

2017/2018

SCHOOL CATALOG

Cameron County Education Initiative Inc.

3140 E. Ruben Torres Blvd.

Brownsville, Texas 78526

Phone (956)641-4800

Fax (956)641-4899

**For more information, visit us at**

**www.myccei.org**

Approved and Regulated by Texas Workforce Commission-Career Schools and Colleges, Austin, Texas

School Catalog

Volume 1, Edition2

Published July 14, 2017

Effective January 1, 2017– December 31, 2018

Contents

[Contents 2](#_Toc472764967)

[School Information 6](#_Toc472764968)

[Message from the Chief Executive Officer 6](#_Toc472764969)

[Mission Statement and Objective 6](#_Toc472764970)

[Administration, Faculty, and Staff 6](#_Toc472764971)

[History 6](#_Toc472764972)

[Location and School Facilities 6](#_Toc472764973)

[Accrediting Agencies, Approvals/State Licenses, and Memberships 7](#_Toc472764974)

[Approvals/State Licenses 7](#_Toc472764975)

[Membership 7](#_Toc472764976)

[Ownership of the School 7](#_Toc472764977)

[Changes and Improvements to Programs 7](#_Toc472764978)

[Release of Records, Transcripts, and Certificates 7](#_Toc472764979)

[Admission Information 8](#_Toc472764980)

[Admission Requirements 8](#_Toc472764981)

[Admission Procedures 8](#_Toc472764982)

[Credit for Previous Training 8](#_Toc472764983)

[Non-Discrimination Policy and Americans with Disabilities Act 8](#_Toc472764984)

[Student Information and Services 10](#_Toc472764985)

[Consumer Information and Disclosures 10](#_Toc472764986)

[Campus Security 10](#_Toc472764987)

[Emergency Notification System 10](#_Toc472764988)

[Non-Harassment Policy 11](#_Toc472764989)

[Copyright and Academic Integrity 12](#_Toc472764990)

[Family Educational Rights and Privacy Act (FERPA) 12](#_Toc472764991)

[Graduate Employment Assistance 13](#_Toc472764992)

[Advising 13](#_Toc472764993)

[Housing 13](#_Toc472764994)

[Transportation 14](#_Toc472764995)

[Health and Safety 14](#_Toc472764996)

[Student Insurance 14](#_Toc472764997)

[Student Complaint/Grievance Resolution 14](#_Toc472764998)

[Dispute Resolution 14](#_Toc472764999)

[Student Conduct 16](#_Toc472765000)

[Student Use of Computer Systems and Networks 16](#_Toc472765001)

[Academic Information 18](#_Toc472765002)

[Class Size 18](#_Toc472765003)

[Definition of Clock Hour 18](#_Toc472765004)

[Transfer of Credit Hours 18](#_Toc472765005)

[Attendance Policy 18](#_Toc472765006)

[Attendance Policy – Veteran Affairs Students 19](#_Toc472765007)

[Leave of Absence 19](#_Toc472765008)

[Make up Policy 20](#_Toc472765009)

[Procedure for Withdrawing from School 20](#_Toc472765010)

[Probation and Termination 20](#_Toc472765011)

[Reinstatement into Training 20](#_Toc472765012)

[Re-Admission for Military Service Members 20](#_Toc472765013)

[Graduation Requirements 21](#_Toc472765014)

[Academic Standards 22](#_Toc472765015)

[Grading Policy 22](#_Toc472765016)

[Incomplete/Withdrawn grades – 22](#_Toc472765017)

[Repeat Subjects 22](#_Toc472765018)

[Satisfactory Academic Progress Policy 23](#_Toc472765019)

[Standards of Academic Progress for VA Students 23](#_Toc472765020)

[Maximum Time Frame for Training 24](#_Toc472765021)

[Financial Information 25](#_Toc472765022)

[Student and Family Responsibility 25](#_Toc472765023)

[Payment Methods/Arrangements 25](#_Toc472765024)

[Student Financial Assistance Programs 25](#_Toc472765025)

[Cancellation and Refund Policy 25](#_Toc472765026)

[Cancellation Policy 25](#_Toc472765027)

[Refund Policy 25](#_Toc472765028)

[Refund Policy for Students Called to Active Military Service 26](#_Toc472765029)

