/Materials	$2,050.00								
Total	$26,090.00								

AS –Health Sciences with a concentration in Medical Administrative Assistant

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical Secretary, Medical Office Assistant

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$18,187.50	**	**	**	**	CLW:	*	CLW:	*
Technology Fee	$2,187.50					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	93%	ONL:	**
Books/Materials	$1,975.00								
Total	$22,500.00								

AS –Health Sciences with a concentration in Medical/Clinical Laboratory Assistant

SOC Code: 29-2012.00
O*Net Link: http://www.onetonline.org/link/summary/29-2012.00
O*Net Occupations: Medical & Clinical Lab Technician, Laboratory Assistant, Medical Laboratory Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$23,922.50	**	**	**	**	CLW:	**	CLW:	**
Technology Fee	$2,117.50					TPA:	**	TPA:	**
Registration Fee	$150.00					ONL:	64%	ONL:	**
Books/Materials	$2,050.00								
Total	$28,240.00								

AS –Health Sciences with a concentration in Medical Office & Billing Specialist

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical & Clinical Lab Technician, Laboratory Assistant, Medical, Laboratory Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$19,830.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,170.00					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	*	ONL:	*
Books/Materials	$2,200.00								
Total	$24,350.00								

AS –Health Sciences with a concentration in Patient Care Technician

SOC Code: 31-1012.00
O*Net Link: http://www.onetonline.org/link/summary/31-1012.00
O*Net Occupations: Patient Care Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$23,497.50	$14,992	0	$13	66.7%	CLW:	**	CLW:	**
Technology Fee	$2,152.50					TPA:	**	TPA:	**
Registration Fee	$150.00					ONL:	63%	ONL:	**
Books/Materials	$2,000.00								
Total	$27,800.00								

AS –Health Sciences with a concentration in Pharmacy Technician

SOC Code: 29-2052.00
O*Net Link: http://www.onetonline.org/link/summary/29-2052.00
O*Net Occupations: Pharmacy Technician

*Institutional Charges: 7/1/2010-6/30/2011		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:		Placement Rate:	
		Title IV	Private	Institutional					
Tuition	$20,430.00	*	*	*	*	CLW:	*	CLW:	*
Technology Fee	$2,152.50					TPA:	*	TPA:	*
Registration Fee	$150.00					ONL:	91%	ONL:	*
Books/Materials	$1,802.50								
Total	$24,535.00								

1. The on-time completion rate for these programs is based upon the normal time for the program during the reporting period which was 35 weeks for day students and 48 weeks for night and weekend students.
2. The on-time completion rate for these programs is based upon the normal time for the program during the reporting period which was 35 weeks for day students and 52 weeks for night and weekend students.
3. CLW indicates information for the Clearwater campus and TPA indicates information for the Tampa campus Online campus information included with TPA until June 30, 2011 pursuant to ABHES requirements.

TECHNICAL REQUIREMENTS FOR COMPUTERS

Computer: Windows Pentium-class

Operating System: Windows 2000 or above Hard Drive with at least 150 Megabytes of free space

RAM: 128 MB or more recommended

Software: Microsoft Office 2007 Professional
- Some courses (especially IT) may require additional software

Computer Screen Resolution 1024 X 768 or higher

Internet Browser: Internet Explorer 6 or Firefox 3.6 or higher

- Disable Pop-up Blocker
- Determine which browser and version you are using:

- In Internet Explorer, select Help from the menu bar and click **About Internet Explorer** from the menu. You will see the version of Internet Explorer displayed in the **Version** field.
- In Firefox, select **Firefox, then About Mozilla Firefox**. The version number is located on the Firefox image that appears.

Audio/Visual: Speakers, CD/ROM player, recent video and sound card

ONLINE ADMISSIONS REQUIREMENTS

In addition, specifically for online, admissions requirements include Internet access as well as an online orientation which includes assessing a student's computer literacy and ability to engage in required coursework.

DISTANCE EDUCATION

Distance education programs are published in our school catalog along with the program description and program objectives. Each program in UMA online is primarily taught through distance education. Some programs are offered both online and on-ground; in others, some portion must be offered in one mode of delivery or the other. Example: Health Sciences – the Patient Care Technician concentration must be taken on ground and the Medical Administrative Assistant Concentration must be taken online. The term hybrid is used to identify these instances. In the catalog under each program (and Health Science concentration), the mode of delivery is identified.

UMA utilizes an asynchronous Learning Management System (LMS) which is demonstrated for students and faculty in their respective orientations. It provides a comprehensive understanding of the learning environment. The syllabus of each distance education course is available within the LMS and delineates learner objectives; these same objectives may be found in the "Instructor Sandbox" forum within the LMS which is a faculty communication forum that facilitates UMA's online learning Support.

UMA online programs teach the same outcomes as a traditional learning institution but due to its format may use different methodologies than a ground course. For example, while an on-ground course may use small group discussions, an online class may use a threaded discussion board to review the same topic. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include online podcasts, interactive exercises, etc.

STATE SPECIFIC INFORMATION

Arkansas Residents
The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy initial certification to offer the following degree programs by distance technology to Arkansas residents:
Associate of Applied Science in Health Information Technology
Associate of Applied Science in Healthcare Management
Associate of Applied Science in Health Sciences
Associate of Applied Science in Medical Billing and Coding
Undergraduate technical programs:

- Medical Administrative Assistant
- Medical Billing and Coding
- Pharmacy Technician
- Medical Office Billing Specialist
- Medical Transcription/Editing

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code § 6-61-301.

Associate Programs for Arkansas Residents
For associate programs, the Arkansas Higher Education Coordinating Board has requirements for coursework that is not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

Colorado Residents
Colorado students should check with the appropriate Colorado regulatory agencies to confirm if program/course work will satisfy initial or renewal licensing or certification of that agency.

Montana Residents
Direct enrollment into the Health Sciences Associate Degree Pharmacy Technician program is not available to students who reside in the state of Montana.

New Jersey Residents
New Jersey statutes and regulations restrict residents from using or appending letters to their name to signify academic degrees unless the institution conferring the degree is regionally accredited or accredited by the appropriate accrediting body recognized by the U.S. Secretary of Education. UMA's accrediting agency, the Accrediting Bureau of Health Education Schools (ABHES), is recognized by the U.S. Department of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. ABHES is recognized as the appropriate accrediting body for UMA.

North Carolina Residents
Direct enrollment into the Health Sciences Associate Degree Pharmacy Technician program is not available to students who reside in the state of North Carolina.

Ohio Residents
Direct enrollment into the Health Sciences Associate Degree Pharmacy Technician program is not available to students who reside in the state of Ohio.

Washington State Residents
Direct enrollment into the Health Sciences Associate Degree Pharmacy Technician program is not available to students who reside in the state of Washington.

Wisconsin State Residents Refund Policy
An online student that resides in Wisconsin who withdraws from a course and/or ceases enrollment at Ultimate Medical Academy receives a tuition refund as follows. If a student's termination date is:

- Prior to the first day of a course, a student receives a refund of 100% of tuition charges.
- During the first seven calendar days of a course, a student receives a refund of 80% of tuition charges.
- After the first seven calendar days of a course, during the second week of the course, a student receives a refund of 60% of tuition charges.
- During the third week of a course, a student receives a refund of 40% of tuition charges.
- During the fourth week of a course or later, a student receives no refund of tuition charges.

ADDITIONAL INFORMATION

UMA reserves the right to make changes in equipment, textbooks, supplies and curriculum as it deems appropriate. Tuition and fees are subject to periodic review and modification.

All three Ultimate Medical Academy campuses are licensed by the Florida Commission for Independent Education and accredited by the Accrediting Bureau of Health Education Schools. Additionally, Ultimate Medical Academy Online is also authorized by the Arkansas Department of Higher Education and by the Wyoming Department of Education. Ultimate Medical Academy is not regulated under Chapter 132 of the Texas Education Code. Contact information for state licensing agencies and UMA's accrediting agency is available at
http://www.ultimatemedical.edu/agencycontactinformationonline.pdf

Copies of Ultimate Medical Academy's accreditation and state licensing documentation are available upon request. Please contact UMA Cares at 800-509-5474 or UMAcares@ultimatemedical.edu.

CATALOG UPDATES

Pg. 16 – Length
Add the following for Arkansas Residents:

Instructional Time	75 weeks
Normal Time	78 weeks

Pg. 16 – Complete All 15 Credits of the Following General Education Requirements.
Add the following to this section:

Arkansas Residents:	Complete All 18 Credits of the Following General Education Requirements	
EN1150	English Composition	3.0 Semester Credits
EN2100	English Composition II	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits

Pg. 16 – Total Required Semester Credits
Add the following for Arkansas Residents:

66 Semester Credits

Pg. 17 – Length
Add the following to this section:

Arkansas Residents Only:

Instructional Time	75 weeks
Normal Time	78 weeks

Pg. 18 – Complete All 15 Credits of the following General Education Requirements.
Add the following to this section:

Arkansas Residents: Complete All 18 Credits of the Following General Education Requirements

EN1150	English Composition	3.0 Semester Credits
EN2100	English Composition II	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits

Pg. 18 – Total Required Semester Credits
Add the following for Arkansas Residents:

66.5 Semester Credits

Page 20 – Medical Administrative Assistant Concentration (Online)
Replace the "In addition to the above" with the following:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)*	9.0 Semester Credits
Total Required Credits for Concentration	60.0 Semester Credits

* CI1154 and EN2100 are required for Arkansas residents

Pg. 21 –Medical Office and Billing Specialist Concentration (Online)
Replace the "In addition to the above" with the following:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)*	9.0 Semester Credits
Total Required Credits for Concentration	60.0 Semester Credits

* CI1154 and EN2100 are required for Arkansas residents

Pg. 22 –Pharmacy Technician Concentration (Clearwater/Tampa/Online).
Replace the "In addition to the above" with the following:

General Education Requirements (see page 22)	15.0 Semester Credits
Electives (see page 22)*	9.0 Semester Credits
Total Required Credits for Concentration	60.0 Semester Credits

* CI1154 and EN2100 are required for Arkansas residents

Pg. 22 – General Education Requirements and Electives.
Add the following course to the GENERAL EDUCATION list:

EN2100	English Composition II	3.0 Semester Credits

Pg. 22 – Electives:
Add the following course to the ELECTIVES list:

MG2150	Introduction to Leadership and Management	3.0 Semester Credits

Pg. 27 – Length
Add the following for Arkansas Residents:

Instructional Time 75 weeks

Normal Time 79 weeks

Pg. 27- Medical Billing and Coding, Instructional Time
Revise to 48 hours instructional time.

Pg. 27 - Complete All 15 Credits of the following General Education Requirements.
Arkansas Residents must complete the following 18 credits:

EN1150	English Composition	3.0 Semester Credits
EN2100	English Composition II	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits

Pg. 27 – Total Required Semester Credits
Add the following for Arkansas Residents:

66 Semester Credits

Pg. 34- Course Description
Add the following statement immediately following the section title:

Students receive a syllabus for each course on the first day of the class. The syllabus establishes the expectations for the course and become the governing document for that course.

Pg. 37- Course Description
Insert the following additional course description:

EN2100 English Composition II -- 3.0 Semester Credits
This course teaches the principles of the writing process; emphasizing academic and business report writing. It includes basic research and documentation methods. Topics include essay writing techniques with emphasis on discourse analysis, persuasive writing, basic research and documentation methods.

Pg. 59- Graduation Requirements
Add the following statement as a fourth bullet point:

- Complete all exit interview requirements with UMA's student finance department and career services departments.

Pg. 59- Attendance
Add the following sentences to this section:

Some programs or some courses have specific attendance requirements. These requirements are found on the course syllabi. All clinical/externship hours must be completed.

Ultimate Medical Academy, LLC
Officers and Owners – Names & Addresses

Iowa Code 261B.4(6): *The names and addresses of the principal owners of the school or the officers and members of the legal governing body of the school.*

Lowell Lifschultz, Chairman
132 Old Roaring Road
Mount Kisco, NY 10549
(212) 677-9898

Steven Kemler, Chief Executive Officer
610 S. Rome Ave.
Suite 603
Tampa, FL 33606
(813) 387-6800

Scott Brakebill, Board Member
737 Park Avenue, Apt. 20B
New York, NY 10021
(212) 677-9898

ABHES

Certificate of Accreditation

Is hereby issued to

Ultimate Medical Academy
Clearwater, Florida

This certificate serves as evidence that the institution named above is maintaining curriculum and standards as established by this Bureau. Accreditation is assurance that the school has been inspected, evaluated and found, by a qualified panel, to be capable of educating students for entry level employment in the allied health and other related fields.

12-18-09
ABHES Chair — Date

12-18-09
ABHES Executive Director — Date

December 31, 2017
Grant Expiration

ABHES

Certificate of Accreditation

Is hereby issued to

Ultimate Medical Academy
Tampa, Florida

This certificate serves as evidence that the institution named above is maintaining curriculum and standards as established by this Bureau. Accreditation is assurance that the school has been inspected, evaluated and found, by a qualified panel, to be capable of educating students for entry level employment in the allied health and other related fields.

Guy Eulano — 12-18-09
ABHES Chair — Date

Carol Young — 12-18-09
ABHES Executive Director — Date

December 31, 2017
Grant Expiration

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike Suite 314 N · Falls Church, Virginia 22043
Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail info@abhes.org

August 26, 2010

ID # I-213

By email only: jbyrd@ultimatemedical.edu.

Mr. Jamie Byrd
Campus Director
Ultimate Medical Academy
1218 Court Street, Suite C
Clearwater, FL 33756

Dear Mr. Byrd:

This is to acknowledge receipt of your institution's Application for Non-Main Campus approval, including the Business Plan. Based upon a review of the submitted materials, the Accrediting Bureau of Health Education Schools (ABHES) grants approval for the inclusion of the following non-main campus in your institution's current grant of accreditation:

Ultimate Medical Academy, ID #I-213-02
3101 Martin Luther King Blvd.
Tampa, FL 33607

The following programs are offered at the campus identified above and are included in the approval:

Program Title	Weeks	Clock Hours	Semester Credits	% Distance Education	Credential
Health Information Technology	55	1140	63.5	100%	A.S.
Health Sciences	44-62	990-1395	60.5-66.5	100%	A.S.
Medical Administrative Assistant	40	720	44.5	100%	Diploma
Medical Billing & Coding	40	720	39	100%	Diploma
Medical Billing & Coding	64	1080	63	100%	A.S.
Pharmacy Technician	30/42	720	37.5	100%	Diploma

In accordance with ABHES policies and procedures, an on-site visitation will be required. A staff member will contact you to schedule the verification visit. Pending the visit outcome and the projected student graduation dates, a deadline date will be established for submittal of the

institution's Self-Evaluation Report (SER) and a completed Application for Accreditation. A full team visitation will follow within approximately 12 months from the date of this approval. If for any reason there is a delay in the campus beginning operations that impedes this timeframe, approval for non-main campus inclusion will be withdrawn and reapplication will be necessary.

Please be advised that approval by ABHES does not constitute eligibility to participate in federal Title IV programs. You are strongly encouraged to research all relevant requirements governing Title IV eligibility should you wish to participate in such programs.

Please reference the institution's ABHES identification code identified above on correspondence pertaining to this campus.

Thank you for your cooperation. Contact me at 703.917.9503 or by email at ebrennan@abhes.org if I may be of further assistance.

Sincerely,

Eileen M. Brennan

Eileen M. Brennan
Director of Accreditation Development

c: Kay Gilcher, U.S. Department of Education: aslrecordsmanager@ed.gov
Samuel L. Ferguson, Florida State Law Administrator: Susan.hood@fldoe.org
Charles Engstrom, U.S. Department of Education Atlanta Region:Charles.engstrom@ed.gov
Linda Weldon, UMA: lindaw@studymedical.com
Judy Burke, ABHES
Christopher Eaton, ABHES

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike Suite 314 N · Falls Church, Virginia 22043
Tel. 703/917.9503 · Fax 703/917.4109 · E-Mail info@abhes.org

June 29, 2012

ELECTRONIC DELIVERY
lindaw@ultimatemedical.edu

Ms. Linda Weldon
Senior Vice President
Academics, Accreditation, and Community Relations
Ultimate Medical Academy Online
3101 West Martin Luther King Boulevard
Tampa, FL 33697

ABHES ID# I-213-02

Dear Ms. Weldon:

This is to acknowledge that the Accrediting Bureau of Health Education Schools (ABHES or the Commission) received the Application for Minor Program Revision on May 14, 2012, regarding modifications to a number of programs submitted on behalf of the Ultimate Medical Academy Online located in Tampa, Florida. Specifically, the application addressed additional outside (student preparation) hours for the programs.

Based upon the information submitted (course syllabi; the policy on and rationale for awarding academic credit; the institutional catalog addendum; and other supporting justification, including the Profile of Clock to Credit Hour Conversion chart), it appears that the institution's policies and procedures for determining academic credit hours for in class work and the submitted documentation to address additional outside (student preparation) clock hours work conform with commonly accepted practices in higher education. Please be advised that, during the school's next scheduled on-site evaluation, school personnel will be asked to further demonstrate these policies and procedures regarding the credit hour allocation and the institution's compliance with accreditation requirements.

The institution's record will reflect approval of these changes by the Commission as follows:

Program	In Class Clock Hours	Outside Class Hours	Total Clock Hours	Academic Credit Hours* ☐ quarter ☑ semester	Length in weeks	Credential Awarded
Healthcare Management	1080	2120	3200	66	70	Associate of Science
Health Information Technology	1140	2113	3253	63.5	70	Associate of Science
Medical Administrative Assistant	720	1462	2182	44.5	40	Diploma
Medical Billing and Coding	720	1479	2199	39	40	Diploma
Pharmacy Technician	720	1209	1929	37.5	42	Diploma
Health Sciences-Basic X-Ray w/Medical Office Procedures	1255	1667	2922	62.5	60.5-62.5	Associate of Science
Health Sciences-Dental Assistant w/Expanded Functions	1260	1733	2993	62	60.5-62.5	Associate of Science
Health Sciences-Medical Administrative Assistant	990	2114	3104	60.5	60.5-62.5	Associate of Science
Health Sciences-Medical/Clinical Laboratory Assistant	1170	1871	3041	60.5	60.5-62.5	Associate of Science

Health Sciences-Medical Assistant	1210	1827	3037	60.5	60.5-62.5	Associate of Science
Health Sciences-Medical Office and Billing Specialist	1035	2128	3163	62	60.5-62.5	Associate of Science
Health Sciences-Patient Care Technician	1080	1674	2754	61.5	60.5-62.5	Associate of Science
Health Sciences-Pharmacy Technician	1080	1848	2928	61.5	60.5-62.5	Associate of Science
Medical Billing and Coding	1080	2306	3386	63	70	Associate of Science
Medical Office and Billing Specialist	720	1397	2117	41	40	Diploma
Spa Management	1080	2174	3254	68.5	70	Associate of Science

Based on required *academic* conversions outlined in Chapter IV, Section G.2., of the *ABHES Manual.

Please note, Commission approval is based on academic credit and does not constitute eligibility to participate in or comply with Federal Title IV programs. You are advised to research all relevant requirements with regard to calculations governing Title IV eligibility, should you wish to participate in such Federal Financial Assistance programs, including all applicable regulations with regard to the Department of Education's credit conversion policies for credit hours and outside preparation (outside class hours based on conversion of 7.5/5 hours of outside preparation for every 30/20 clock hours of instruction per 1 semester/quarter credit hour).[1]

Please contact me at 703.917.9596 or via email at tcornacchia@abhes.org if you have any questions or need assistance. Thank you for keeping ABHES apprised of the changes at your institution.

Sincerely,

Thomas J. Cornacchia

Thomas J. Cornacchia
Director of Curriculum and Policy Development

[1]See October 29, 2010, U.S. Department of Education Federal Register (75 FR 66832) and March 18, 2011, Dear Colleague letter.

Accreditation Council for Continuing Medical Education
Suite 1801 515 North State Street Chicago, IL 60654 (312) 527-9200 www.accme.org

Please use the reference number **0008023** when communicating with the ACCME.

July 27, 2012

Nicole Anzuoni Esq
CME Director
Ultimate Medical Academy
3101 W. Dr. Martin Luther King Blvd
Tampa, FL 33607

Dear Ms. Anzuoni:

At its July 2012 meeting, the Accreditation Council for Continuing Medical Education (ACCME®) took action on the accreditation of your organization. The ACCME's decision was **Provisional Accreditation**. This decision was based on the review of your organization's self-study report, evidence of performance-in-practice, and the accreditation interview. The attached decision report outlines the details of the ACCME's action for your organization.

An initial applicant's decision is based on a demonstration of compliance in Level 1 (C1-3 and C7-12) Criteria and the Accreditation Policies. The decision report includes feedback on other Criteria based on evidence submitted for ACCME review. Noncompliance and Not Applicable findings in Level 2 (C4-6 and C13-15) or Level 3 (C16-22) Criteria are not considered in determining an initial applicant's accreditation status.

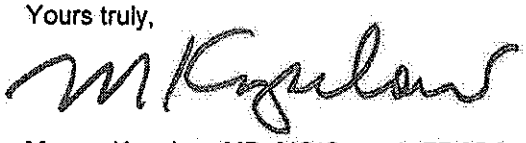
Also, it is important to note that the ACCME periodically adopts new policies and clarifies existing ones. Your organization's new term is due to expire on **July 31, 2014**. The ACCME expects that, during this period of accreditation, your organization will keep current on its compliance with ACCME's requirements and modify its practices, if necessary, to ensure continued compliance when new policies are released.

We would like to share with you the many resources available to your organization as you continue your work as an accredited provider. The Education & Support section of the ACCME Web site features numerous multimedia education resources, including video FAQs, tutorials, and interviews and audio commentaries to address questions and provide information related to the ACCME's Accreditation Criteria, Standards for Commercial Support, and policies. A summary of these educational resources is attached. Other accreditation resources are cited below for your reference as well.

Please submit questions about your accreditation decision in writing to info@accme.org. Inquiries must be received by August 30, 2012.

We look forward to your continuing association with the ACCME.

Yours truly,



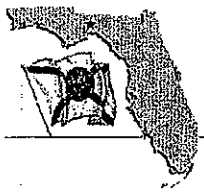
Murray Kopelow, MD, MS(Comm), FRCPC
Chief Executive

Enclosures: July 2012 ACCME Action
Accreditation Certificate
Compliance Issues Noted in Recent Accreditation Review Processes
Summary of ACCME Educational Opportunities

Accreditation Resources
ACCME Web site, www.accme.org
Alliance for CME Web site, www.acme-assn.org
AMA Web site, www.ama-assn.org

MK/db

cc: Steven Kemler



Commission for Independent Education

Approved Data

Ultimate Medical Academy Online (ID# 4379)

Corporation Data

Name: Ultimate Medical Academy, LLC
Foreign or Domestic: Foreign **Profit or Non Profit:** Profit

Address Data

3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
Hillsborough County

Contact Data

Contact: Ms. Linda Weldon
Phone: (813) 676-2245 **Phone Ext:**
Fax: (888) 209-8848
E-Mail: lindaw@ultimatemedical.edu
Web Site: www.ultimatemedical.edu

License Data

Lic #: 4379 **Campus Type:** Main
Lic Status: Annual
Program Specialist: Mary Hamm
Annual Review Date: 5/31/2013

Accredited by:	Level of Accreditation:	Last Granted:	Renewal Date:	Next visit Scheduled:
ABHES	Institutional	08/26/2010	12/31/2017	

Program Title as Licensed:	Hours:		Degree Type:	Credential:
	Clock	Credit		
Health Information Technology		63.5	AS	Associate in Science
Health Sciences		60.5	AS	Associate in Science
Healthcare Management		66	AS	Associate in Science
Medical Administrative Assistant	720	44.5		Diploma
Medical Billing & Coding	720	39		Diploma
Medical Billing & Coding		63	AS	Associate in Science
Medical Office and Billing Specialist	720	41		Diploma
Medical Transcription/Editing	720	39		Diploma
Nursing (RN to BSN)		120	BSN	Bachelors
Pharmacy Technician	720	37.5		Diploma
Spa Management		68.5	AS	Associate in Science

Mary Hamm
Program Specialist
Commission for Independent Education

COMMISSION FOR INDEPENDENT EDUCATION

ANNUAL LICENSE

This is to certify that

Ultimate Medical Academy Online
3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, Florida 33607

Is hereby licensed to offer program(s) of instruction

Under the provisions of Chapter 1005, Florida Statutes and Chapter 6E, Florida Administrative Code for the period beginning:

7/19/2012

Samuel J Ferguson
Executive Director

4379
License Number

Commission Chairperson

This license is non-transferable, non-assumable, and shall be rendered null and void upon any change in ownership of the licensee.

ID#4379

Alabama Commission on Higher Education

Mailing Address: P.O. Box 302000 ❑ Montgomery, Alabama 36130-2000
Delivery Address: 100 North Union Street ❑ Montgomery, Alabama 36104-3758
Telephone: (334) 242-1998 ❑ 1-800-960-7773 ❑ Fax (334) 242-0268
www.ache.alabama.gov

September 7, 2012

Nicholas Janiga, General Counsel
Ultimate Medical Academy
3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607

Dear Mr. Janiga:

You will find attached a Certificate of Approval for Ultimate Medical Academy to offer the identified programs on-line in Alabama. Please note that this approval runs concurrent with the private school license to be issued to Ultimate Medical Academy by the Alabama Department of Postsecondary (ADPE). If you have not yet secured a license or an exemption from licensure issued by ADPE, you must do so within six (6) months of this date or the Commission's programmatic approval will expire.

Do not hesitate to contact me if we may be of additional service.

Sincerely,

Elizabeth C. French, Director
Office of Institutional Effectiveness and Planning

Attachment

cc: Annette McGrady/with attachment

ALABAMA COMMISSION ON HIGHER EDUCATION

NON RESIDENT INSTITUTION CERTIFICATE OF APPROVAL

Ultimate Medical Academy, LLC, of Tampa, Florida has requested permission to offer the following online programs in Alabama:

Diplomas

Medical Administrative Assistant

Medical Billing & Coding

Medical Office & Billing Specialist

Pharmacy Technician

Associate in Science Degrees

Healthcare Management

Health Information Technology

Health Sciences

Spa Management

Medical Billing & Coding

Baccalaureate Degree

Bachelor of Science in Nursing (RN to BSN)

Inasmuch as the programs requested are in compliance with the Commission's regulations governing the approval of courses offered by non-resident Alabama institutions, permission is granted to Ultimate Medical Academy, LLC of Tampa, Florida to offer the above programs until the date in 2014 on which the Alabama Department of Postsecondary Education license is due for renewal.

Gregory G. Fitch, Ph.D.
Executive Director

7 Sept. 2012
Date

Arkansas Department of Higher Education

114 East Capitol · Little Rock, Arkansas · 72201-3818 · (501) 371-2000 · Fax (501) 371-2001

Mike Beebe
Governor

Shane Broadway
Interim Director

May 10, 2011

Mr. Nicholas Janiga
General Counsel
Ultimate Medical Academy
3101 West Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607

Dear Mr. Janiga:

At the regular quarterly meeting of the Arkansas Higher Education Coordinating Board on April 15, 2011, the Board approved the following resolution:

RESOLVED, That pursuant to ACA §6-61-301, the Arkansas Higher Education Coordinating Board grants initial certification to Ultimate Medical Academy, Tampa, Florida, to offer the following degree programs by distance technology to Arkansas residents: Associate of Applied Science in Health Sciences, Associate of Applied Science in Medical Billing and Coding, and the following undergraduate technical programs: Medical Administrative Assistant, Medical Billing and Coding, Pharmacy Technician, and Medical Office Billing Specialist. The certification is for a period of two years and expires on April 15, 2013.

FURTHER RESOLVED,That the Director of the Arkansas Department of Higher Education is authorized to notify the administration of Ultimate Medical Academy, Tampa, Florida, that the certification of the degree programs requires the institution to notify the Arkansas Department of Higher Education whenever any of the following occurs: (1) major reorganization of the controlling body, (2) changes in the charter or incorporation documents of the institution; or (3) changes in the method of operation of the institution's programs in Arkansas.

FURTHER RESOLVED, That the Coordinating Board instructs the Director to notify the administration of Ultimate Medical Academy, Tampa, Florida, that any advertisement or published materials using the name of the Arkansas Higher Education Coordinating Board or the Arkansas Department of Higher Education must contain the following statement:

> Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

Please get in touch with Zanette Douglas if you have questions concerning this Board action.

Sincerely,

Shane Broadway
Interim Director

Roger D. Breed, Ed.D. COMMISSIONER
Scott Swisher, Ed.D. DEPUTY COMMISSIONER

NEBRASKA
DEPARTMENT OF
EDUCATION

301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987

TEL (402) 471-2295
FAX (402) 471-0117
WEB www.education.ne.gov

September 5, 2012

Nicholas Janiga
Ultimate Medical Academy
3101 W Dr. Martin Luther King Jr. Blvd
Tampa, FL 33607

Dear Mr. Janiga:

I am pleased to inform you that on the basis of the information provided by your recent application with supporting data, it has been determined that your school is eligible for a certificate of approval to recruit under the provisions of Nebraska Revised Statutes, Sections 85-1601 through 85-1658.

Mr. Janiga, we do have the instructor applications that you submitted and they will be entered as time permits and when completed you will receive a copy of the database will all instructors listed.

The enclosed certificate of approval to recruit #U43-12-31-13 may be displayed in a prominent place in the general offices of your school.

We wish to emphasize that your continued approval to recruit by the Nebraska Commissioner of Education will be contingent upon compliance with the standards enumerated under the statutes cited above.

Thank you for demonstrating, once again, your commitment to "excellence in education."

Sincerely,

Brad Dirksen, Program Director
Private Postsecondary Career Schools
and Veterans Education Section
Adult Program Services Division
(402) 471-4825
Brad.dirksen@nebraska.gov

NEBRASKA
DEPARTMENT OF
EDUCATION

Ultimate Medical Academy
3101 W. Dr. Martin Luther King Jr Blvd
Tampa FL 33607

U43
License Information
Date: August 30, 2012

Action taken: Issued certificate of authorization to operate for the period of August 30, 2012 through December 31, 2013. Issued agent permit to Michael Becker.

On-site Contact:	Mailing Information:
Derek Apanovitch Chief Operating Officer E-mail: Phone: Fax #: Web Address:	Mail to: Nicholas Janiga General Counsel 3101 W Dr. Martin Luther King Jr. Blvd Tampa FL 33607- E-Mail: njaniga@ultimatemedical.edu Phone: (347) 226-4608 Cell #: Fax #: Toll Free #:

Fiscal Year End: 12/31 Info. Update/License Expires: 12/31/2013 Licensed By: OUT OF ST
Inaugural Authorization to Operate: 8/30/2012 Renewal Status:
Accreditation by Nebr. Commissioner Expires:
Must be accredited by Nebr. Commissioner before:
Compliance with Fire Safety Code: 7/27/2012 School Visit:
Data Enrollment Reporting: No Participating in TRCF: No

School Bond Information: Individual agent bond #01938617 effective 7/17/12. Issued by Liberty Mutual Insurance Company.

Governing Body:

Administration:

Corporation: Steven Kemler, CEO; Lowell Lifschultz, Chairman; Nicholas Janiga, Corporate Secretary.

Misc. Information: Additional contact Melika Thompson, 917-243-5934, mthompson@ultimatemedical.edu. ABHES Certificate of Accreditation for the period of 12/18/09 through 12/31/17. Florida Commission for Independent Education Annual License dated 12/1/2010.

Disciplinary Action:

NEBRASKA
DEPARTMENT OF
EDUCATION

Ultimate Medical Academy
3101 W. Dr. Martin Luther King Jr Blvd

Tampa FL 33607

U43
Agents and Instructors

Date: August 30, 2012

Action taken: Issued certificate of authorization to operate for the period of August 30, 2012 through December 31, 2013. Issued agent permit to Michael Becker.

On-site Contact:	Mailing Information:
Derek Apanovitch	Mail to: Nicholas Janiga
Chief Operating Officer	General Counsel
E-mail:	3101 W Dr. Martin Luther King Jr. Blvd
	Tampa FL 33607-
	E-Mail: njaniga@ultimatemedical.edu
Phone:	Phone: (347) 226-4608 Cell #:
Fax #:	Fax #:
Web Address:	Toll Free #:

Agent or Instructor	Name and Permit #	Effective Date	Exp. Date	Agent or Instructor	Name and Permit #	Effective Date	Exp. Date
A	Michael Becker, #1012	8/31/2012	12/31/2014				

NEBRASKA
DEPARTMENT OF
EDUCATION

Ultimate Medical Academy
3101 W. Dr. Martin Luther King Jr Blvd

Tampa FL 33607

U43

Program Information

Date: August 30, 2012

Action taken: Issued certificate of authorization to operate for the period of August 30, 2012 through December 31, 2013. Issued agent permit to Michael Becker.

On-site Contact:	Mailing Information:
Derek Apanovitch Chief Operating Officer E-mail:	Mail to: Nicholas Janiga General Counsel 3101 W Dr. Martin Luther King Jr. Blvd. Tampa FL 33607- E-Mail: njaniga@ultimatemedical.edu
Phone: Fax #: Web Address:	Phone: (347) 226-4608 Cell #: Fax #: Toll Free #:

Program Information:

CERTIFICATE = 1
DIPLOMA = 2
ASSOCIATE DEGREE = 3
BACHELOR = 4

PROGRAMS:	HOURS:	COST:	
Basic X-Ray	61.5 Cr. Hr.s	$26,365.00	3
Basic X-Ray w/Medical Office Procedures	62.5 Cr. Hrs.	$26,365.00	3
Dental Assistant	62.0 Cr. Hrs.	$30,675.00	3
Health Information Technology	63.5 Cr. Hrs.	$28,455.00	3
Healthcare Management	66.0 Cr. Hrs.	$26,355.00	3
Medical Administrative Assistant	44.5 Cr. Hrs.	$14,500.00	2
Medical Administrative Assistant	62.5 Cr. Hrs.	$22,500.00	3
Medical Assistant	60.5 Cr. Hrs.	$26,090.00	3
Medical Billing and Coding	39.0 Cr. Hrs.	$14,500.00	2
Medical Billing and Coding	63.0 Cr. Hrs.	$25,260.00	3
Medical Office and Billing Specialist	41.0 Cr. Hrs.	$14,500.00	2
Medical Office Billing Specialist	62.0 Cr. Hrs.	$24,350.00	3
Medical/Clinical Laboratory Assistant	60.5 Cr. Hrs.	$28,240.00	3
Patient Care Technician	61.5 Cr. Hrs.	$27,800.00	3
Pharmacy Technician	37.5 Cr. Hrs.	$13,950.00	2
Pharmacy Technician	61.5 Cr. Hrs.	$24,535.00	3

NEBRASKA DEPARTMENT OF EDUCATION

Roger D. Breed, Ed.D., Commissioner
Scott Swisher, Ed.D., Deputy Commissioner
301 Centennial Mall South ■ P.O. Box 94987 ■ Lincoln, Nebraska 68509-4987
Telephone 402-471-2295 (Voice/TDD) Fax: 402-471-0117
http://www.education.ne.gov/

Certificate of Approval to Recruit

This is to certify that Ultimate Medical Academy
Located at 3101 W. Dr. Martin Luther King Jr Blvd, Tampa, FL 33607

Meets all the requirements for approval to recruit pursuant to section 85-1601 to 85-1658, Nebraska Statutes, and 92 NAC 42-02-10. Resident programs offered:

Basic X-Ray, Basic X-Ray w/Medical Office Procedures, Dental Assistant, Health Information Technology, Healthcare Management, Medical Administrative Assistant, Medical Administrative Assistant, Medical Assistant, Medical Billing and Coding, Medical Billing and Coding, Medical Office and Billing Specialist, Medical Office Billing Specialist, Medical/Clinical Laboratory Assistant, Patient Care Technician, Pharmacy Technician, Pharmacy Technician.

Serial Number: U43-12-31-13

Effective Date: August 30, 2012
Expiration Date: December 31, 2013

In witness thereof, is the signature of the Commissioner of Education this 30th day of August 2012.

Roger D. Breed, Ed.D.
Commissioner

State of Wisconsin / Educational Approval Board

201 West Washington Avenue, 3rd Floor
P.O. Box 8696
Madison, Wisconsin 53708-8696
Phone: (608) 266-1996
Fax: (608) 264-8477
EABmail@eab.wisconsin.gov

Scott Walker
Governor

David C. Dies
Executive Secretary

May 10, 2012

Linda Weldon, Vice President of Accreditation
Academics & Community Relations
Ultimate Medical Academy, LLC
3101 Martin Luther King Jr. Boulevard
Tampa, FL 33607

Dear Ms. Weldon:

Under *Wisconsin Statutes 38.50 (10)*, the Educational Approval Board (EAB) authorizes Ultimate Medical Academy (Online) to offer the following programs:

Education Level	Program Name	Length	Units	CIP Code
AS	Medical Billing and Coding	63	Semester Credits	51.0714
AS	Health Information Technology	65.5	Semester Credits	51.0707
AS	Health Management	66	Semester Credits	51.0701
AS	Spa Management	68.5	Semester Credits	52.0999
AS	Health Sciences: A.S. Degree Completion (with Concentrations)	61.5	Semester Credits	51.0000
Diploma	Medical Administrative Assistant	44.5	Semester Credits	51.0710
Diploma	Medical Billing and Coding	39	Semester Credits	51.0714
Diploma	Medical Office and Billing Specialist	41	Semester Credits	51.0714
Diploma	Pharmacy Technician	37.5	Semester Credits	51.0805

The EAB appreciates your and Mr. Janiga's work during the EAB school approval process. During one conversation about the institution, I learned that both the Accrediting Bureau of Health Education Schools (ABHES) and the Florida Commission for Independent Education visited, inspected, and approved Ultimate Medical Academy's online operation with ABHES using UMA as an exemplar for other institutions.

Congratulations on your EAB school and programs approval. Enclosed is the EAB School Certificate. In July, you will receive the EAB Annual School Renewal notification. Likely, we will need to discuss this process. If you have any questions or concerns, please reach me at 608.266.1354.

Respectfully,

Patrick J. Sweeney
School Administration Consultant

PJS:bsj
Enclosure

STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD

This certifies that

ULTIMATE MEDICAL ACADEMY, LLC

has been approved to do business in Wisconsin as a private school, subject to the provisions of Wisconsin Statutes 38.50 and all administrative rules adopted pursuant to the statutes. Approval includes only those courses of instruction and those teaching locations which are specifically approved by the Board.

This certificate remains the property of the State of Wisconsin and must be surrendered within ten (10) days of the expiration, suspension or revocation of approval.

Approval is granted by the Board for not more than one year at a time.