[Programs Descriptions and Outlines 27](#_Toc472765030)

[Comparable Program Information 27](#_Toc472765031)

[Standard Class Schedule & Enrollment deadlines 27](#_Toc472765032)

[Instructional Equipment 27](#_Toc472765033)

[Dress Code 28](#_Toc472765034)

[Construction Dress Code Specifications 28](#_Toc472765035)

[Medical Dress Code Specifications 28](#_Toc472765036)

[Construction Technology – CT 29](#_Toc472765037)

[Medical Assistant–MA 30](#_Toc472765038)

[Electronic Health Records Technician – EHRT 31](#_Toc472765039)

[Subject Description 32](#_Toc472765040)

[Changes in Catalog Information 35](#_Toc472765041)

[Statement of Truth 35](#_Toc472765042)

**Supplements**

**Supplement 1 –** Class/Breal Schedule & School Hours

**Supplement 2** – Key Personnel & Faculty

**Supplement 3 –** Start Date Calendar, Holiday & Vacations

**Supplement 4 –** Program Cost Summary/Note

# School Information

## Message from the Chief Executive Officer

**Cameron County Education Initiative Inc. (CCEI) was formed exclusively for charitable and educational purposes.** CCEI intends to provide customized courses for industry specific needs in concert with strategic economic development efforts to create a local sustainable workforce capable to serve the needs of industry. Our approach meets our mission to provide the individuals of Cameron County with the specialized training and education necessary to enter, maintain and sustain an in-demand career to better provide for themselves and their loved ones.

I look forward to sharing the CCEI experience with you.



Michael Hernandez III

Chief Executive Officer

## Mission Statement and Objective

The Cameron County Education Initiative Inc. (CCEI) is a project committed to providing debt-free education, training, and career preparation programs to the citizens of Cameron County.

The CCEI Education Core Values utilized to create positive experiences are grounded in:

• Integrity

• Customer Service

• Innovation

• Partnership

## Administration, Faculty, and Staff

CCEI has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state approving agencies and the accrediting bodies governing CCEI in addition to the instructional staff, support personnel are available for assistance in financial assistance, career services, attendance and other needs.

## History

Jan 2016 – Cameron County Education Initiative Inc. – (CCEI) was formed as a Texas nonprofit corporation.

March 2017 – CCEI approval from Texas Workforce Commission Careers Schools and Colleges

May 2017 – CCEI approval from Texas Workforce Solution-Vocational Rehabilitative Services

June 2017– Started first class in a 10,000 sq. foot building located at 3140 E. Ruben Torres Blvd. Brownsville, TX.

## Location and School Facilities

The CCEI campus is located at 3140 E. Ruben Torres Blvd. Brownsville, Texas 78520. The school consists of a building that is over 10,000 square feet with administrative and education offices, classrooms, resource center, trade shop/labs, and a student break area.

# Accrediting Agencies, Approvals/State Licenses, and Memberships

## Approvals/State Licenses

Cameron County Education Initiative Inc.(S-5105)

Texas Workforce Commission

Career Schools and Colleges

101 E. 15th Street, Rm. 226T

Austin, Texas 78778-0001

Phone: 512-936-3100

[www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools)

Cameron County Education Initiative Inc. (Id# 18118412933000)

Texas Workforce Solutions- Vocational Rehabilitation Services

5309 Wurzbach Rd. Suite 102

San Antonio, Texas 78238

Phone: 210-415-8374

<www.twc.state.tx.us/partners/vocational-rehabilitation-providers-resources>

Membership

Cameron County Education Initiative Inc. is a member of the following organizations:

* Brownsville Chamber of Commerce
* Harlingen Chamber of Commerce
* RGV Hispanic Chamber of Commerce

## Ownership of the School

Cameron County Education Initiative Inc. is owned by Michael A. Hernandez III

## Changes and Improvements to Programs

CCEI is constantly striving to improve and update our programs to keep with up changes in industries in which we train. As a result, we meet twice a year with advisory committees made-up of employers and experts from the industry and surrounding community. These Committees review results of graduate and employer surveys, review current industry trends and give feedback and recommendations for updates to programs that the school considers for implementation. When planned changes or updates occur, they are published in an addendum that is distributed to students, and then included in the next printed version of the catalog upon approval from TWC Career Schools and Colleges.