The approval hereby certified expires:

December 31, 2012

May 9, 2012
Date Issued

David C. Dies
Executive Secretary

Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050
Phone: 307-777-6210 Fax: 307-777-6234 Website: edu.wyoming.gov

July 1, 2012

Mr. Nicholas Janiga
Ultimate Medical Academy
3101 W. Dr. Martin Luther King Blvd. Suite 200
Tampa, Fl. 33607

Dear Mr. Janiga:

Thank you for completing the required application for registration for accredited postsecondary degree granting institutions as required by Wyoming statute (§W.S. 21-2-401). Your application has been reviewed and approved. Your official certificate and/or agent cards are enclosed with this correspondence.

Additional information relative to Wyoming Private School Licensing can be found at http://edu.wyoming.gov/Programs/schools/private_school_licensing.aspx. The licensure period begins on July 1st and ends on June 30th annually. A new application and applicable fees are due each year.

Please feel free to contact me if you have any questions. My e-mail address is elaine.marces@wyo.gov and my direct phone number is 307-777-6210.

Sincerely,

Elaine Marces
Private School Licensing Program Manager

DEPARTMENT OF EDUCATION
STATE OF WYOMING

PRIVATE SCHOOL REGISTRATION

ACCREDITED PRIVATE POSTSECONDARY EDUCATION INSTITUTION

Ultimate Medical Academy

IS A REGISTERED SCHOOL

THIS IS TO CERTIFY THAT THE ABOVE NAMED SCHOOL LOCATED AT

3101 W. Dr. Martin Luther King Dr. Tampa, Fl

MEETS THE MINIMUM STANDARDS FOR REGISTRATION PURSUANT TO THE PRIVATE SCHOOLS LICENSING ACT, WYO. STAT. 21-2-401 ET. SEQ.

13-116-30
Number

JUNE 30, 2013
Expiration Date

IN WITNESS WHEREOF, is affixed the seal of the Wyoming Department of Education this **1st** day of **July** 20 **12**

Cindy Hill
State Superintendent of Public Instruction

(NOT TRANSFERABLE)

Ultimate Medical Academy (UMA) has submitted for registration with the Iowa Secretary of State. Attached you will find a copy of the submission documentation. Upon receipt of approval, UMA will forward the approval under separate cover.

MATT SCHULTZ
Secretary of State
State of Iowa

LIMITED LIABILITY COMPANY
Application for Certificate of Authority

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:
Pursuant to section 802 of the *Iowa Revised Uniform Limited Liability Company Act*, the undersigned applies for a certificate of authority to transact business in Iowa and hereby states:

1. The name of the limited liability company: Ultimate Medical Academy, LLC

1A. The name the limited liability company will use in Iowa, **if different** than the legal name of the company named above:

(Refer to note #5 on the back of this form)

2. The limited liability company is formed under the laws of the state (or foreign country) of:
Delaware

3. The duration of the limited liability company is: Perpetual

4. The street and mailing address of its registered office in Iowa and the name of its registered agent at that office:

C T Corporation System
Name

500 East Court Avenue | Des Moines | IA | 50309
Address | City | State | Zip

The registered office and registered agent comply with the requirements of section 489.113.*

5. The address of the office required to be maintained in the state of its formation by the law of that state (if such an address is not required, the address of the principal office of the limited liability company):

3101 W. Dr. Martin Luther King Jr. Drive
Address

Tampa | FL | 33607
City | State | Zip

6. (A) This foreign limited liability company is governed by an operating agreement that establishes or provides for the establishment of designated series of transferable interests having separate rights, powers, or duties with respect to specified property or obligations of the foreign limited liability company, or profits and losses associated with the specified property or obligations. ☑ YES ☐ NO

(B) All debts, liabilities, and obligations incurred, contracted for, or otherwise existing with respect to a particular series, if any, are enforceable against the assets of such series only, and not against the assets of the foreign limited liability company generally. ☐ YES ☑ NO

7. The effective date and time of this application, **if different** than the date and time of filing:
(Refer to note #4 on the back of this form)

Date _____ Time _____

8. A certificate of existence or a record of similar import, signed by the secretary of state of other official having custody of the company's publicly filed report in the state or other jurisdiction under whose law the company is formed, accompanies this application.

Signature _____ Date 10/11/12

Type or print name and title Steven R. Kemler, Chief Executive Officer

635_0010
12/11

Delaware

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "ULTIMATE MEDICAL ACADEMY, LLC" IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-EIGHTH DAY OF SEPTEMBER, A.D. 2012.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN PAID TO DATE.

3895643 8300

121081571

You may verify this certificate online at corp.delaware.gov/authver.shtml

Jeffrey W. Bullock, Secretary of State

AUTHENTICATION: 9881800

DATE: 09-28-12

EIN NUMBER:	202000570
OPE ID NUMBER:	03549300
DUNS NUMBER:	835673138

ULTIMATE MEDICAL ACADEMY, LLC

FINANCIAL STATEMENTS

December 31, 2011

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DEEMER DANA
& FROEHLE LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members
Ultimate Medical Academy, LLC

We have audited the balance sheet of Ultimate Medical Academy, LLC as of December 31, 2011, and the related statements of income and comprehensive income, changes in members' equity, and cash flows for the year then ended. These financial statements are the responsibility of Ultimate Medical Academy, LLC's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects, the financial position of Ultimate Medical Academy, LLC as of December 31, 2011, and the results of its operations, changes in members' equity, and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Note 11 on Ultimate Medical Academy, LLC's calculation of its Title IV 90/10 revenue test and Note 9 on related party transactions are required by the United States Department of Education and are presented for the purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 20, 2012, on our consideration of Ultimate Medical Academy, LLC's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Deemer Dana & Froehle LLP

Savannah, Georgia
April 20, 2012

ULTIMATE MEDICAL ACADEMY, LLC

BALANCE SHEET
December 31, 2011

ASSETS

CURRENT ASSETS		
Cash and cash equivalents	$	10,146,902
Student accounts and notes receivable, net of allowance for doubtful accounts of $5,169,005		12,683,750
Notes receivable		46,200
Inventories		1,983,910
Prepaid expenses		2,986,856
Total current assets		27,847,618
PROPERTY AND EQUIPMENT		
Furniture and fixtures		1,721,757
Equipment		4,738,727
Leasehold improvements		997,220
Assets held under capital lease obligations		2,675,507
		10,133,211
Less accumulated depreciation		3,032,334
		7,100,877
Construction in progress		651,900
		7,752,777
OTHER ASSETS		
Note receivable - related party, unsecured		208,242
Pledges receivable - related parties, secured		2,800,000
Goodwill		590,825
Deposits		437,320
		4,036,387
	$	39,636,782

See Notes to Financial Statements.

LIABILITIES AND MEMBERS' EQUITY

CURRENT LIABILITIES		
Current portion of long-term debt	$	851,745
Current portion of capital lease obligations		652,405
Accounts payable		4,712,785
Accounts payable - related parties		26,610
Student refunds payable		251,638
Accrued expenses		5,329,833
Unearned tuition		7,353,075
Other current liabilities		1,790,321
Total current liabilities		20,968,412
LONG-TERM DEBT, net of current portion		2,129,614
CAPITAL LEASE OBLIGATIONS, net of current portion		1,392,473
DEFERRED RENT		714,598
		25,205,097
MEMBERS' EQUITY		14,431,685
	$	39,636,782

ULTIMATE MEDICAL ACADEMY, LLC

STATEMENT OF INCOME AND COMPREHENSIVE INCOME
Year Ended December 31, 2011

REVENUES	
Tuition and fees, net	$ 107,216,738
OPERATING EXPENSES	
Educational services	
Salaries and benefits - instructional	9,782,442
Books and educational supplies	9,440,000
Total educational services	19,222,442
Support services	
Salaries and benefits - admissions and administrative	41,362,375
Advertising	14,985,927
Occupancy	5,326,028
Depreciation	1,645,869
Management fee	4,850,279
Administrative and other	17,907,628
Total support services	86,078,106
Total operating expenses	105,300,548
INCOME FROM OPERATIONS	1,916,190
OTHER INCOME (EXPENSE)	
Gain on disposal of property and equipment	10,811
Interest expense, net of interest income of $19,325	(260,084)
Total other income (expense)	(249,273)
NET INCOME	1,666,917
OTHER COMPREHENSIVE INCOME	36,628
TOTAL COMPREHENSIVE INCOME	$ 1,703,545

See Notes to Financial Statements.

ULTIMATE MEDICAL ACADEMY, LLC

STATEMENT OF CHANGES IN MEMBERS' EQUITY
Year Ended December 31,

	Members' Equity	Accumulated Other Comprehensive Income (Loss)	Total
BALANCE, December 31, 2010	$ 9,345,267	$ (36,628)	$ 9,308,639
Net income	1,666,917	-	1,666,917
Members' contributions, net	3,419,501	-	3,419,501
Other comprehensive income	-	36,628	36,628
BALANCE, December 31, 2011	$ 14,431,685	$ -	$ 14,431,685

See Notes to Financial Statements.

ULTIMATE MEDICAL ACADEMY, LLC

STATEMENT OF CASH FLOWS
Year Ended December 31, 2011

CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	$	1,666,917
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation		1,645,869
Bad debts		9,261,554
Gain on disposal of property and equipment		(10,811)
Changes in operating assets and liabilities		
(Increase) decrease in assets		
Students accounts and notes receivable		(16,713,624)
Accounts receivable - related parties, unsecured		21,487
Inventories		(974,901)
Prepaid expenses		(1,599,370)
Notes receivable		44,300
Note receivable - related party, unsecured		(6,000)
Deposits		(35,312)
Increase (decrease) in liabilities		
Accounts payable		3,792,527
Student refunds payable		(175,914)
Accrued expenses		3,516,425
Unearned tuition		(917,021)
Other current liabilities		1,034,999
Deferred rent		239,270
Net cash provided by operating activities		790,395
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment		(2,138,634)
Acquisitions of divisions, net of cash acquired		773,813
Net cash used in operating activities		(1,364,821)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of long-term debt		(481,210)
Proceeds from the issuance of long-term debt		320,977
Repayment of principal on capital lease obligations		(753,853)
Restricted cash		1,871,495
Members' contributions, net		3,419,501
Net cash provided by financing activities		4,376,910
INCREASE IN CASH AND CASH EQUIVALENTS		3,802,484
BEGINNING CASH AND CASH EQUIVALENTS		6,344,418
ENDING CASH AND CASH EQUIVALENTS	$	10,146,902

See Notes to Financial Statements.

NOTE 1. BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Business Activity
Ultimate Medical Academy, LLC, (the "Academy") is a school which provides the following courses:

- Basic X-Ray Technician
- Basic X-Ray Technician with Medical Office Procedures
- Dental Assistant with Expanded Functions
- Health Information Technology – Associate
- Healthcare Management – Associate
- Health Science – Associate
- Medical Administrative Assistant
- Medical Assistant
- Medical Billing and Coding
- Medical Billing and Coding – Associate
- Medical/Clinical Laboratory Assistant
- Medical office and Billing Specialist
- Nursing Assistant
- Nursing Associate
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Spa Management - Associate

The Academy delivers programs online, as well as at their ground campuses in Clearwater and Tampa, Florida. The Academy is accredited by the Accrediting Bureau of Health Education Schools. In addition to vocational education, the Academy provides continuing medical education programs through online learning and at on-ground conferences across the United States. The Academy's continuing medical education courses are accredited by the Accreditation Council for Continuing Medical Education.

Basis of Accounting
The accompanying financial statements have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America.

Revenue Recognition and Costs
Earned tuition is recorded ratably over the term of enrollment. Costs of providing services to students are charged to expenses as incurred. Unearned tuition represents amounts remitted by students, or on behalf of students, through financial aid sources in excess of earned tuition. Amounts collected in advance of providing the instruction are deferred and recognized as revenue when the instruction is provided. For certain students, where collectability of revenue is not reasonably assured at the onset of the enrollment, the Academy recognizes revenue when payment is received.

Revenue and costs from medical education conferences are recognized on occurrence of the conference. Amounts collected or disbursed in advance of the conference are held as unearned revenue or prepaid costs until the conference takes place.

Use of Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the Academy's management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassification
Certain balances have been reclassified and are reflected as such in the statement of cash flows.

Cash and Cash Equivalents
For purposes of the statement of cash flows, cash and cash equivalents include cash on hand, checking accounts, savings accounts, and money market accounts.

NOTE 1. BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Student Accounts and Notes Receivable
Student accounts and notes receivable are composed primarily of amounts due from students for tuition and fees. The Academy provides for bad debts using the reserve method. The Academy reserves for 60% of the outstanding balance on students who have graduated or withdrawn. The Academy writes off accounts when students have been inactive for nine months.

Bad debt expense for the year ended December 31, 2011, was $9,261,554.

Inventories
Inventories, consisting of books and school supplies, are stated at the lower of cost or market utilizing the first-in, first-out method.

Property and Equipment
Property and equipment, which consists of furniture and fixtures, computer equipment, and leasehold improvements, are stated at cost and are being depreciated over their estimated useful lives using the straight-line method for financial reporting purposes. Maintenance and repairs are charged against earnings when incurred. Major improvements are capitalized.

Depreciation expense for the year ended December 31, 2011, was $1,645,869.

Goodwill
Goodwill is reviewed for possible impairment at least annually or more frequently upon the occurrence of an event or when circumstances indicate that the carrying amount is greater than its fair value. During 2011, the Academy determined there was no impairment to goodwill.

Advertising Costs
Advertising costs are expensed as they are incurred. Advertising costs for the year ended December 31, 2011, were $14,985,927.

Subsequent Events
Subsequent events have been evaluated for potential recognition and/or disclosure through April 20, 2012. This represents the date the financial statements were available to be issued.

NOTE 2. LONG-TERM DEBT

Long-term debt consists of the following at December 31, 2011:

Lender	Monthly Installment Amount	Maturity Date	Interest Rate	Collateral	Balance at December 31, 2011
Branch Banking and Trust	$ 54,167	December 2015	Monthly LIBOR rate + 2.75%	Certain assets and accounts	$ 2,600,000
CCM Common Stockholders	50,000 Semi-Annually	July 2013	5.0%, fixed	Unsecured	200,000
Premium Financing Specialists Corp.	11,515	May 2012	4.50%, fixed	Unearned Insurance Premiums	56,511
Premium Financing Specialists Corp.	12,465	February 2012	4.50%, fixed	Unearned Insurance Premiums	24,469
The Jade Group, LLC	2,495	December 2015	8.00%, fixed	Unsecured	100,379
					2,981,359
			Less current maturities		851,745
					$ 2,129,614

NOTE 2. LONG-TERM DEBT (continued)

The note payable to Branch Banking and Trust Company is due in monthly principal installments of $54,167 plus interest equal to the One Month LIBOR, as published by Reuters, plus two and three-quarter percent (2.750%) per annum, and which shall be adjusted monthly on the first day of each LIBOR Interest Period.

The note contains the following financial covenants:

Current Ratio, A ratio of total current assets to total current liabilities of not less than one to one. The Covenant will be tested semi-annually.

Debt Service Coverage Ratio, Minimum Cash Flow to Debt Service Coverage of 1.35x. Definition – Earnings before taxes plus depreciation plus amortization plus interest all divided by current portion long term debt plus interest expense. The Covenant will be tested semiannually.

Fixed Charge Coverage Ratio, Minimum Fixed Charge Coverage of 1.15x. Definition – Earnings before taxes plus depreciation plus amortization plus interest plus annual lease/rent expense plus investment capital less non-funded capital expenditures less non-funded acquisition expense all divided by current portion long term debt plus interest expense plus annual lease/rent expense. The Covenant will be tested annually.

Maximum Funded Debt to Tangible Net Worth, Maximum Funded Debt to tangible net worth not to exceed 2.50x at June 30, 2012, and not to exceed 2.25x at December 31, 2012, and for all reporting periods thereafter. Funded Debt defined as Senior Bank Debt plus five (5) times annual operating lease expense plus Capital Leases less obligation contractually subordinated to debts owed to Bank. Tangible net worth is defined as net worth plus obligation contractually subordinated to debts owed to Bank minus intangible assets including goodwill. The Covenant will be tested semiannually.

Net Distributions to Owners, Annual Net Distributions to owners will be limited during each fiscal year to a maximum of 65% of before tax earnings as reported on the annual CPA prepared audited financial statement provided to Bank until such time that total debt outstanding to the Bank is less than One Million Two Hundred Thousand and xx/100 dollars ($1,200,000.00). The Covenant will be tested annually.

The only financial covenant that was effective as of December 31, 2011, was the Debt Service Coverage Ratio. The Academy was in compliance with this covenant as of December 31, 2011.

Current maturities of long-term debt for each of the four years succeeding December 31, 2011, and in the aggregate are as follows:

Year Ended December 31,		
2012	$	851,745
2013		774,469
2014		676,482
2015		678,663
Total	$	2,981,359

NOTE 3. CAPITAL LEASE OBLIGATIONS

The Academy is the lessee of equipment under capital leases expiring through 2016. The assets and liabilities under capital leases are recorded at the fair value of the assets. The assets are amortized over their related lease terms. Amortization of assets under capital leases is included in depreciation expense.

Future minimum lease payments under capital leases for each of the five years succeeding December 31, 2011, and in the aggregate are as follows:

Year Ended December 31,		
2012	$	770,044
2013		637,768
2014		497,882
2015		307,033
2016		77,959
		2,290,686
Less amount representing interest		245,808
Present value of net minimum lease payment	$	2,044,878

NOTE 4. OPERATING LEASES

The Academy has entered into various written agreements to lease facilities and equipment. The Academy's leases expire at various dates through August 2019. The Academy leases campus facilities located in Clearwater and Tampa, Florida, from unrelated third parties. Certain operating leases contain renewal options at their fair rental value. Total charges for all operating leases during the year ended December 31, 2011, was $3,652,063.

Future minimum rental commitments under operating leases for their remaining terms are as follows:

Year Ended December 31,		
2012	$	3,661,885
2013		3,627,348
2014		3,446,270
2015		2,386,910
2016		1,869,340
Thereafter		4,506,074
Total	$	19,497,827

NOTE 5. INCOME TAXES

The members of the Academy have elected to form the Academy as a limited liability company, and have elected, in accordance with the provisions of Subchapter K of the Internal Revenue Code, to be taxed as a partnership. This requires the members to report the income or loss of the Academy, based upon their percentage of ownership, on their personal income tax returns. Accordingly, no provision has been made on the Academy's books or in these financial statements for federal or state income taxes.

The Financial Accounting Standards Board requires management to annually evaluate the Academy's tax positions, including accounting and measurement of uncertain tax positions. For the year ending December 31, 2011, management concluded that no uncertain tax positions had been taken that would require adjustment to or disclosure in the financial statements. With few exceptions, the Academy is no longer subject to income tax examinations by federal, state, or local tax authorities for years before 2008.

NOTE 6. RETIREMENT PLAN

The Academy has adopted a 401(k) Profit Sharing Plan (the "Plan"). Contributions by the Academy are discretionary. The Academy did not contribute to the Plan for the year ended December 31, 2011. The Academy monitors the maximum employee contributions in accordance with the requirements of the Internal Revenue Code Section 401(k).

NOTE 7. CONCENTRATION OF CREDIT RISK

The Academy maintains its cash accounts in a local commercial bank. At times throughout the year, the amount on deposit at the bank may exceed the insurance limits of the Federal Deposit Insurance Corporation ("FDIC"). On October 3, 2008, FDIC deposit insurance temporarily increased from $100,000 to $250,000 per depositor through December 31, 2013, under the terms of the Emergency Economic Stabilization Act of 2008. In addition, on October 14, 2008, the FDIC instituted the Temporary Liquidity Guarantee Program which provides full coverage of non-interest bearing transaction accounts, regardless of dollar amount, through participating financial institutions. At December 31, 2011, cash deposits did not exceed the insurance limits of the FDIC.

NOTE 8. STATEMENT OF CASH FLOWS – SUPPLEMENTAL INFORMATION

Cash used to pay interest for the year ended December 31, 2011, was $279,409.

Cash used to pay income taxes for the year ended December 31, 2011, was $0.

The Academy acquired equipment and services in the amount of $1,685,597 under a non-cash capital lease and long-term debt financing arrangement during 2011.

NOTE 9. RELATED PARTY TRANSACTIONS

The Academy participates in Student Financial Aid under the Title IV programs administered by the United States Department of Education pursuant to the Higher Education Act of 1965, as amended ("HEA"). The Academy must comply with the regulations promulgated under the HEA. Those regulations found in 34 CFR, 668.23(d) require that all related party transactions be disclosed, regardless of their materiality to the financial statements.

The Academy has an agreement with an affiliated entity, which has the same members as the Academy, to perform certain administrative functions, including management oversight, finance, and compliance support. The Academy paid management fees in the amount of $4,850,279 for the year ended December 31, 2011. At December 31, 2011, the Academy had an accounts payable – related parties, to the affiliated entity, in the amount of $6,424. In addition, the Academy had $1,054,721 in prepaid expenses to the affiliated entity representing two months of prepaid management fee.

NOTE 9. RELATED PARTY TRANSACTIONS (continued)

The Academy has a note receivable – related party, unsecured, from a member of the Academy in the amount of $208,242, as of December 31, 2011.

The Academy has an account payable – related parties, to an affiliated institution, which has the same members as the Academy, in the amount of $20,186 as of December 31, 2011.

The Academy paid professional consulting fees to an affiliated entity, which has the same members as the Academy, in the amount of $541,670 for the year ended December 31, 2011.

The Academy entered into a capital contribution and pledge agreement with three of its members. The members have agreed to make additional future capital contributions to the Academy amounting to $2,800,000 and the Academy, contingent upon the making of such capital contributions agreed to issue additional Class A Units in the Academy. The Academy has required that the members secure their pledge to the Academy with certain current assets, having a value at least equal to the aforementioned capital contribution amount, as security for their obligation to make such capital contributions. As of December 31, 2011, the pledges are secured by cash equivalents. The members capital contributions are due on March 31, 2013.

NOTE 10. ACQUISITIONS

Effective July 14, 2011, the Academy purchased all the shares of common stock of Complete Conference Management, Inc. from the common stockholders (CCM Common Stockholders). Complete Conference Management, Inc. was merged into the Academy.

The Academy made a cash payment to the CCM Common Stockholders in the amount of $400,000 and financed $200,000 with the CCM Common Stockholders for total consideration of $600,000.

This transaction was recorded in accordance with FASB ASC 805, *Business Combinations*. The following is a condensed balance sheet showing fair values of the assets acquired and the liabilities assumed as of the date of acquisition:

Cash	$	1,365,005
Acounts receivable, net		22,494
Prepaids		431,955
Other receivables		27,655
Fixed assets, net		68,734
Total identifiable asset acquired		1,915,843
Unearned revenue		672,538
Accounts payable		493,418
Accrued expenses & other payables		394,304
Total liabilities assumed		1,560,260
Net assets acquired		355,583
Less purchase price		600,000
Goodwill	$	244,417

NOTE 10. ACQUISITIONS (continued)

Effective October 27, 2011, the Academy purchased all of the membership interests in Med Learning Group, LLC from the sole member. Med Learning Group, LLC was merged into the Academy.

The Academy made a cash payment to the sole member in the amount of $191,192 and established a contingent liability in the amount of $50,000 to be paid nine months from the acquisition date contingent upon Med Learning Group's net worth at that time.

This transaction was recorded in accordance with FASB ASC 805, *Business Combinations*. The following is a condensed balance sheet showing fair values of the assets acquired and the liabilities assumed as of the date of acquisition.

Cash	$	19,252
Accounts receivable		59,290
Total identifiable assests acquired		78,542
Liabilities assumed		82,350
Net liabilities, assumed		3,808
Less purchase price		241,192
Goodwill	$	245,000

NOTE 11. TITLE IV 90/10 REVENUE TEST

The Academy derives a substantial portion of its revenues from Federal Student Aid ("FSA") received by its students under the Title IV programs administered by the United States Department of Education pursuant to the HEA. To continue to participate in the programs the Academy must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition and fees from eligible programs to not be more than 90 percent from Title IV programs. The failure of the Academy to meet the 90 percent limitation for two consecutive years will result in the loss of the Academy ability to participate in Title IV programs. If a school receives more than 90 percent of its revenue from Title IV programs during its fiscal year, the school becomes provisionally certified for the next two fiscal years. For the fiscal year ended December 31, 2011, the Academy's cash basis calculation is:

$	82,577,744	=	87.6%
$	94,290,068		

NOTE 11. TITLE IV 90/10 REVENUE TEST (continued)

	Amount Disbursed	Adjusted Amount
Adjusted Student Title IV Revenue		
Subsidized Loan	$ 26,166,961	$ 26,166,961
Unsubsidized Loan up to pre-ECASLA loan limits	24,884,340	24,884,340
PLUS Loans	426,295	426,295
Federal Pell Grant	34,951,012	34,951,012
Federal Work Study	3,916	3,916
Academic Competitiveness Grant	12,375	12,375
Student Title IV Revenue	$ 86,444,899	86,444,899
Revenue Adjustment		(3,867,155)
Adjusted Student Title IV Revenue		$ 82,577,744
Student Non-Title IV Revenue		
Grant funds for the student from non-Federal public agencies or private sources independent of the Academy	$ -	
Funds provided for the student under a contractual arrangement with a Federal, State, or local government agency for the purpose of providing job training to low-income individuals	442,035	
Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the Internal Revenue Code	-	
School scholarships disbursed to the student for Title IV eligible programs	-	
Amounts of Unsubsidized Loan over the pre-ECASLA Loan Limits	1,369,570	
Student payments	2,955,861	
Student Non-Title IV Revenue	$ 4,767,466	

NOTE 11. TITLE IV 90/10 REVENUE TEST (continued)

Revenue from Other Sources (Totals for the Fiscal Year)	
Activities conducted by the Academy that are necessary for education and training	$ -
Funds paid by a student, or on behalf of a students by a party other than the institution for an education or training program that is not eligible	1,504,309
The Net Present Value ("NPV") of School loans disbursed to students	5,440,549
Revenue from Other Sources	$ 6,944,858

NOTE 12. COMPOSITE SCORE STANDARD

As a condition of eligibility to participate in the various federal financial assistance programs, the Academy is required to demonstrate financial responsibility, as defined in United States Department of Education regulations, by maintaining a "composite score standard" of at least 1.5. The regulations also established a composite score zone between 1.0 and 1.4, demonstrating an institution as financially weak, but viable. Regulations allow institutions falling within this zone up to three consecutive years to improve their financial condition without requiring surety.

The Academy's "composite score standard" at December 31, 2011, was 2.0 and, therefore, they are in compliance with the above requirement.

DEEMER DANA
& FROEHLE LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Members
Ultimate Medical Academy, LLC

We have audited the financial statements of Ultimate Medical Academy, LLC for the year ended December 31, 2011, and have issued our report thereon dated April 20, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting
In planning and performing our audit, we considered Ultimate Medical Academy, LLC's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Ultimate Medical Academy, LLC's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Ultimate Medical Academy, LLC's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters
As part of obtaining reasonable assurance about whether Ultimate Medical Academy, LLC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, including provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of members, management, accrediting agencies, and the United States Department of Education and is not intended to be and should not be used by anyone other that these specified parties.

Deemer Dana & Froehle LLP

Savannah, Georgia
April 20, 2012

LIBRARY

Ultimate Medical Academy subscribes to the Library and Information Resources Network (LIRN) and students have access to these resources 24/7 as they are available on campus but also from the student's home.

The Library & Information Resources Network
Virtual Library Collection

An overview of the LIRN virtual library.

The LIRN library contains a core collection that includes InfoTrac databases: Academic ASAP, Academic OneFile, Business Resource Center, Criminal Justice Center, Computer, Custom Newspapers, General Business File, Health & Wellness Resource Center, Health Academic, LegalTrac, Literature, Newsletters, One File, Opposing Viewpoints, Student Resource Center, ProQuest's Psychology databases, the eLibrary and Bowker databases.

Resources for College Libraries (RCLweb) has been added to the core collection this year. RCLweb provides core lists for academic libraries in multiple academic subject areas. The list of recommended titles includes electronic resources and essential web sites as well as books. Audience level markers indicate whether a title is most appropriate for lower-division undergraduate, upper-division undergraduate, faculty or general readership. RCLweb contains a powerful search engine able to search a variety of criteria.

LIRN*Search* allows researchers to search all LIRN databases with a single query.

InfoTrac Databases (2006 statistics)

Academic OneFile
Academic OneFile contains 2,500 peer reviewed journals, not found in Academic ASAP. Coverage for every field of study is included.

Business Resource Center
Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter databases are fully integrated in this database. Search this database to find detailed company and industry news and information. Business and Company Resource Center contains 4,507 periodical and 22 reference titles

Criminal Justice Center
This collection contains 150 journals and 16 reference titles that support paralegal and criminal justice programs.

Computer Database
This database contains computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology. There are 711 titles in this database.

Custom Newspapers
Indexing and full text for the London Times (1/97-), Intl Herald Tribune (1/96--), Atlanta Journal-Constitution (3/98-), New York Times (11/00-), Los Angeles Times (1996-), Christian Science Monitor (1996-), and St Petersburg (FL)Times (11/99-).

Expanded Academic ASAP
From arts and the humanities to social sciences, science and technology, this database meets research needs across all academic disciplines. The database provides access to scholarly journals, news magazines, and newspapers – the majority with full text and images. There are 4,341 journals in the database.

General Business File
Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images is available. The general business file includes 4,341 titles.

Health & Wellness Resource Center
The Resource Center gives students access to magazines, journals, newspapers, definitions, directories, with information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, Prescription Drugs, etc. Included are links to diet, cancer, and health assessment sites as well as government databases.
Health & Wellness Resource Center includes 968 journals, 700 videos, 86 reference titles and 618 pamphlets.
H&WRC also contains the health articles from 1000 general interest periodicals. There are also 300 full-text pamphlets. H&WRC also includes the Health & Lifestyle sections of approximately 30 newspapers. Also included in this database is an alternative health module which contains 58 journals and 6 reference titles.

Health Academic
This database has articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc. There are 955 journals and 62 reference titles in the database.

LegalTrac
LegalTrac contains 1,448 titles supporting paralegal and criminal justice programs.

Literature Database
Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors. It also includes 4,980 web sites, 6,713 literary events, 5,218 plot summaries and 2,832 images.
There are 269 titles linked to the MLA international bibliography, 22 reference titles, and 16 titles from the Scribner writer's series and the Twayne's Author series covering 552 authors.

Newsletters ASAP
Newsletters ASAP provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers. There are over 500 full text newsletters in the database.

OneFile
OneFile contains all of Gale Group publications; 7,975 titles to date.

Opposing Viewpoints
Opposing Viewpoints Resource Center draws on the acclaimed social issues series published by Greenhaven Press, as well as core reference content from other Gale and Macmillan Reference USA sources to provide a complete onestop source for information on social issues. Students have access to viewpoint articles, topic overviews, statistics, primary documents, links to websites, and fulltext magazine and newspaper articles.
Opposing Viewpoints has 406 reference titles including several specialized encyclopedias, 199 full-text periodicals, and 5 newspapers. OVRC also contains web sites, primary source documents and a statistics file. The database is also linked to the Academic ASAP database for document searches.

Student Resource Center Gold
This is a fully integrated database containing thousands of curriculum-targeted primary documents, biographies, topical essays, background information, critical analyses, full-text coverage of magazines, newspapers, over 20,000 photographs and illustrations, and more than 8 hours of audio and video clips. It includes the Student Resource Center-Health Module. The resource center also includes style writing guides and tutorials on research. The database has 1,150 journals and 65 reference titles.

The eLibrary
The ELibrary, provides access to full-text articles and transcripts from more than 2383 magazines, newspapers, books, and radio/TV programs, along with access to more than 250,000+ photographs and maps and over 20,000 unique educational audio/video resources.
The ELibrary is a 100% full text, general research database. It contains more than 920 magazines, 231 newspapers, maps, books, photos, transcripts, audio and video resources. It also contains the complete works of Shakespeare, other classic full-text literature resources and a Reference Desk with dictionaries, a thesaurus, encyclopedias and more.

Proquest Psychology Journals
With complete information from over 585 top psychology and related publications, this database meets the needs of both students and mental-health professionals. All the source publications are available in the ASCII full-text format. Nearly all of them also offer articles in the full-image and text and graphics in science & technology formats.

Bowker Books in Print
Books in Print provide librarians with access to information on all books in publication.

LIRN® Member Vendor Contract & Invoice 2012-2013

1. PARTIES: The Library Information Resources Network, Inc., hereafter referred to as "LIRN," a Florida not-for-profit corporation, and **Ultimate Medical Academy**, hereinafter referred to as "Institution."

2. PURPOSE: A primary function of the LIRN® electronic library is to provide access to electronic research resources to all participating institutions and patrons. The Institution hereby enters into a contract for such access subject to the following terms and conditions.

3. TERM: This commitment permits the institution and its branches listed on Schedule "A" to participate in the LIRN® electronic library for the academic year beginning on September 1, 2012 and ending on August 31, 2013.

4. LIRN® SERVICES:

4.1 LIRN® agrees to supply academic database information via the Internet to Institution students, faculty and staff during the term of this subscription.

The core library collection at $7 per student (required for all subscribers) currently includes resources from CREDO Reference Unlimited; Infotrac Search Bank: Academic OneFile, Business and Company Resource Center with PROMT and Newsletters, **Business Insights Global (New)**, Computer Database, selected Custom Newspapers, Expanded Academic ASAP, Gale Virtual Reference Library, General Business File ASAP, Health Reference Center Academic, Health and Wellness Resource Center, InfoTrac Criminal Justice Collection, ¡Informe!, InfoTrac OneFile, LegalTrac, Literature Resource Center - LRC, Newsletters ASAP, Opposing Viewpoints Resource Center, and the Student Resource Center- Gold; ProQuest Direct Psychology Journals; The Electric Library: selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts for news and public affairs broadcasts; and Bowkers: Books in Print and RCLweb. The core package also includes LIRN*Search*®, a search engine that searches all LIRN® databases.

An optional module at $2.50 per student includes ProQuest's ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM/Trade & Industry, and ProQuest General Reference and the Academic Research Library Core plus 15 subject modules.

A second optional module at $2.50 per student includes ProQuest's Health & Medical Complete and the Nursing & Allied Health Source.

A third option module at $2.00 per student includes the following resources: The Gale Vocations and Career database and the ProQuest Career and Technical database. Chilton's Automotive is also available at $1.00 per student.

It is the intent of LIRN® to retain these database resources for the coming contract year. Additional resources may become available and acceptance of these new resources, should they require an additional fee, will be negotiated outside of this agreement.

4.2 LIRN® agrees to supply Information Technology support and maintenance during the term of this subscription. Additional charges may be billed for the integration of third-party databases or services within the LIRN® virtual library.

5. INSTITUTION RESPONSIBILITIES:

5.1 The institution hereby agrees to coordinate their delivery of user passwords with LIRN® staff. The institution agrees to provide maintenance of all passwords, and to use all reasonable efforts to prevent unauthorized use of LIRN® services.

5.2 Institutions may not resell accounts to entities or individuals.

6. COST: The rate schedule for your library is listed below. The minimum number of student enrollees shall be equivalent to the student headcount as of September 28, 2011, but not less than 50. Institutions may utilize this account for staff and faculty. The rate for the basic service package will not increase during the subscription period. Additional services may be offered to institutions, at additional cost, at the option of the institution. Payment shall be due on or before September 1, 2012. The LIRN® Board of Trustees reserves the right to deny access to the system resources for non-payment of subscription fees.

Name of Institute: Ultimate Medical Academy

Calculation of Subscription Cost:

Membership for the year 2012-2013..... **$750.00** $ 750.00

Mark an "X" next to each module selected for your library collection and indicate the total cost of your selections where it says "Total".

Core Collection ..... **$ 7.00** X

Optional Collections:

ProQuest ABI/Inform/Academic Module.....**$ 2.50** ____

ProQuest Medical Module .....**$ 2.50** X

Career and Technical Database .....**$ 2.00** ____

Chilton Automotive Database .....**$ 1.00** ____

Number of Students 2000 **x $ 9.50** = **$ 19,000.00**

Technical Services:

Proxy Hosting (contact the LIRN office for a quote)..... $ ____

Learn Search+ (contact the LIRN office for a quote)..... $ ____

Total Amount Due September 1, 2012 Membership and Contract(s)..... $ 19,750.00

7. ACKNOWLEDGEMENT: The undersigned hereby agrees to subscribe to the LIRN® service package subject to the terms and conditions noted above.

8. ENTIRE AGREEMENT: This contract constitutes the entire agreement between the Institution and LIRN®. Any amendments to the contract must be made in writing and signed by the parti

Name of Institute: Ultimate Medical Academy

Representatives Name: Linda Weldon
Address: 3101W Martin Luther King Jr. Blvd. Suite 200
Tampa, FL 33607
E-Mail: lindaw@ultimatemedical.edu
Phone Number: (813) 676-2245 X 6405
Fax Number:
School's URL: WWW.ultimatemedical.edu

Librarian: Morgan Khandani
Address: 3101W Martin Luther King Jr. Blvd. Suite 200
Tampa, FL 33607
E-Mail: mkhandani@ultimatemedical.edu
Phone Number: 813-386-3552
Fax Number:

Authorized Signature of Institutional Representative:

Date: 08/22/2012 Printed Name: Manuel Zapata / Procurement Manager

Approved by LIRN® staff: _____ Date: _____
Pat Dugan, President

IMPORTANT INSTRUCTIONS:

THIS CONTRACT WHEN SIGNED BY THE INSTITUTION'S REPRESENTATIVE MAY BE USED AS THE INVOICE FOR THE LIRN SERVICE.
PLEASE RETURN COMPLETED COPY OF THIS AGREEMENT ALONG WITH YOUR REMITTANCE TO:

Treasurer,
Library and Information Resources Network, Inc.
P.O. Box 66762
St. Pete Beach, FL 33736
Phone: (727) 536-0214
Fax: (727) 530-3126
Federal I.D. # 65-0767261

Please Note: For institutions with multiple campuses, please provide a list of all campuses with the student count for each campus on the attached Schedule "A" along with contact information.

What you selected last year:

Core:	X
ProQuest ABI/Inform:	
ProQuest Medical:	X
Career and Technical:	
Chilton Automotive:	

Schedule "A"

Name of Institution: Ultimate Medical Academy - Online
Contact Person: Morgan Khandani
Address: 3101 West Martin Luther King Junior Boulevard Tampa, Florida 33607
E-Mail: mkhandani@ultimatemedical.edu
Phone Number: 813-386-3552 Fax Number:
School's URL: www.ultimatemedical.edu Number of Students: 1250

Name of Institution: Ultimate Medical Academy - Tampa
Contact Person: Morgan Khandani
Address: 9309 N Florida Avenue Suite 105 Tampa FL 33612
E-Mail: mkhandani@ultimatemedical.edu
Phone Number: 813-386-3552 Fax Number:
School's URL: www.ultimatemedical.edu Number of Students: 500

Name of Institution: Ultimate Medical Academy - Clearwater
Contact Person: Morgan Khandani
Address: 1255 Cleveland St. Clearwater, FL 33756
E-Mail: mkhandani@ultimatemedical.edu
Phone Number: 813-386-3552 Fax Number:
School's URL: www.ultimatemedical.edu Number of Students: 250

Name of Institution:
Contact Person:
Address:
E-Mail:
Phone Number: Fax Number:
School's URL: Number of Students:

Name of Institution:
Contact Person:
Address:
E-Mail:
Phone Number: Fax Number:
School's URL: Number of Students:

Name of Institution:
Contact Person:
Address:
E-Mail:
Phone Number: Fax Number:
School's URL: Number of Students:

LIRN® Member Vendor Contract & Invoice 2012-2013

1. PARTIES: The Library Information Resources Network, Inc., hereafter referred to as "LIRN," a Florida not-for-profit corporation, and **National Massage Therapy Institute,** hereinafter referred to as "Institution."