## Release of Records, Transcripts, and Certificates

Official academic records, transcripts, or certificates will not be released to any institute or individual until all financial obligations have been met and the student has been cleared by the Financial Aid department. Initial copies of transcripts or certificates will be issued at no charge. A transcript/certificate request form with a copy of the student’s identification must be completed and returned with payment before the document can be released.

# 

# Admission Information

## Admission Requirements

The School admits, as students, applicants having an

* Acceptable high school diploma and or Official High School Transcript listing date of Graduation or
* General Educational Development (GED), HiSet, TASC or recognized equivalent or
* National or Regional accredited college transcript that contains the name and date of high school graduation. or
* Foreign high school documentation requires interpretation in order to validate.
* Students who have completed Home School are required to submit a copy of the curriculum used for completing their high school education. Or
* Be beyond the compulsory age of attendance as set by the State of Texas and demonstrate the ability to benefit from training as determined by an independently administered Wonderlic Basic Skills Test. Prospective students obtain a minimum score on the exam to meet this requirement. Minimum scores are as follows:

Verbal – 200 Quantitative –210

CCEI reserves the right to decline any high school diploma, transcript or equivalency documentation it deems as unacceptable.

## Admission Procedures

Persons desiring to apply to CCEI should contact the School and speak with one of its Admissions Representatives. Prior to being accepted, an applicant must:

* Complete an interview with an admission representative
* Take a Tour of the School
* Meet with a Financial Officer to secure arrangements if required for payment of the desired program of study
* Meet with an Admission Representative, to complete an enrollment agreement and required forms

A student is officially enrolled upon completion of all admission requirements and the enrollment agreement is fully-executed (signed by the applicant and the School Official or their designee). An applicant may register at any time, but may only begin classes on the specified start date or no later than the allowable start period defined by the schools governing agencies and as outlined on the enrollment agreement. Classes may have a limited enrollment.

## Credit for Previous Training

The school maintains a record of the previous education and training of each student. All requests for exemption or credit must be submitted prior to the start of training. New students, which includes students transferring from another institution, may request exemption from courses based on previous postsecondary education and training. Transcripts from other nationally and/or regionally accredited schools and colleges may be submitted for credit. Credit may be given for related courses taken at a different institution must have been completed within the last 5 years with an earned grade of a “C” or above. Transfer of credit will be limited to enrollment at Cameron County Education Initiative Inc. and an official transcript must be presented prior to starting school. The Executive Director or his/her designee will determine what credit is to be given. Credit is limited to no more than 50% of the total Cameron County Education Initiative Inc. program, and certain classes may not be eligible for credit. If the training program is shortened, the program cost will be reduced accordingly.

## Non-Discrimination Policy and Americans with Disabilities Act

Cameron County Education Initiative Inc. does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If the student would like to request academic adjustment or auxiliary aids, contact the Executive Director. The student may request academic adjustments or auxiliary aids at any time. The Executive Director, working with Human Resources and Compliance departments, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. CCEI will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Executive Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. The Executive Director has a form (ADA Request for Reasonable Accommodation) which should accompany your request.

2. The Executive Director will, as soon as reasonably possible after receiving the request, make a determination.

3. If the student would like to appeal the Executive Director’s decision, please contact the Vice President (956)641-4800, to request an appeal review of all previously submitted documentation and the Executive Director’s decision.

Appeals must be submitted within one week of the date of the Executive Director’s response.

# Student Information and Services

## Consumer Information and Disclosures

The U.S. Department of Education requires schools to provide potential and current students with Consumer Information and Disclosures of specific information regarding graduation rates, retention rates, placement rates, median loan debit of Title IV Federal Student Aid and private loans, and possible employment outcomes for each academic program. The summary and the location of the Consumer Information are provided in the Consumer Information Notice distributed to all potential students. Cameron County Education Initiative Inc. provides this information to all currently enrolled students for July 1 – June 30 of the subsequent year, unless there are updates, which are provided at the time of the change. In addition, Cameron County Education Initiative’s Inc. Consumer Information is located on the CCEI website atwww.myccei.org for each program offered.

## Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all colleges and universities to publish information about crime on and near the campus. The Clery Act requires that an Annual Security Report is published by October1st each calendar year, a public crime log is maintained on campus, and the campus is responsible for using an emergency notification system to alert students of a serious threat. CCEI follows these guidelines and reports to the United States Department of Education annually. Students and Employees may find information on the Annual report posted online atwww.myccei.org

If you have any questions regarding reporting obligations, please contact your Executive Director. The Annual report contains information regarding Campus Security

Emergency Response Plan

Security & Access to Facilities

Crime Awareness and Prevention

Crime Statistics & Definitions

Disciplinary Referrals

Sex Offenders/Sex Offenses

Drug-Free Campus and Workplace

Alcohol & Drug Policy

Description of Health Risks Associated with Alcohol and Drug Use

Federal and State Legal Sanctions

Local Counseling, Treatment and Rehabilitation Programs

Crime Statistics

Cameron County Education Initiative Inc. enforces a strict policy for students and employees who violate the company’s policies related to drug use. Violators may be subject to penalties and/or disciplinary actions including up to termination from school or employment. CCEI’s sexual assault policy is to encourage students to be responsible for their personal safety. The campus has a list of staff members by name, title and contact number who are available to report criminal activity, public safety issues, emergencies and suspicious behavior. In the event of an emergency or eminent danger, everyone should immediately call 911.Campus security authority lists and blank incident reports are posted on bulletin boards throughout the campus. If assistance is needed, it will be provided upon request. Students are encouraged to be responsible for their personal and community safety.

## Emergency Notification System

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, CCEI provides an emergency alert system, via school management software that delivers messages to your CCEI or personal email addresses as well as your cell phone. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed on campus that may pose a serious and/or immediate threat. We have enrolled you in the program at no additional expense to you. We encourage you to keep your contact information current so that these important alerts can reach you in a timely manner. Please contact the front desk at the campus to update your contact information. If you choose to not enroll in this service, we ask that you contact your Executive Director. Notification for school closing due to inclement weather and or any other emergency will be done via PSA announcement through local television and radio stations.

## Non-Harassment Policy

Cameron County Education Initiative Inc. will not permit, tolerate or condone harassment against any individual for any reason, including, but not limited to, harassment based on race color, religion, national origin, sex, (including pregnancy), age, disability, veteran status or another status protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to students, company employees, customers, vendors and visitors tithe premises. CCEI intends to provide a school environment that is pleasant, healthy, comfortable and free of intimidation, hostility or other offenses that might interfere with a student’s educational performance. All employees and students must avoid offensive or inappropriate behavior in School or employment-related relationships and are responsible for ensuring that all student-employee, plus employment-related relationships remain professional and free from harassment at all times.

Harassment can include, but is not limited to, the following actions:

* Inappropriate Communication – involves any language that is offensive, unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendoes, or threats of any kind, whether communicated verbally, in writing, or electronically.
* Physical Abuse – includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
* Interference or Hostile Environment – includes any behavior or action that interferes with a student or employee’s ability to perform job duties and responsibilities, or participate in the education process, or which results in or creates a hostile or intimidating environment.
* Sexual Harassment – include, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
* Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or continuation of education;
* Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
* Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual’s work or school performance or creating an intimidating, hostile, or offensive work environment.
* Retaliation – includes any adverse action or threat of adverse action taken or made because a student or employee has exercised or attempted to exercise any rights under applicable laws or under policies of the company. Retaliation includes, but is not limited to, threats, or withholding or withdrawal of pay, promotions, training, grades or employment opportunities.

It is important that students and employees clearly understand the serious effects of harassment. Such behavior may result in personal liability, as well as liability to the School. If an individual feel that he/she has been subjected to any type of degree of harassment, he/she must report the incident verbally or in writing to the Executive Director, Immediate supervisor, department head, and any other member of management, the Vice President or the Compliance department. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved, but does not have to be in writing. When the School’s management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School to do so. Complaints of violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation with consideration given to each person’s desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Only individuals with a legitimate “need to know” will be given any information regarding the complaint(s). Employees and students who utilize this procedure are assured that they will be free from any reprisal or retaliation for reporting such violations or cooperating in an investigation. Any student found to have harassed a fellow student or School staff member would be subject to severe disciplinary action including possible expulsion from School. In addition, any staff member found to have harassed a student or other staff member would be subject to sever disciplinary action including possible discharge from employment. The School will take action necessary to appropriately remedy the situation. However, if an investigation of a complaint shows that the complaint or information was knowingly false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the School or, if a staff member up to and including termination from employment.