2. PURPOSE: A primary function of the LIRN® electronic library is to provide access to electronic research resources to all participating institutions and patrons. The Institution hereby enters into a contract for such access subject to the following terms and conditions.

3. TERM: This commitment permits the institution and its branches listed on Schedule "A" to participate in the LIRN® electronic library for the academic year beginning on September 1, 2012 and ending on August 31, 2013.

4. LIRN® SERVICES:

4.1 LIRN® agrees to supply academic database information via the Internet to Institution students, faculty and staff during the term of this subscription.

The core library collection at $7 per student (required for all subscribers) currently includes resources from CREDO Reference Unlimited; Infotrac Search Bank: Academic OneFile, Business and Company Resource Center with PROMT and Newsletters, **Business Insights Global (New),** Computer Database, selected Custom Newspapers, Expanded Academic ASAP, Gale Virtual Reference Library, General Business File ASAP, Health Reference Center Academic, Health and Wellness Resource Center, InfoTrac Criminal Justice Collection, ¡Informe!, InfoTrac OneFile, LegalTrac, Literature Resource Center - LRC, Newsletters ASAP, Opposing Viewpoints Resource Center, and the Student Resource Center- Gold; ProQuest Direct Psychology Journals; The Electric Library: selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts for news and public affairs broadcasts; and Bowkers: Books in Print and RCLweb. The core package also includes LIRN*Search*®, a search engine that searches all LIRN® databases.

An optional module at $2.50 per student includes ProQuest's ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM/Trade & Industry, and ProQuest General Reference and the Academic Research Library Core plus 15 subject modules.

A second optional module at $2.50 per student includes ProQuest's Health & Medical Complete and the Nursing & Allied Health Source.

A third option module at $2.00 per student includes the following resources: The Gale Vocations and Career database and the ProQuest Career and Technical database. Chilton's Automotive is also available at $1.00 per student.

It is the intent of LIRN® to retain these database resources for the coming contract year. Additional resources may become available and acceptance of these new resources, should they require an additional fee, will be negotiated outside of this agreement.

4.2 LIRN® agrees to supply Information Technology support and maintenance during the term of this subscription. Additional charges may be billed for the integration of third-party databases or services within the LIRN® virtual library.

5. INSTITUTION RESPONSIBILITIES:

5.1 The institution hereby agrees to coordinate their delivery of user passwords with LIRN® staff. The institution agrees to provide maintenance of all passwords, and to use all reasonable efforts to prevent unauthorized use of LIRN® services.

5.2 Institutions may not resell accounts to entities or individuals.

6. COST: The rate schedule for your library is listed below. The minimum number of student enrollees shall be equivalent to the student headcount as of September 28, 2011, but not less than 50. Institutions may utilize this account for staff and faculty. The rate for the basic service package will not increase during the subscription period. Additional services may be offered to institutions, at additional cost, at the option of the institution. Payment shall be due on or before September 1, 2012. The LIRN® Board of Trustees reserves the right to deny access to the system resources for non-payment of subscription fees.

Name of Institute: Ultimate Medical Academy

Calculation of Subscription Cost:

Membership for the year 2012-2013..... **$Waived** $ Waived

Mark an "X" next to each module selected for your library collection and indicate the total cost of your selections where it says "Total".

Core Collection ..... **$ 7.00** ____

Optional Collections:

ProQuest ABI/Inform/Academic Module.....**$ 2.50** ____

ProQuest Medical Module .....**$ 2.50** ____

Career and Technical Database .....**$ 2.00** X

Chilton Automotive Database .....**$ 1.00** ____

Number of Students _250___ x **$ 2.00**__ = **$ 625.00**

Technical Services:

Proxy Hosting (contact the LIRN office for a quote)..... $ ____

Learn Search+ (contact the LIRN office for a quote)..... $ ____

Total Amount Due September 1, 2012 Membership and Contract(s)..... $ 625.00

7. ACKNOWLEDGEMENT: The undersigned hereby agrees to subscribe to the LIRN® service package subject to the terms and conditions noted above.

8. ENTIRE AGREEMENT: This contract constitutes the entire agreement between the Institution and LIRN®. Any amendments to the contract must be made in writing and signed by the parti

Name of Institute: National Massage Therapy Institute

Representatives Name: Bob Cappel
Address: 803 West Broad Street Suite 400

Falls Church, VA 22046
Phone Number: (813) 676-2245 X 6405
School's URL: WWW.studymassage.com

E-Mail: bobc@studymassage.com
Fax Number: 703-241-1869

Librarian: Ron Diana
Address: 803 West Broad Street Suite 400
Falls Church, VA 22046
Phone Number: 703-237-3905 X 2250

E-Mail: rdiana@studymassage.com
Fax Number:

Authorized Signature of Institutional Representative:

Date: 08/22/2012 Printed Name: Manuel Zapata/Procurement Manager

Approved by LIRN® staff: _____ Date: _____
Pat Dugan, President

IMPORTANT INSTRUCTIONS:

THIS CONTRACT WHEN SIGNED BY THE INSTITUTION'S REPRESENTATIVE MAY BE USED AS THE INVOICE FOR THE LIRN SERVICE.
PLEASE RETURN COMPLETED COPY OF THIS AGREEMENT ALONG WITH YOUR REMITTANCE TO:

Treasurer,
Library and Information Resources Network, Inc.
P.O. Box 66762
St. Pete Beach, FL 33736
Phone: (727) 536-0214
Fax: (727) 530-3126

Federal I.D. # 65-0767261

Please Note: For institutions with multiple campuses, please provide a list of all campuses with the student count for each campus on the attached Schedule "A" along with contact information.

What you selected last year:

Core:	X
ProQuest ABI/Inform:	
ProQuest Medical:	X
Career and Technical:	
Chilton Automotive:	

Schedule "A"

Name of Institution: National Massage Therapy Institute-Philadelphia Campus
Contact Person: Ron Diana
Address: 10050 Roosevelt Blvd, Philadelphia, PA 19116
E-Mail: rdiana@studymassage.com
Phone Number: (215)969-0320
Fax Number:
School's URL: www.studymassage.com
Number of Students: ~~100~~ 100

Name of Institution: National Massage Therapy Institute-Falls Church Campus
Contact Person: Ron Diana
Address: 803 West Broad Street, Falls Church, VA 22046
E-Mail: rdiana@studymassage.com
Phone Number: (703)237-3905
Fax Number:
School's URL: www.studymassage.com
Number of Students: ~~100~~ 90

Name of Institution: National Massage Therapy Institute-Wilmington Campus
Contact Person: Ron Diana
Address: 1601 Concord Pike Wilmington, DE 19803
E-Mail: rdiana@studymassage.com
Phone Number: (302)656-4730
Fax Number:
School's URL: www.studymassage.com
Number of Students: ~~30~~ 20

Name of Institution: National Massage Therapy Institute-Egg Harbor Campus
Contact Person: Ron Diana
Address: 6712 Washington Ave, Egg Harbor Township, NJ 08234
E-Mail: rdiana@studymassage.com
Phone Number: (609)677-1599
Fax Number:
School's URL: www.studymassage.com
Number of Students: ~~40~~ 40

FOURTH AMENDMENT TO LEASE AGREEMENT

THIS FOURTH AMENDMENT TO LEASE AGREEMENT (the "Fourth Amendment") is made and entered into as of the 18th day of June, 2012 by and between Highwoods Realty Limited Partnership, a North Carolina limited partnership, having an office at 3111 W. Dr. Martin Luther King, Jr. Boulevard, Suite 300, Tampa, Florida 33607, ("Landlord") and Ultimate Medical Academy, LLC, a Delaware limited liability company ("Tenant").

WITNESSETH

A. Landlord and Tenant entered into a Lease Agreement dated March 26, 2010 (the "Original Lease"), subsequently modified and amended by that certain Commencement Agreement and Lease Amendment Number One dated September 21, 2010 (the "First Amendment"), subsequently modified and amended by that certain Second Amendment to Lease Agreement dated August 3, 2011 (the "Second Amendment"), subsequently modified and amended by that certain Third Amendment to Lease Agreement dated September 19, 2011 (the "Third Amendment") (together, the Original Lease, First Amendment, Second Amendment and Third Amendment are referred to as the "Lease") relating to certain premises (the "Premises") in the building known as Spectrum, having a street address of 3101 W. Dr. M.L. King Jr. Boulevard, Tampa, Florida 33607 (the "Building").

B. Landlord and Tenant desire to amend the Lease to, among other things, expand the Premises and modify the Base Rent.

NOW, THEREFORE, in consideration of the following provisions and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals. The recitals set forth hereinabove are true and correct, and such recitals and the Lease are incorporated herein by this reference.

2. Leased Premises. Tenant currently leases Suites 100 and 200 which consist of approximately 57,877 rentable square feet (the "Existing Premises"). Effective September 1, 2012, the Existing Premises shall be expanded by the addition of Suite 325 in the Building, consisting of approximately 7,089 rentable square feet, as more particularly shown on Exhibit A attached hereto ("Expansion Premises"). Effective upon the First Expansion Commencement Date, (a) all references in the Lease to "Premises" or "Leased Premises" shall be amended to include both the Existing Premises and the Expansion Premises, consisting of a total of approximately 64,966 rentable square feet (hereafter referred to as the "Aggregate Premises"); and (b) Exhibit "A" attached hereto shall be incorporated into the Lease.

3. Term. The Lease Term for the Expansion Premises shall be for a period of eighty-four (84) months, commencing September 1, 2012 and expiring August 31, 2019 (the "Expansion Term").

4. Rent. Effective on September 1, 2012, Article 1f of the Original Lease, entitled "Base Rent" is hereby further revised with the following:

Rent for the Expansion Premises for the period September 1, 2012 through August 31, 2019 has been determined as follows:

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Period	RSF	Rate per Sq. Ft.	Monthly Base Rent	Period Base Rent
9/1/12 – 12/31/12	7,089	$ 0.00	$ 0.00	$ 0.00
1/1/13 – 8/31/13	7,089	$21.33	$12,600.70	$100,805.60
9/1/13 – 8/31/14	7,089	$21.75	$12,848.81	$154,185.72
9/1/14 – 8/31/15	7,089	$22.19	$13,108.74	$157,304.88
9/1/15 – 8/31/16	7,089	$22.63	$13,368.67	$160,424.04
9/1/16 – 8/31/17	7,089	$23.09	$13,640.42	$163,685.04
9/1/17 – 8/31/18	7,089	$23.55	$13,912.16	$166,945.92
9/1/18 – 8/31/19	7,089	$24.02	$14,189.82	$170,277.84

The above amounts do not include applicable Florida State sales and use taxes, which taxes shall be paid by Tenant with each monthly payment of Base Rent.

5. Additional Rent. Effective September 1, 2012 and continuing through the remainder of the Expansion Term, Tenant's contribution toward Taxes, Insurance Expenses and Operating Expenses for the Expansion Premises only shall be based upon Lease Addendum Number Two of the Original Lease except that Tenant's Base Year for the Expansion Premises shall be 2012. Tenant's Proportionate Share for the Expansion Premises shall be 4.76%.

6. Tenant Improvements. Tenant shall given a Tenant Improvement Allowance of $30.00 per rentable square foot to be used in accordance with Exhibit B attached hereto.

7. Additional Allowance. Should the cost of the Tenant Improvements to be constructed in the Expansion Premises pursuant to Exhibit B attached hereto and expenditures for Permitted Allowance Use items together exceed the Allowance (as defined in Exhibit B), Landlord shall grant Tenant an additional improvement allowance of up to $20.00 per rentable square foot of the Premises (the "Additional Allowance"). The use and payment of the Additional Allowance shall be subject to the same terms and conditions set forth in Exhibit B with respect to the use and payment of the Allowance. As consideration for Landlord's grant of the Additional Allowance to Tenant, Base Rent to be paid under this Lease for the initial Term shall be increased by $1.30 per month for each $100.00 of the Additional Allowance provided to Tenant (the "Additional Base Rent"). If Landlord provides Tenant with an Additional Allowance pursuant to this provision, Landlord and Tenant shall execute an amendment evidencing the amount of the Additional Allowance and amending the Base Rent schedule to incorporate the amount of the Additional Base Rent payable by Tenant.

8. Janitorial. Landlord will provide standard janitorial services to the Expansion Premises, as stipulated elsewhere in the Lease. Tenant, at its election and with Landlord's approval of vendor, may use its own cleaning personnel or contract directly with any qualified contractor at Tenant's sole cost and expense. If Tenant elects to use their own cleaning personnel or contractor, then (a) Landlord will deduct all cleaning charges from Tenant's operating expenses; (b) Tenant shall be solely responsible for paying its janitorial contractor directly for its service; and (c) Tenant's indemnification obligations under the Lease shall extend to any claims, damages, expenses and liabilities arising in connection with the janitorial contractor's performance of its duties on behalf of Tenant.

9. Generator. Tenant, at its sole cost and expense, shall have the right to tie the Expansion Premises into Tenant's existing generator. The plans and specifications for the tie-in of the generator shall be subject to Landlord's prior written approval, which shall not be unreasonably withheld. Tenant shall be responsible for ensuring that all work related to the tie-in of the generator is performed in a good and workmanlike manner in accordance with applicable laws, codes and regulations, and Tenant shall be responsible for obtaining all necessary permits and approvals prior to commencing such work.

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10. Parking. Tenant shall be allotted five (5) parking spaces per 1,000 rentable square feet of the Expansion Premises, 3.5 spaces per 1,000 rentable square feet of which shall be in the LakePointe North Garage and 1.5 spaces per 1,000 rentable square feet of which shall be in the Pavilion Garage. Additionally, subject to availability as stipulated below, Tenant, at Tenant's election from time to time throughout the Lease Term as it may be extended, shall be allowed to lease up to an additional one hundred fifty (150) parking spaces (the "Excess Spaces") in the LakePointe North Garage at a rate of $20.00 per space, per month. To the extent that there are not 150 Excess Spaces available in the LakePointe North Garage, Landlord will use commercially reasonable efforts to identify other vacant parking spaces, up to a maximum of 150 in number and in reasonable proximity to the Aggregate Premises, which Tenant may lease as Excess Spaces as provided in this section. Tenant's lease of the Excess Spaces shall be subject to termination by either Landlord or Tenant at any time upon ninety (90) days prior notice to the other; provided, however, that (a) Landlord agrees that if in its judgment reasonably exercised sufficient parking exists in Tampa Bay Park to provide Tenant with the Excess Spaces as well as to comply with parking allocations under Landlord's current and future agreements with other tenants and occupants of Tampa Bay Park, in accordance with the current standard ratio of five spaces per 1,000 rentable square feet determined on an aggregate basis, Landlord shall not terminate Tenant's right to lease the Excess Spaces; and (b) Landlord shall not terminate Tenant's lease of any of the Excess Spaces if the purpose is to provide parking spaces to any other tenant or occupant of Tampa Bay Park in excess of a ratio of five (5) parking spaces per 1,000 rentable square feet of such tenant's or occupant's premises, or to make such spaces available to any entity which is not a tenant or occupant of Tampa Bay Park. Should Tenant elect to lease all or any portion of the additional spaces, a separate agreement will be executed by both Tenant and Landlord evidencing such terms, with the form and substance of such agreement being substantially similar to that of the parking agreement previously executed by Landlord and Tenant. Notwithstanding any provision herein to the contrary, Tenant's parking rights provided herein automatically shall terminate upon the expiration or termination of the Lease or Tenant's right of possession to the Premises.

11. Hartford Sublease Premises. Tenant may seek to sublease the approximately 10,000 to 12,000 sq. ft. on the third floor of the Building shown on the plan attached hereto as Exhibit "C" ("Hartford Sublease Premises"), which is currently leased by Hartford Fire Insurance Company ("Hartford") pursuant to that certain lease with Landlord dated March 23, 2009, as amended ("Hartford Lease"). The current term of the Hartford Lease is due to expire on June 30, 2014. If Tenant consummates such a sublease, then at Tenant's election, provided that Tenant has secured from Hartford a written elimination or waiver of Hartford's right to extend the term of the Hartford Lease for the Hartford Sublease Premises, Landlord will add the Hartford Sublease Premises to the Aggregate Premises effective upon the expiration of the Hartford Lease on the same terms as the Expansion Premises set forth in this Fourth Amendment for a term co-terminus with the Aggregate Premises, except that the amount of free rent and the amount of the tenant improvement allowance for the Hartford Sublease Premises will be prorated to reflect the then remaining term. By way of example only, if the direct term of the Hartford Sublease Premises with Landlord is five years, and the term of the Initial Third Floor Premises is seven years, Tenant will receive from Landlord a free rent period and a tenant improvement allowance for the Hartford Sublease Premises equal to five-sevenths of the amounts allocated to the Expansion Premises.

If Tenant desires to add the Hartford Sublease Premises to the Aggregate Premises pursuant to this provision, then Tenant must deliver written notice of Tenant's irrevocable and unconditional election to do so to Landlord no later than September 30, 2013 or upon such date Landlord shall be free to market the space in any manner it desires and shall no further obligation of any kind to Tenant in connection with the Hartford Sublease Premises. Tenant's notice must include a copy of the written elimination or waiver of Hartford's right to

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extend the term of the Hartford Lease for the Hartford Sublease Premises. Additionally, Tenant exercise of its right to add the Hartford Sublease Premises to the Aggregate Premises is expressly conditioned upon Tenant not being in default under the Lease beyond any applicable notice and cure period at the time Tenant delivers its notice to Landlord or upon the expiration of the Hartford Lease. Upon Tenant's exercise of its right to add the Hartford Sublease Premises to the Aggregate Premises, Landlord and Tenant will enter into a written agreement memorializing the terms and conditions of the addition of the Hartford Sublease Premises as outlined herein. Once the agreement is fully executed and delivered by both parties, Landlord will then permit Tenant to draw upon the tenant improvement allowance allocated to the Hartford Sublease Premises, but the amount of the tenant improvement allowance will always be based upon the earliest date upon which Landlord becomes Tenant's landlord for the Hartford Sublease Premises (i.e. the date Tenant's direct lease of the Hartford Sublease Premises with Landlord first commences). The free rent associated with the Hartford Sublease Premises also will commence upon the date which Landlord becomes Tenant's landlord for the Hartford Sublease Premises. Time is of the essence for Tenant's exercise of its right to add the Hartford Sublease Premises to the Aggregate Premises. If Tenant does not exercise this right by September 30, 2013, then Landlord shall be free to lease the Hartford Sublease Premises to any other party upon Landlord's recapture of the Hartford Sublease Premises. Notwithstanding the foregoing, if at any time after September 30, 2013 and at a time when Landlord has (i) not consummated a transaction with a third party for the Hartford Sublease Premises, or (ii) is not then in bona-fide negotiations with a third party for the Hartford Sublease Premises, Tenant then elects to add the Hartford Sublease Premises to Tenant's Aggregate Premises, Landlord will permit Tenant to do so on the terms specified above.

12. Hartford Balance Space. Currently, Hartford leases the balance of the third floor of the Building (the "Hartford Balance Space") in addition to the Hartford Sublease Premises described above. Tenant intends to make it a condition of any sublease it may enter into with Hartford for the Hartford Sublease Premises that Hartford will, at Tenant's election, agree to vacate the Hartford Balance Space at the end of its current lease term (June 30, 2014), to enable Tenant to lease this space directly from Landlord. Landlord agrees that if Tenant is successful in negotiating such terms with Hartford, that Landlord will permit Tenant to add the Hartford Balance Space to the Aggregate Premises on the same terms as stipulated in Section 11 above for the Hartford Sublease Premises, including, without limitation, the tenant improvement allowance and free rent prorated in the same manner described above.

If Tenant desires to add the Hartford Balance Space to the Aggregate Premises pursuant to this provision, then Tenant must deliver written notice of Tenant's irrevocable and unconditional election to do so to Landlord no later than September 30, 2013 or upon such date Landlord shall be free to market the space in any manner it desires and shall no further obligation of any kind to Tenant in connection with the Hartford Sublease Premises . Tenant's notice must include a copy of the written elimination or waiver of Hartford's right to extend the term of the Hartford Lease for the Hartford Balance Space. Additionally, Tenant exercise of its right to add the Hartford Balance Space to the Aggregate Premises is expressly conditioned upon Tenant not being in default under the Lease beyond any applicable notice and cure period at the time Tenant delivers its notice to Landlord or upon the expiration of the Hartford Lease. Upon Tenant's exercise of its right to add the Hartford Balance Space to the Aggregate Premises, Landlord and Tenant will enter into a written agreement memorializing the terms and conditions of the addition of the Hartford Balance Space as outlined herein. Once the agreement is fully executed and delivered by both parties, Landlord will then permit Tenant to draw upon the tenant improvement allowance allocated to the Hartford Balance Space, but the amount of the tenant improvement allowance will always be based upon the earliest date upon which Landlord becomes Tenant's landlord for the Hartford Balance Space (i.e. the date Tenant's direct lease of the Hartford Balance Space with Landlord first commences). The free rent associated with the

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Hartford Balance Space also will commence upon the date which Landlord becomes Tenant's landlord for the Hartford Balance Space. Time is of the essence for Tenant's exercise of its right to add the Hartford Balance Space to the Aggregate Premises. If Tenant does not exercise this right by September 30, 2013, then Landlord shall be free to lease the Hartford Balance Space to any other party upon Landlord's recapture of the Hartford Balance Space. Notwithstanding the foregoing, if at any time after September 30, 2013 and at a time when Landlord has (i) not consummated a transaction with a third party for the Hartford Balance Space, or (ii) is not then in bona-fide negotiations with a third party for the Hartford Balance Space, Tenant then elects to add the Hartford Balance Space to Tenant's Aggregate Premises, Landlord will permit Tenant to do so on the terms specified above.

13. Brokerage. Tenant and Landlord represents and warrants that each has dealt with no other broker other than Landlord and Landlord's broker, Highwoods Properties, Inc. (HIW) and Tenant's broker Commercial Tenant Real Estate Representation, Ltd. (CTRR) and Marisa Manley, a licensed Florida real estate broker acting on behalf of CTRR in connection with this transaction and that no broker, agent or other person, other than Tenant or Tenant's broker and Landlord or Landlord's broker, HIW, brought about this transaction.

14. Radon Disclosure. The following is given to comply with Section 404.056, Florida Statutes: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over a time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

15. No Smoking. Tenant shall not allow any smoking in the Premises except in the rooms designed and constructed to accommodate smoking and to prevent smoke from entering the plenum or any other portion of the Premises or the Building. Landlord reserves the right to promulgate additional rules for the Building which may include fines upon tenants of the building who do not cause their employees and invitees to comply with rules prohibiting or limiting smoking in the Premises, the Building and/or areas adjacent to the Building.

16. Other Lease Provisions; Tenant Affirmation of Lease. Except as amended by this Fourth Amendment, the Lease and all of its terms and provisions shall remain in full force and effect. In the event of any conflict between the provisions of this Fourth Amendment and provision of the Lease, the provisions of this Fourth Amendment shall control. All capitalized terms herein shall have the same meanings as they have in the Lease, unless otherwise defined herein. Tenant hereby affirms and ratifies the Lease, and agrees to be bound by the terms of the Lease, as amended hereby.

17. No Default by Landlord. Tenant hereby acknowledges that to the best of Tenant's current actual knowledge, without investigation or inquiry, as of the date of execution of this Fourth Amendment, there exists no defenses or offsets to enforcement of the Lease by Landlord and Landlord is not in default in the performance of the Lease. Landlord acknowledges that to the best of Landlord's current actual knowledge, without investigation or inquiry, as of the date of execution of this Fourth Amendment Tenant is not in default under the Lease.

18. Florida Law. This Fourth Amendment and the Lease shall be construed and interpreted under the laws of the State of Florida.

19. Effective Date. The submission of this Fourth Amendment to Tenant for review does not constitute a reservation of or option for the Premises, and this Fourth Amendment shall become effective as a contract only upon the execution and delivery by both Landlord and Tenant. The date of execution shall be entered on the top of the first page of this Fourth

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Amendment by Landlord, and shall be the date on which the last party signed the Fourth Amendment, or as otherwise may be specifically agreed by both parties. Such date, once inserted, shall be established as the final day of ratification by all parties to this Fourth Amendment, and shall be the date for use throughout this Fourth Amendment as the "Effective Date".

[SIGNATURE BLOCKS ON NEXT PAGE]

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IN WITNESS WHEREOF, this Fourth Amendment has been duly executed by the parties hereto effective as of the Effective Date.

WITNESSES:

Laurie Alden
Laurie Alden
Print Name

Alice Grimm
Alice Grimm
Print Name

"LANDLORD":
HIGHWOODS REALTY LIMITED PARTNERSHIP, a North Carolina limited partnership

By: Highwoods Properties, Inc., a Maryland Corporation, its sole general partner

By: _____
Daniel E. Woodward
Title: Vice President

Date: 6-21-12

WITNESSES:

Tim Kiethermes
Tim Kiethermes
Print Name

Matt Holland
Matt Holland
Print Name

"TENANT":
ULTIMATE MEDICAL ACADEMY, LLC, a Delaware limited liability company

By: _____
Steven R. Kemler
Title: Chief Executive Officer

Date: 06.18.12

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EXHIBIT "A"

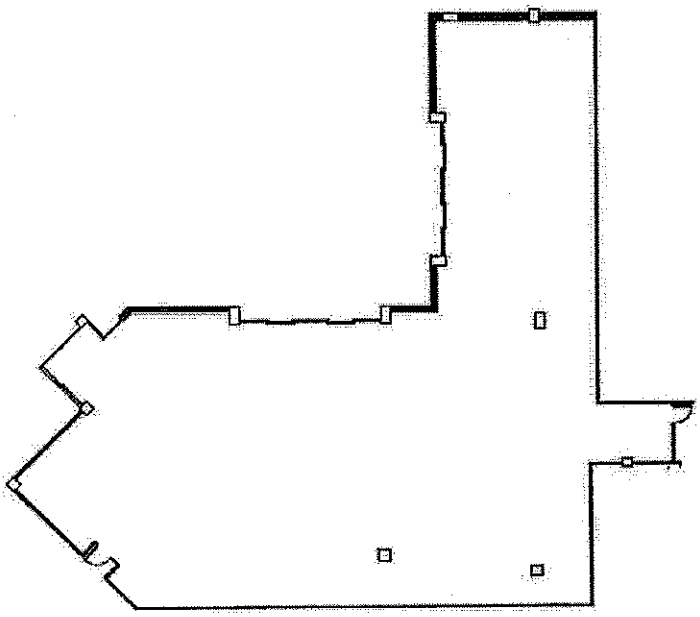

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EXHIBIT "B"

This Exhibit B sets forth the rights and obligations of Landlord and Tenant with respect to space planning, engineering, final workshop drawings, and the construction and installation of the Initial Tenant Improvements. In addition to the provisions of this Exhibit B, the completion of the Tenant Improvements also shall be subject to the terms and conditions set forth in Section 8.d of the Original Lease.

In consideration of the mutual covenants hereinafter contained, Landlord and Tenant do mutually agree to the following:

1. **Allowance.** Landlord agrees to provide an allowance of up to $30.00 per rentable square foot of the Expansion Premises (collectively, the "Allowance") to enable Tenant to design, engineer, install, supply and otherwise to construct the Tenant Improvements in the Expansion Premises that will become a part of the Building. Tenant may also use the Allowance (and Additional Allowance, if elected) for other improvements made to or installed in or about the Expansion Premises after the Commencement Date (subject to the limitations set forth herein), to develop space plans and control drawings, to pay for any moving of equipment and the like, to retain other consultants in connection with the design and construction of the Tenant Improvements or otherwise in connection with Tenant's lease of the Expansion Premises, and to purchase furniture, fixtures and equipment for use in or about the Expansion Premises, including, without limitation, unattached furniture (e.g. open landscape or systems furniture) and equipment, computers, fax, phone systems, data cabling and wiring, copy and other office machines and equipment (collectively, the "Permitted Allowance Uses"). Tenant is fully responsible for the payment of all costs in connection with the Tenant Improvements and the Permitted Allowance Uses in excess of the Allowance. Notwithstanding any provision herein to the contrary, the Allowance is only available for Tenant's use for a period of 24 months after the Commencement Date. Any portion of the Allowance not used within such 24-month period shall be deemed forfeited by Tenant and shall no longer be available for Tenant's use. There shall be no credit against rent or cash available to Tenant for any unused portion of the Allowance.

2. **Space Planning, Design and Working Drawings.** Tenant shall provide and designate architects and engineers licensed in the State of Florida and reasonably acceptable to Landlord, which architects and engineers will complete construction and mechanical drawings and specifications for the Initial Tenant Improvements. All plans, specifications and working drawings for the Initial Tenant Improvements (the "Plans"), and any changes or modifications thereto, shall be subject to Landlord's prior review and written approval in accordance with the provisions set forth in Section 8.d of the Original Lease.

3. **Signage and Keying.** Landlord shall provide two (2) keys for each exterior door to the Expansion Premises, with all doors to be keyed the same. Landlord, at its expense, shall provide initial building standard door and directory signage in accordance with Article 10 of the Original Lease.

4. **Performance of Work.** Tenant shall select contractors licensed in the State of Florida ("Contractors") to provide the work and materials to construct the Tenant Improvements; provided that Landlord shall first approve such Contractors, such approval not to be unreasonably withheld, conditioned or delayed. Landlord shall be a third party beneficiary of all agreements between Tenant and the Contractors, and Landlord shall have the right, but not the obligation, to enforce those agreements. ALL WORK IS TO BE PERFORMED IN COMPLIANCE WITH LANDLORD'S CONSTRUCTION RULES, REGULATIONS AND SPECIFICATIONS ("CONSTRUCTION RULES"), A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT B-1. FAILURE TO COMPLY WITH THE CONSTRUCTION RULES IS A DEFAULT UNDER THIS LEASE.

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5. **Payment of Construction Costs**. If and when Tenant incurs costs and expenses for the Initial Tenant Improvements or the Permitted Allowance Uses, Tenant shall provide Landlord with copies of invoices documenting the amount and nature of such costs and expenses. Within 10 business days after Landlord receipt of the foregoing documents, Landlord shall pay Tenant for the costs so incurred, provided that Landlord shall have no responsibility to pay Tenant for any expenditures in excess of the Allowance and, if requested, the Additional Allowance. Tenant shall not request payment for these expenditures more than once per calendar month. Landlord's failure to so pay Tenant shall be a Landlord default hereunder. Within 20 days following Landlord's payment of any installment of the Allowance and/or Additional Allowance to Tenant, Tenant shall deliver the following to Landlord: (a) the certification of Tenant's architect that the work for which Landlord provided payment has been completed in good and workmanlike fashion substantially in accordance with the plans and specifications theretofore approved by Landlord, and (b) waivers of mechanics liens for all work for which such installment of the Allowance and/or Additional Allowance has been paid, from each contractor, sub-contractor, vendor and supplier of labor and material for whom such installment of the Allowance and/or Additional Allowance has been paid. If Tenant fails to deliver the foregoing items to Landlord within the 20-day period, then Landlord may withhold any further payments of the Allowance and/or Additional Allowance until such time as Tenant does deliver these items to Landlord.

6. **Commencement Date**. The Commencement Date shall be September 1, 2012 as provided in Section 3 of this Third Amendment, and the Commencement Date shall not be delayed by reason of the non-completion of the Tenant Improvements or the failure to obtain a certificate of occupancy or a temporary certificate of occupancy except to the extent Tenant is delayed in completing the Initial Tenant Improvements beyond September 1, 2012 due to the act or omission of Landlord, its employees, contractors, or agents including, without limitation, Landlord's failure to approve an architect/engineer or contractor proposed by Tenant or approve or provide comments to the Plans in a timely manner in accordance with Section 8.d of the Original Lease.

7. **Materials and Workmanship; Warranty.** Tenant covenants and agrees that all work performed in connection with the Initial Tenant Improvements shall be performed in a good and workmanlike manner and in accordance with all applicable laws and regulations and with the final approved Plans. Tenant shall select a Contractor who will provide a one-year warranty from the date of delivery of the Expansion Premises for defective workmanship and materials. The Contractor's warranty and manufacturers' and builders' warranties with respect to the Work shall be transferable to Landlord in the event Landlord regains possession of the Expansion Premises. Landlord shall have no responsibility for the repair or correction of any defective work or materials installed by Tenant's Contractor.

8. **Construction Liens.** All agreements between Tenant and its architects, engineers and contractors shall acknowledge that Tenant has no power to do any act or make any contract that may create or be the foundation of any lien, mortgage or other encumbrance upon the reversionary or other estate of Landlord, or any interest of Landlord in the Expansion Premises, and, subject to Tenant's rights and obligations under Section 8g of the Original Lease, that NO CONSTRUCTION LIENS OR OTHER LIENS FOR ANY LABOR, SERVICES OR MATERIALS FURNISHED TO THE EXPANSION PREMISES SHALL ATTACH TO OR AFFECT THE INTEREST OF LANDLORD IN AND TO THE EXPANSION PREMISES OR THE BUILDING.

9. **Insurance; Indemnity.** Prior to any entering the Expansion Premises or commencing construction, Tenant shall comply with all insurance provisions of this Lease. All waiver and indemnity provisions of the Lease shall apply upon Tenant's (or its contractor's) entry of the Expansion Premises.

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EXHIBIT "B-1"

TENANT IMPROVEMENT CONSTRUCTION
RULES AND REGULATIONS

1. **DEFINITIONS:**

A. THE WORK – The Work is defined as the Tenant Improvement Construction or Renovation Job for which the Contractor or Subcontractor has been retained to perform.

B. THE PROJECT – The Project is the total construction of which the Work performed under the
Contract Documents may be the whole or a part and which may include construction by Highwoods or by separate contractors.

C. THE BUILDING – The Building is the specific structure in which the Work is being performed.

D. THE PROPERTY – The Property is the parcel of land on which the Building is located and may
include several buildings and structures, which are owned and/or controlled by Highwoods.

E. CONTRACTOR – A Contractor is a General Contractor or Subcontractor employed by Highwoods or a Tenant of Highwoods to construct the Work and includes all its employees, subcontractors, sub-subcontractors, delivery drivers and helpers, services and consultants.

F. OWNERS REPRESENTATIVE – The Owners Representative is an Employee or a Consultant of
Highwoods who is specifically appointed by Highwoods to interface with the Contractor.

G. PROPERTY MANAGER – The Property Manager is an Employee of Highwoods who is in charge of the operation and maintenance of the building the Work is located in.

H. CONSTRUCTION PROJECT MANAGER - The Construction Project Manager is an Employee of Highwoods who is in charge of the construction build out on behalf of Highwoods and who has responsibility to interact with Contractor. The Owners Representative and the Construction Project Manager may be the same person.

2. **GENERAL:**

A. Highwoods Properties' office is located at 3111 West M.L.King Blvd., Suite 300, Tampa, FL 33607, TEL (813) 876-7000, FAX (813) 879-5644. The Owners Representative and the Construction Project Manager's offices are located at this address.

B. Prior to commencement of construction, the Contractor is to provide the Owners Representative
Copies of the following documents:
   1. The Building Permit,
   2. Property Damage, Public Liability and Workers Compensation Insurance Certificates
   meeting statutory limits by State and Federal laws and the requirements set forth hereto. Each policy shall include the Owner, the Architect, their employees and consultants as additional insured.

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3. An executed copy of the Contractor Rules and Regulations.
4. A list of all major Subcontractors and Major Material Suppliers which is to include address, telephone and fax numbers and the person to contact for off-hour communication. This list is to be kept current and attached to each payment application.

5. Copies of Subcontractors and sub-subcontractors professional and occupational license and required permits.

C. All Contractors must access through the Property, enter and exit the Building and travel to and from the Work area by ways designated by the Construction Project Manager. Necessary variations of this rule must be requested from and approved by the Construction Project Manager.

D. All of the Contractors and subcontractors employees including delivery drivers and helpers, hereinafter referred to as the work force, must be fully clothed including shirts, pants and shoes, at all times while on the Property, in the Building or at the Work site. Abusive language or actions on the part of the work force will not be tolerated. Radios, recorders or any other type of audio transmitting device except cell phones and pagers, will not be allowed. It will be the responsibility of the Contractors to enforce this regulation at all times.

E. The workforce must eat and take breaks at the work site or in areas designated by the Construction Project Manager. The contractors are responsible to pick up and remove any and all trash from areas used for eating and breaks.

F. Smoking is not allowed at the Work site or in the Building. The Construction Project Manager will designate an area outside the Building on the Project where the work force may smoke.

G. Contractors shall be held liable for all damages to the Property or the Building caused by any of the work force. All damage shall be reported immediately to the Construction Project Manager and must be corrected in a timely manner to the satisfaction of the Construction Project Manager. If said damage is not corrected within seven days the Construction Project Manager may have it corrected and charge the Contractor the cost plus twenty five percent for overhead.

H. No work is to be performed by the Contractor, Subcontractors or sub-subcontractors at the Work site, in the Building or on the project except between the hours of 8:00 AM and 5:00 PM Monday through Friday excluding Holidays unless specifically requested by each Contractor for each company requiring the extra work hours and approved by the Construction Project Manager. The Construction Project Manager may impose special requirements for working after hours which must be complied with by the Contractor.

I. No work is to be performed by the Contractor, Subcontractors or any others affiliated with the Contractor, unless the Contractor's supervisor is physically on the Work site.

J. The work force shall use restrooms designated by gender, and drinking fountains assigned by the Construction Project Manager.

K. All common areas and lobbies impacted by the work shall be protected by at all times and cleaned daily by the Contractor.

L. The Contractors shall in no way endanger or unreasonably interfere with the public or tenant pedestrian or vehicular traffic about the Project.

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M. Parking shall be made available to the work force in areas designated by the Construction Project Manager.

N. The Contractor, Subcontractors, Sub-subcontractors, Suppliers, Vendors, Services, Consultants and any others affiliated with the Contractor shall comply with all OSHA and Workers Compensation Statutes, Laws, Rules, Regulations and Policies, and to the extent allowed by law, defend and hold harmless the Owner, the Tenant and the Architect, their employees and consultants, against any and all claims.

3. DELIVERIES

Deliveries of material may be made only during the operating hours of 8:00 A.M. until 5:00 P.M., Monday through Friday, except upon at least 24 hours prior notice. All materials unloaded at the loading dock or designated staging area will be immediately moved to the area of use and shall not impact use of the loading dock facility in any way. Deliveries which will tie up the freight elevator for longer than 30 minutes must be scheduled after 3:30 P.M. Deliveries after hours must be approved by the Construction Project Manager.

4. ELEVATOR USAGE:

A. Contractors, subcontractors and their personnel will use the freight elevator only.

B. The Contractor shall be liable for all costs incurred resulting from any damage done to the elevator (including the elevator cab finishes) due to the Contractor's, or any of his subcontractors or vendors over-loading, or misuse of the elevator.

C. At no time shall the Contractor, subcontractor or any personnel involved with a tenant build-out be allowed to use the Public/Lobby elevators.

5. DEBRIS/SURPLUS MATERIAL REMOVAL:

A. Removal of debris or surplus material shall be allowed at reasonable times designated by Construction Project Manager.

B. All rubbish and debris shall be removed from the Project as necessary to maintain a safe and orderly work environment and deposited in the trash receptacle provided by Contractor.

6. CONSTRUCTION:

A. All construction work shall be done in a workman-like manner so as not to inconvenience or disturb any other tenants in the Building.

B. Upon completion of the work, or before the beginning of the next business day, the tenant suite shall be restored to its prior conditions by the Contractor. Any corrective repairs due to damage not restored within three (3) days, the Construction Project Manager may have the work done by another Contractor and charge the cost to the Original Contractor plus 25% for overhead.

C. Any work which will generate noise levels unacceptable to the Construction Project Manager, or their tenants (including, but not limited to demolition and coring of the concrete slabs) may not be done after 8:00 A.M. or before 5:30 P.M., Monday through Friday, without prior approval of the Construction Project Manager, not to be unreasonably withheld or delayed.

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D. Contractors or subcontractors must notify the Construction Project Manager no later than 3:00 P.M. of any after-hours work that is to be performed that evening.

E. The Contractor will be required to provide the Construction Project Manager with as-built drawings of the Project. The as-built drawings shall indicate all revisions to the Building systems (HVAC, electrical, water security, etc.) as well as describe the Project.

F. Before any work commences that causes the fire alarm to activate, the smoke detectors or related equipment must be covered and the zone should be by-passed. The Contractor is responsible for coordinating with the Construction Project Manager for de-activation of smoke detectors.

G. The removal of stored materials should be done between the hours of 8:00 A.M. and 3:30 P.M. after notification to the Construction Project Manager. If after-hours removal is required, security arrangements must be made and approved by the Construction Project Manager.

H. All additional electrical circuits, panels and associated metering will be appropriately marked as to the area and/or equipment serviced by the circuit(s) in question. All electrical panel covers must be re-assembled nightly.

I. The Contractor shall deliver to the Construction Project Manager an air balance report which will verify air flow delivery per the construction drawing and be able to demonstrate to Landlord that all thermostats function correctly and are properly calibrated. Duct tape outlets, if not used shall be covered.

J. All floor penetrations shall be caulked, cemented or filled with materials which are fire rated and match specifications of the original floor compositions.

K. At no time is any welding or cutting torch to be used in the Building without prior approval of the Construction Project Manager, such approval not to be unreasonably withheld or delayed. If approval is granted, the Contractor or subcontractor must coordinate the timing with the Construction Project Manager and must have a fire extinguisher present in the work area at all times the equipment is being used. Additionally, the Contractor or subcontractor may be required to perform certain work after hours (i.e.: welding or cutting torch, applying lacquers or varnishes).

L. Any work which will involve the draining of a sprinkler line or otherwise affect the Building's sprinkler system must be approved by the Construction Project Manager prior to the commencement of any work, such approval not to be unreasonably withheld or delayed. In no event will the system be left inoperable overnight.

M. Should the work include that of welding, use of a cutting torch, sprinkler system modification or any job that would interfere with the fire alarm system or cause a false alarm, the Contractor or subcontractor must contact the Construction Project Manager prior to the commencement of the work. Any cost associated with the false alarms caused by the Contractor or its subcontractors shall be paid by the Contractor.

N. Contractor or sub contractors will NOT use any type of rotary hammer.

O. Only Building standard locks or approved locking mechanisms are to be installed in the Project.

P. Contractor is responsible to coordinate with the Construction Project Manager for building access for any City inspections. This will include access to any areas that the

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inspector may need to see (vacant floors which may typically be locked off) and any testing that may require shut-down of any Building systems.

Q. Under no circumstances shall the Contractor, subcontractor, or their employees use any hazardous waste products, except as used in construction of tenant improvements and with Landlord's prior approval, or asbestos containing material in the Project or Building.

R. Contractor or subcontractor is responsible for un-bagging of mini-blinds within construction site, as well as protecting any existing min-blinds during renovation.

S. Contractor is responsible for ensuring that all light fixtures in the work area are working properly and are fully lit and cleaned upon job completion. This includes replacement of tubes and ballasts as required in light fixtures that are replaced, added or repositioned.

T. Contractor is to mask off with filter media all return air ducts to mechanical rooms during construction. Any and all dust and debris accumulated on equipment during construction is to be removed along with filter media before final inspection.

7. MECHANICAL

A. Comfort Test – Our definition of Comfort Test and Balance is that all grills in the premises and any zones affected by construction even if not within the premise will have their CFM tested and adjusted to within 10% of design. To accomplish this goal a written Comfort Test and Balance Report will be required at the walk thru of the premises. **NO EXCEPTIONS.**

B. HIW personnel prior to the Construction starting will test the VAV boxes to ensure that they are in working order. At this time Highwoods will set the VAV boxes to the minimum and maximum air flows per the plan.

C. HIW personnel prior to the Construction starting will remove the T-Stats, coil and place on top of the applicable VAV boxes.

D. Mechanical Contractor will reconnect and install T-Stats per the mechanical plans. Please note that 24 hour written notification to Tom Wright, Maintenance Manager (Thomas.Wright@Highwoods.com), and Construction Project Manager is required prior to the reconnecting.

E. Only metal duct work may be used. No duct board will be allowed in Highwoods' buildings.

F. T-Stats will not be reinstalled prior to final paint.

G. Filtering is required at all openings to adjacent spaces as well as any building return airs within the space. Filters will be checked daily and changed as needed. All filtering will be removed at the end of the project.

H. No deviations from the drawings on the placement of Mechanical Systems or electrical and supplemental air without written approval from Tom Wright or Construction Project Manager. **NO EXCEPTIONS.**

I. Separate metering to be confirmed with Tom Wright or Construction Project Manager prior to bid.

J. Separate metering to be tied into the BMS unless otherwise directed. **NO EXCEPTIONS.**

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8. **SPRINKLER SYSTEM:**

A. Pipe threading machine to be used outside the building in a location to be determined by building management.

B. Buckets to catch old water when head or piping is removed to be kept clean and covered. Remove the old water from building as soon as possible.

C. When sprinkler system is drained into mop sink, flush with clean water and if necessary cover sink with plastic sheet.

D. Add orange smelling soap, simple green, etc. to the old water in the sprinkler buckets to avoid odors from spreading through building.

E. When the sprinkler system is drained, drain to the outside of building, attach a hose, and run to storm drain or away from building where permitted.

9. **POSTING OF RULES AND REGULATIONS:**

A copy of these Rules and Regulations, acknowledged and accepted by the Contractor must be posted on the job site in a manner allowing easy access by all workers. It is the Contractor's responsibility to instruct all workers, including subcontractors, to familiarize themselves with the Rules and Regulations.

10. **INSURANCE REQUIREMENTS**

The Contractor must carry and provide evidence of insurance coverage including, but not limited to, the following:

A. Worker's Compensation, as required by law; bodily injury, personal injury and property damage liability insurance in Comprehensive General Liability form.

B. Comprehensive General Liability Insurance policy shall include coverage for hazards on-premises/operation, elevators, products and completed operations, including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than $1,000,000.00 per person bodily injury and personal injury; $2,000,000.00 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.

C. All certificates shall contain a definite provision that if the policy is cancelled or changed during the periods of coverage, written notice will be mailed to the Landlord 30 days prior to such cancellation or change.

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D. The certificate holder on this certificate must read:

Highwoods Realty Limited Partnership
A North Carolina Limited Partnership
3111 W. Dr. Martin Luther King, Jr. Blvd., Suite 300
Tampa, Florida 33607

E. Highwoods Realty Limited Partnership and its subsidiaries ATIMA, its officers, agents and employees must be named as additional insured.

I hereby certify that I have read and understand the above Rules and Regulations governing work in Tampa Bay Park and agree to comply to the best of my ability with the above Contractor Rules and Regulations.

Acknowledged and Accepted:

General Contractor's Signature: _____

Name: _____

Position: _____

Company: _____

Date: _____

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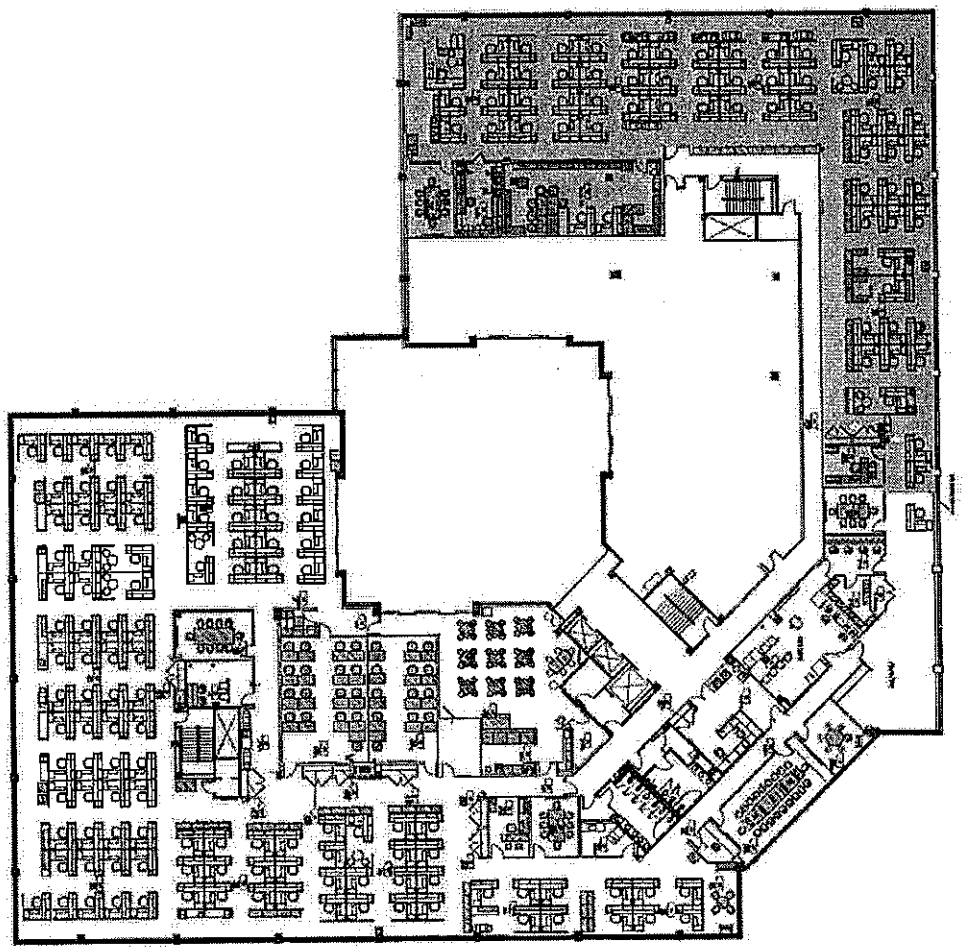
Exhibit C
Hartford Sublease Premises (shaded)



This Exhibit is intended to show the approximate location and configuration of the premises and may not accurately depict all details.

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UMA
ULTIMATE MEDICAL ACADEMY
ONLINE

3101 W Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
Phone: 888-205-2510

Iowa College Student Aid Commission
Postsecondary Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319
Tel: 515-725-3470

October 12, 2012

To whom it may concern,

Ultimate Medical Academy (UMA) is a Florida licensed institution offering distance education programs in allied healthcare, and is accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the U.S. Secretary of Education as a specialized healthcare accrediting agency.

Ultimate Medical Academy is committed to delivering the following distance education programs to students located in the state of Iowa.

- Health Sciences Associate in Science
- Health Information Technology Associate in Science
- Healthcare Management Associate in Science
- Medical Administrative Assistant Diploma
- Medical Billing and Coding Diploma
- Medical Billing and Coding Associate in Science
- Medical Office & Billing Specialist Diploma
- Pharmacy Technician Diploma

To best serve the students of Iowa, as well as to ensure compliance with the requirements of the State of Iowa, in the unlikely event that Ultimate Medical Academy should close, arrangements would be made to providing alternatives for students to complete their programs of study at other institutions for those students who have not yet competed their education at UMA.

Kindest regards,

Steve Kemler
Chief Executive Officer

Ultimate Medical Academy: Organizational Plan

Ultimate Medical Academy's online programs are offered via distance learning UMA online is offered via distance. A description of the online program's physical location can be found on page six (6) in the UMA school catalog and is as follows:

Diploma and Degree Programs

The contact for UMA's diploma and degree programs is:
Sue Edwards, Chief Compliance Officer
Telephone: 813-387-6784
Fax: 813-387-6784
Email: sedwards@ultimatemedical.edu

UMA Online:

UMA Online is located in Spectrum Office Park which is approximately ¼ mile east of N. Dale Mabry and offers convenient parking in a covered parking facility. The area is serviced by public transportation. The facility occupies three floors. This facility also houses administrative services shared by all three UMA campuses. No courses are offered at this facility.

3101 Dr. Martin Luther King Jr. Blvd
Tampa, FL 33607
Phone: (813) 205-2456
Website: www.ultimatemedical.edu

Tampa Campus:

The Tampa Campus is located in the Floriland Office Park which is west of 1-275 at Busch Boulevard (Exit 50) can be accessed from either Busch Boulevard or Florida Avenue and offers convenient parking.

The area is also well served by public transportation. The facilities are divided into classrooms, laboratories, lounges for students, study areas, administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered.

9309 North Florida Avenue
Tampa, Florida 33612
Telephone: (813) 386-6350
Website: www.ultimatemedical.edu

Clearwater Campus:

The Clearwater Campus is located four blocks north of the Court Street campus just south of Missouri on Cleveland. Both are accessible from US Highway 19, Route 60, and public transportation. Convenient parking is available. The Cleveland Street offices and classrooms are fully handicapped accessible as are the ground floor classrooms at Court Street.

The facilities are divided into classrooms, laboratories, lounges for students, study areas, administrative and student support offices. Classrooms are designed and equipped to meet program objectives. Laboratories are fully equipped appropriate to each of the programs offered.

1255 Cleveland Street
Clearwater, Florida 33756
Telephone: (727) 298-8685
Website: www.ultimatemedical.edu

Continuing Medical Education Services

Complete Conference Management

Complete Conference Management is an innovative medical education provider offering a comprehensive suite of educational activities that are unparalleled in the industry. Our on-staff Director of Continuing Medical Education is a physician and educator who works diligently with renowned course directors to create educational programs that have immediate impact on physician practices.

CCM has experienced medical education professionals in place to plan and execute every aspect of a CME activity, including but not limited to: Content Design and Development, Accreditation, Strategic and Financial Planning, Industry Funding, Registration, Promotion, On-site Management, and Post-Activity Analysis.

11440 N. Kendall Drive, Suite 306
Miami, FL 33176
Phone: 888-334-7495
International Callers: 305-279-2263 for international callers.
Fax: 305-279-8221
Email: questions@ccmcme.com
Website: www.ccmcme.com

Global Education Group

Global Education Group's mission is to effectively manage, design, implement and measure the healthcare impact of continuing education interventions that promote clinical competence and performance improvement.

Based on needs assessments that identify gaps in knowledge between current and best practices, Global and its partners develop content that focuses on relevant, evidence-based practices for primary care and specialty audiences. We maintain an exemplary program by managing self-directed and other live and enduring education activities, collaborating in strategic partnerships, developing expert faculty, and relying on established principles of adult learning and evidence-based medicine to improve the provision of healthcare.

5575 S. Sycamore St., Suite 200
Littleton, CO 80120
Phone: 303-395-1782
Fax: 303-648-5311
Email: inquire@globaleducationgroup.com
Web: www.globaleducationgroup.com

Med Learning Group

Med Learning Group began in 2004 as an independent provider of innovative, cutting-edge continuing medical education. Med Learning Group produces a wide array of continuing medical education activities designed to improve the competence of learners and ultimately lead to improved patient care. Med Learning Group has strong collaborative relationships with a wide range of clinicians who are experts in their area of specialty. Formats for educational activities include live meetings, CD-ROM, journal monographs, virtual learning communities, and internet enduring materials.

Med Learning Group is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

2545 Highmoor Rd.
Highland Park, IL 60035
Phone: 847-744-0814
Fax: 847-453-2706
Email: info@medlearninggroup.com
Website: www.medlearninggroup.com

COMMISSION FOR INDEPENDENT EDUCATION

ANNUAL LICENSE

This is to certify that

Ultimate Medical Academy Online
3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, Florida 33607

Is hereby licensed to offer program(s) of instruction

Under the provisions of Chapter 1005, Florida Statutes and Chapter 6E, Florida Administrative Code for the period beginning:

7/19/2012

Samuel J Ferguson
Executive Director

4379
License Number

Commission Chairperson

This license is non-transferable, non-assumable, and shall be rendered null and void upon any change in ownership of the licensee.

ID#4379

Commission for Independent Education

Approved Data

Ultimate Medical Academy Online (ID# 4379)

Corporation Data

Name: Ultimate Medical Academy, LLC
Foreign or Domestic: Foreign **Profit or Non Profit:** Profit

Address Data

3101 W. Dr. Martin Luther King Jr. Blvd.
Tampa, FL 33607
Hillsborough County

Contact Data

Contact: Ms. Linda Weldon
Phone: (813) 676-2245 **Phone Ext:**
Fax: (888) 209-8848
E-Mail: lindaw@ultimatemedical.edu
Web Site: www.ultimatemedical.edu

License Data

Lic #: 4379 **Campus Type:** Main
Lic Status: Annual
Program Specialist: Mary Hamm
Annual Review Date: 5/31/2013

Accredited by:	Level of Accreditation:	Last Granted:	Renewal Date:	Next visit Scheduled:
ABHES	Institutional	08/26/2010	12/31/2017	

Program Title as Licensed:	Hours:		Degree Type:	Credential:
	Clock	Credit		
Health Information Technology		63.5	AS	Associate in Science
Health Sciences		60.5	AS	Associate in Science
Healthcare Management		66	AS	Associate in Science
Medical Administrative Assistant	720	44.5		Diploma
Medical Billing & Coding	720	39		Diploma
Medical Billing & Coding		63	AS	Associate in Science
Medical Office and Billing Specialist	720	41		Diploma
Medical Transcription/Editing	720	39		Diploma
Nursing (RN to BSN)		120	BSN	Bachelors
Pharmacy Technician	720	37.5		Diploma
Spa Management		68.5	AS	Associate in Science

Mary Hamm
Program Specialist
Commission for Independent Education

Ultimate Medical Academy (UMA) has submitted for registration with the Iowa Secretary of State. Attached you will find a copy of the submission documentation. Upon receipt of approval, UMA will forward the approval under separate cover.

MATT SCHULTZ
Secretary of State
State of Iowa

LIMITED LIABILITY COMPANY
Application for Certificate of Authority

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:
Pursuant to section 802 of the *Iowa Revised Uniform Limited Liability Company Act*, the undersigned applies for a certificate of authority to transact business in Iowa and hereby states:

1. The name of the limited liability company: Ultimate Medical Academy, LLC

1A. The name the limited liability company will use in Iowa, **if different** than the legal name of the company named above:

_____

(Refer to note #5 on the back of this form)

2. The limited liability company is formed under the laws of the state (or foreign country) of:
Delaware

3. The duration of the limited liability company is: Perpetual

4. The street and mailing address of its registered office in Iowa and the name of its registered agent at that office:

C T Corporation System
Name

500 East Court Avenue — Des Moines — IA — 50309
Address — City — State — Zip

The registered office and registered agent comply with the requirements of section 489.113.*

5. The address of the office required to be maintained in the state of its formation by the law of that state (if such an address is not required, the address of the principal office of the limited liability company):

3101 W. Dr. Martin Luther King Jr. Drive
Address

Tampa — FL — 33607
City — State — Zip

6. (A) This foreign limited liability company is governed by an operating agreement that establishes or provides for the establishment of designated series of transferable interests having separate rights, powers, or duties with respect to specified property or obligations of the foreign limited liability company, or profits and losses associated with the specified property or obligations. ☑ YES ☐ NO

(B) All debts, liabilities, and obligations incurred, contracted for, or otherwise existing with respect to a particular series, if any, are enforceable against the assets of such series only, and not against the assets of the foreign limited liability company generally. ☐ YES ☑ NO

7. The effective date and time of this application, **if different** than the date and time of filing:
(Refer to note #4 on the back of this form)

Date _____ Time _____

8. A certificate of existence or a record of similar import, signed by the secretary of state of other official having custody of the company's publicly filed report in the state or other jurisdiction under whose law the company is formed, accompanies this application.

Signature _____ Date 10/11/12

Type or print name and title Steven R. Kemler, Chief Executive Officer

635_0010
12/11

Delaware

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "ULTIMATE MEDICAL ACADEMY, LLC" IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-EIGHTH DAY OF SEPTEMBER, A.D. 2012.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN PAID TO DATE.

Jeffrey W. Bullock, Secretary of State

3895643 8300

AUTHENTICATION: 9881800

121081571

DATE: 09-28-12

You may verify this certificate online at corp.delaware.gov/authver.shtml

Grievance Resolution Process:

UMA's student complaints process and policies can be found in a number of locations which are readily available to the public and students. Student's complaint process (a.k.a. UMA's "Grievance Resolution Process") can be found online at: http://www.ultimatemedical.edu/UMA_Grievance_Policy.pdf. In addition UMA's process and policies are found in the UMA catalog which is available to the public and students as well being provided:

- During the enrollment process.
- During the orientation process.
- Via the internet at https://portal.ultimatemedical.edu/public/uma/images/PDF/Catalog/umacatalog.pdf.
- Through the Learning Management System ("LMS")

UMA's Grievance Policy (which is stated on page 69 of the UMA Catalog) states the following:

Ultimate Medical Academy: Grievance Procedure

UMA believes that many questions or concerns students may have can be resolved simply through discussion. It further believes that in the event there is an issue, the involved parties should have the opportunity to address the situation before it is escalated, as it is appropriate to do so. Students with concerns should adhere to the following process in seeking a resolution:

Step 1: Communicate with the appropriate instructor or staff member.
Step 2: Communicate with the Learner Services Advisor, or administrative manager.
Step 3: Communicate with the Director of Education.
Step 4: Unresolved concerns may be elevated to the Review Committee.

At all times, UMA provides an additional resource for students. A UMA Cares Resolution Specialist is available for students to voice their problems, concerns, frustrations, or complaints via phone at 1-800-509-5474 or email at UMAcares@ultimatemedical.edu.

Should the issue escalate to step 4: The Review Committee has a responsibility for reaching a decision that is in the best interest of both the student and the School. As stated above, unresolved concerns remaining after discussing with the Director of Education, including SAP appeals, may be submitted to the Review Committee.

The Committee is comprised of senior managers from various departments in the school. Students must follow steps 1 through 3 of the appeal procedure above before submitting a review to the Review Committee. Students wishing to submit a review must follow the procedure below:

(1) Submit an email message requesting a Review Form to the Compliance Team at compliance ultimatemedical.edu, or obtain a printed form from the Registrar's Office

(2) Reviews are to be filed within 180 days of the most recent incident in question, unless the student can show good cause for a later filing. The review must include sufficient information and appropriate documentation to permit fact-finding and investigation. A Compliance Team member will contact the student if additional background is needed.

(3) Students will be contacted in writing with the Committee's decision within two business days after the meeting.

(4) Students who have additional information that transpired between the request for review and the Review Committee's decision may request reconsideration. The reconsideration of the Committee's decision must be in writing within 10 business days of student's notification of the decision, and include the additional details that were not available at the time of the original review. Reconsiderations that do not include additional information will not be heard by the Committee, and the student will be notified.

(5) The Review Committee's decision will be final and binding.

(6) Retaliation against any student using this complaint process is strictly prohibited.
For non-academic issues, follow Steps 1 through 3 above with staff members, supervisors and finally the Campus Director. Step 4 for non-academic issues is the same as described above.

Student Success Information

To assist potential students in making an informed decision to attend UMA, and in accordance with U.S. Department of Education requirements, Ultimate Medical Academy publishes certain information for programs that prepare students for gainful employment in a recognized occupation. These disclosures are based on historical data. Current or prospective students should not rely on these rates as an implicit or explicit representation or promise of future outcomes or employability following completion of a program of study. Numerous factors affect a student's ability to graduate and secure employment. UMA cannot and does not guarantee or estimate the likelihood of on-time completion, graduation, or employment for any student.

The following provide additional detail regarding reporting categories.

On-Time Completion Rate:

- The on-time completion rate represents the percentage of students completing the program of study during the federal award year that began on July 1, 2010 and ended June 30, 2011 ("Award Year") who completed the program within the Normal Time for a program. The on-time completion rate is calculated by dividing the number of students who completed the program of study within the Normal Time during the Award Year by the total number of students who completed the program during the Award Year. Note that the Normal Time is different than the Instructional Length of a program.
- Instructional Length represents the number of weeks in a program with at least one scheduled day of supervised instruction. Externship time for purposes of Instructional Length assumes 30 hours of externship work per week. Instructional Length does not include scheduled breaks.
- Because Instructional Length does not include scheduled breaks or make-up work and includes an assumed pace for externship that may not match actual progress due to the inherent nature of externship coursework, Normal Time represents a more accurate course completion timeframe for most UMA students based on calendar time between a program start date and a student's completion of the program requirements.
- Actual completion time may vary from Normal Time if a student takes any leaves of absence, repeats coursework, or arranges for an externship pace different from the Normal Time.
- The current Instructional Time and the Normal Time for each program are published in the UMA school catalog.
- Normal Time may be different for various program formats, such as day, night, weekend, at our ground campuses or online.
- Pursuant to U.S. Department of Education guidance, a single rate is disclosed for each program. When a single program had multiple Normal Times due to mixed program formats (i.e. on-ground and online programs), a weighted rate is disclosed.

Retention Rate:

- The retention rates provided are based upon information submitted annually to the Accrediting Bureau of Health Education Schools ("ABHES") for the Award Year. The method of calculation is as follows:

$$(EE + G) / (BE + NS + RE) = R\ \%$$

- Ending Enrollment (EE): The total student population, by program, as of June 30 of the Award Year, including students on externship or an approved leave of absence.
- Number of Graduates (G): Students who have completed the program including any externship requirements, and are no longer at the institution.
- Beginning Enrollment (BE): The total student population, by program, which remains from the previous reporting period and is still enrolled on July 1 of the Award Year. This includes any students who are on externship or an approved leave of absence.
- Number of New Starts (NS): Any new student enrolling in a program during the enrollment period.
- Number of Re-entries (RE): Any student who has left the institution (i.e. terminated, voluntarily withdrawn) during a previous reporting period and reenrolled during the current reporting period.
- Retention Percentage (R): The program's retention rate.

Placement Rate:

- The placement rate(s) for students graduating from the program during the Award Year who are placed within 90 days after the end of the Award Year, calculated using the methodology of UMA's accrediting body, ABHES. Placements may or may not be in the standard occupations published in these disclosures.
  The method of calculation is as follows:
  - (F + R)/(G-U)=P%
    - F = Graduates placed in their field of training
    - R* = Graduates placed in a related field of training
    - G = Total graduates
    - U** = Graduates unavailable for placement
    - P% = Placement percentage
  - *Related field refers to a position wherein the graduate's job functions are related to the skills and knowledge acquired through successful completion of the training program.
  - **Unavailable is defined as: health-related issues, military obligations, incarceration, continuing education status, or death.

Institutional Charges

- Institutional charges are the current tuition and fees (including books and supplies) for each program. These charges do not reflect any applicable additional charges for **Occupations by Program** repeated coursework.
- Information in these disclosures is current as of July 1, 2011. Tuition charges applicable to qualifying students affiliated with the U.S military is indicated in the footnotes to the disclosure chart.

Median Loan Debt

- The median loan debt identifies the median amount of loan debt incurred by students who completed the program during the Award Year (separated by federal, private, and institutional loan debt).
- Please keep in mind that this is a median number. The actual borrowing required by a specific student will vary based on individual circumstances.

Occupations by Program:

- This information identifies the occupation(s) (by name and Standard Occupational Classification ("SOC") code(s) issued by the Bureau of Labor Statistics of the U.S. Department of Labor) that the knowledge and skills taught in the program of study prepares students to enter, and links to the occupational profiles on O*Net associated with the SOC Codes.
- The SOC codes listed were identified by the CIP to SOC crosswalk at http://www.onetonline.org/crosswalk/ based on the program's 2010 Classification of Instructional Programs ("CIP") Code or by typical occupation for placed students.

Student Success Information

For the Reporting Period of 7/1/2010 - 6/30/2011

* Indicates programs which did not have data during the Reporting Period. Data on students in these programs will be included during future reporting periods.

** To protect the privacy of our students, individual placement/retention data is being omitted since it is considered personally indentifiable information under the Family Educational Rights and Privacy Act due to there being less than 10 graduates from this program during this reporting period.

Diploma - Basic X-Ray with Medical Office Procedures

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$15,350.00	$9,500	0	$446	77.3%	CLW: 71%	CLW: *
Technology Fee	$0.00					TPA: 86%	TPA: *
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$1,450.00						
Total	$16,950.00						

SOC Code: 29-2034.00
O*Net Link: http://www.onetonline.org/link/summary/29-2034.00

O*Net Occupations: Radiologic Technician, X-Ray Technician

Diploma - Dental Assistant with Expanded Functions

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$12,975.00	$9,405	0	0	57.8%	CLW: 78%	CLW: 75%
Technology Fee	$0.00					TPA: 75%	TPA: 74%
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$1,400.00						
Total	14,525.00						

SOC Code: 31-9091.00
O*Net Link: http://www.onetonline.org/link/summary/31-9091.00

O*Net Occupations: Dental Assistant, Expanded Dental Assistant, Expanded Duty Dental Assistant

Diploma - Medical Administrative Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$12,975.00	$10,685	0	0	70.1%	CLW: *	CLW: *
Technology Fee	$0.00					TPA: *	TPA: *
Registration Fee	$150.00					ONL: 70%	ONL: 72%
Books/Materials	$1,375.00						
Total	$14,500.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00

O*Net Occupations: Medical Secretary, Medical Office Specialist

Diploma - Medical Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$15,350.00	$10,500	0	$321	100%	CLW: 68%	CLW: 89%
Technology Fee	$0.00					TPA: 70%	TPA: 71%
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$1,450.00						
Total	$16,950.00						

SOC Code: 31-9092.00
O*Net Link: http://www.onetonline.org/link/summary/31-9092.00

O*Net Occupations: Medical Assistant

Diploma - Medical Billing and Coding

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$12,975.00	$9,500	0	0	82.0%	CLW: 81%	CLW: 72%
Technology Fee	$0.00					TPA: 80%	TPA: 72%
Registration Fee	$150.00					ONL: 74%	ONL: 71%
Books/Materials	$1,375.00						
Total	$14,500.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00

O*Net Occupations: Medical Secretary, Medical Office Specialist

Diploma - Medical/Clinical Laboratory Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$13,700.00	$9,500	0	0	62.7%	CLW: 81%	CLW: 83%
Technology Fee	$0.00					TPA: 77%	TPA: 74%
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$1,050.00						
Total	$14,900.00						

SOC Code: 29-2012.00
O*Net Link: http://www.onetonline.org/link/summary/29-2012.00

O*Net Occupations: Medical & Clinical Lab Technician, Laboratory Assistant, Medical Laboratory Technician

Diploma - Medical Office Billing Specialist

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$12,975.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$0.00					TPA: *	TPA: *
Registration Fee	$150.00					ONL: 99%	ONL: *
Books/Materials	$1,375.00						
Total	$14,500.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00

O*Net Occupations: Medical Secretary, Medical Office Specialist

Diploma - Patient Care Technician

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$13,150.00	$9,130	0	0	70.0%	CLW: 76%	CLW: 75%
Technology Fee	$0.00					TPA: 74%	TPA: 80%
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$1,000.00						
Total	$14,300.00						

SOC Code: 31-1014.00
O*Net Link: http://www.onetonline.org/link/summary/31-1014.00

O*Net Occupations: Patient Care Assistant

Diploma - Pharmacy Technician

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$12,800.00	$9,130	0	0	70.0%	CLW: 81%	CLW: 70%
Technology Fee	$0.00					TPA: 70%	TPA: 74%
Registration Fee	$150.00					ONL: 100%	ONL: *
Books/Materials	$1,000.00						
Total	$13,950.00						

SOC Code: 29-2052.00
O*Net Link: http://www.onetonline.org/link/summary/29-2052.00

O*Net Occupations: Pharmacy Technician

AS - Health Information Technology

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$24,130.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$2,222.50					TPA: *	TPA: *
Registration Fees	$150.00					ONL: 100%*	ONL: *
Books/Materials	$1,952.50						
Total	$28,455.00						

SOC Code: 29-2071.00
O*Net Link: http://www.onetonline.org/link/summary/29-2071.00

O*Net Occupations: Medical Records & Health Information Technician, Medical Records Technician, health Information Clerk

AS - Healthcare Management

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$21,720.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$2,310.00					TPA: *	TPA: *
Registration Fees	$150.00					ONL: 100%	ONL: *
Books/Materials	$2,175.00						
Total	$26,355.00						

SOC Code: 11-9111.00
O*Net Link: http://www.onetonline.org/link/summary/11-9111.00

O*Net Occupations: Medical & Health Services Manager, Office Manager

AS - Medical Billing & Coding

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$20,730.00	$16,106	0	0	80.8%	CLW: *	CLW: *
Technology Fee	$2,205.00					TPA: *	TPA: *
Registration Fee	$150.00					ONL: 88%	ONL: 70%
Books/Materials	$2,175.00						
Total	$25,260.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00

O*Net Occupations: Medical Secretary, Medical Office Specialist

AS - Nursing

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$29,400.00	*	*	*	*	CLW: 100%	CLW: *
Technology Fee	$2,625.00					TPA: 95%	TPA: *
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$2,800.00						
Total	$34,975.00						

SOC Code: 31-1014.00
O*Net Link: http://www.onetonline.org/link/summary/29-1111.00
O*Net Occupations: Nurse

AS - Spa Management

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$22,470.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$2,397.50					TPA: *	TPA: *
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$2,175.00						
Total	$27,192.50						

SOC Code: 39-1021.01
O*Net Link: http://www.onetonline.org/link/summary/39-1021.01
O*Net Occupations: Spa Manager

AS Health Sciences with a concentration in Basic X-Ray with Medical Office Procedures

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$21,877.50	$18,801	0	$1,688	53.3%	CLW: **	CLW: **
Technology Fee	$2,187.50					TPA: **	TPA: **
Registration Fee	$150.00					ONL: 96%	ONL: 77%
Books/Materials	$2,150.00						
Total	$26,365.00						

SOC Code: 29-2034.02
O*Net Link: http://www.onetonline.org/link/summary/29-2034.02
O*Net Occupations: Radiologic Technician, X-Ray Technician

AS Health Sciences with a concentration in Dental Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$25,755.00	**	**	**	**	CLW: *	CLW: *
Technology Fee	$2,170.00					TPA: **	TPA: **
Registration Fee	$150.00					ONL: **	ONL: *
Books/Materials	$2,600.00						
Total	$30,675.00						

SOC Code: 31-9091.00
O*Net Link: http://www.onetonline.org/link/summary/31-9091.00
O*Net Occupations: Dental Assistant, Expanded Dental Assistant, Expanded Duty Dental Assistant

AS Health Sciences with a concentration in Medical Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$21,772.50	**	**	**	**	CLW: *	CLW: *
Technology Fee	$2,117.50					TPA: **	TPA: *
Registration Fees	$150.00					ONL: **	ONL: **
Books/Materials	$2,050						
Total	$26,090.00						

SOC Code: 31-9092.00
O*Net Link: http://www.onetonline.org/link/summary/31-9092.00
O*Net Occupations: Medical Assistant

AS Health Sciences with a concentration in Medical Administrative Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$18,187.50	**	**	**	**	CLW: *	CLW: *
Technology Fee	$2,187.50					TPA: *	TPA: *
Registration Fee	$150.00					ONL: 93%	ONL: **
Books/Materials	$1,975.00						
Total	$22,500.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00
O*Net Occupations: Medical Secretary, Medical Office Assistant

AS Health Sciences with a concentration in Medical/Clinical Laboratory Assistant

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$23,922.50	**	**	**	**	CLW: **	CLW: **
Technology Fee	$2,117.50					TPA: **	TPA: **
Registration Fees	$150.00					ONL: 64%	ONL: **
Books/Materials	$2,050.00						
Total	$28,240.00						

SOC Code: 29-2012.00
O*Net Link: http://www.onetonline.org/link/summary/29-2012.00

O*Net Occupations: Medical & Clinical Lab Technician, Laboratory Assistant, Medical Laboratory Technician

AS Health Sciences with a concentration in Medical Office & Billing Specialist

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$19,830.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$2,170.00					TPA: *	TPA: *
Registration Fee	$150.00					ONL: *	ONL: *
Books/Materials	$2,200.00						
Total	$24,350.00						

SOC Code: 43-6013.00
O*Net Link: http://www.onetonline.org/link/summary/43-6013.00

O*Net Occupations: Medical Secretary, Medical Office Specialist

AS Health Sciences with a concentration in Patient Care Technician

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$23,497.50	$14,992	0	$13	66.7%	CLW: **	CLW: **
Technology Fee	$2,152.50					TPA: **	TPA: **
Registration Fee	$150.00					ONL: 63%	ONL: **
Books/Materials	$2,000.00						
Total	$27,800.00						

SOC Code: 31-1012.00
O*Net Link: http://www.onetonline.org/link/summary/31-1012.00

O*Net Occupations: Patient Care Technician

AS Health Sciences with a concentration in Pharmacy Technician

Institutional Charges:		Median Loan Debt:			On-Time Completion Rate:	Retention Rate:	Placement Rate:
		Title IV	Private	Institutional			
Tuition	$20,430.00	*	*	*	*	CLW: *	CLW: *
Technology Fee	$2152.50					TPA: *	TPA: *
Registration Fee	$150.00					ONL: 91%	ONL: *
Books/Materials	$1802.50						
Total	$24,535.00						

SOC Code: 29-2052.00
O*Net Link: http://www.onetonline.org/link/summary/29-2052.00

O*Net Occupations: Pharmacy Technician