## Copyright and Academic Integrity

Students at Cameron County Education Initiative Inc. are expected to maintain the highest standards of academic conduct by always submitting their own original work for all assignments, research papers, tests, and projects. Students found to engage in plagiarism, cheating, or other forms of academic dishonesty will be subject to negative consequences up to, and including termination from School. Plagiarism is the use of another’s words or ideas without proper citation, and includes copying large sections of text or images from print or electronic resources, or another student’s work.

Students may avoid plagiarism by forming ideas in their own words, quoting only limited passages of borrowed text, and always acknowledging the origin of borrowed ideas or words with a correct citation. Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literacy, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of “Fair Use” allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at [www.copyright.gov](http://www.copyright.gov).

## Family Educational Rights and Privacy Act (FERPA)

Cameron County Education Initiative Inc. is committed to the privacy and security of our students. CCEIs Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students’ rights and institutions’ responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. The Family Educational Rights and Privacy Act (FERPA) afford current or former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual School records within 45 days of the written request. Students should contact the registrar’s office to determine the location of appropriate records and the procedure for reviewing such records.

A student should submit a written request that identifies the record(s) the student wishes to inspect. Request for finance records go to the Financial Aid Office, and requests for other records to the Registrar’s Office. A CCEI official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The student has the right to seek an amendment of records which is believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. Students requesting an amendment of records should submit a written, dated request to the Registrar’s office and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy. If Cameron County Education Initiative Inc. decides not to amend the record as requested, CCEI will notify 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 will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable Students must provide a signed, dated and written request allowing Cameron County Education Initiative Inc. to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made.

**NOTE: FERPA** does authorize Cameron County Education Initiative Inc. to disclose student personal identifiable information without consent to other School officials, any contractor or consultant contracting with Cameron County Education Initiative Inc., representatives of the Secretary, of the state, any organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A School official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a person or company with whom the School had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A School official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request from the student or institution, Cameron County Education Initiative Inc. may disclose education records without the student’s consent to officials of another school which the student seeks or intends to enroll.

5. File a complaint with the U.S. Department of Education concerning alleged failures by Cameron County Education Initiative Inc. to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office (FERPA)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 40202-4605

6. Notify Cameron County Education Initiative Inc. Education Office in writing if the student wishes to withhold his or her information from the “Directory” information. The School may release information without the student’s consent where the information is classified as “Directory Information”; the following categories of information have been designated by CCEI as directory information:

* Name
* Address
* Telephone listing
* E-mail address
* Photographs
* Major field of study

Students who do not want such information released without their consent should notify the Education Office.

## Graduate Employment Assistance

Cameron County Education Initiative Inc. places an emphasis on graduate employment assistance; we consider this to be one of the most important services we can offer our students. The Career Services department helps connect graduates to the workforce by providing specific services that relate to preparing for and identifying employment opportunities.

This office provides the following services:

* Assistance in preparation of resumes and cover letters
* Job coaching services to improve or enhance interviewing (and other) job seeking skills
* Advice and information on job availability in specific areas of training
* Continuous, individualized employment assistance

The School develops contacts with employers and generally has requests from employers for graduates. To do this, CCEI maintains a contact file of potential employers which is constantly updated. Employers are also invited to come to the CCEI campus for job interview sessions. CCEI is very proud of the success of our graduates; however, CCEI does not or will not guarantee employment. Students are also informed that they should be ready to relocate upon graduation, as this may increase their employment opportunities.

## Advising

The School has an open-door policy and encourages students to discuss any questions or suggestions with whomever they may wish at any time. However, the School encourages students to follow the traditional “chain-of-command” policy practiced by most employers. This chain begins with the student’s instructor (equivalent to immediate supervisor in the workplace) and continues through the Executive Director to the Vice President.

## Housing

The School does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

## Transportation

Cameron County Education Initiative Inc. facilities are conveniently located near public transportation and major freeways. If a student has transportation problems, we try to arrange car pool since we have students commuting from many parts of the city.

## Health and Safety

We will attempt to provide safe facilities and a workplace free from recognized hazards. Each program has specific guidelines that will be explained by the individual instructors. Students are expected to use common sense at all times to prevent injury to themselves and others. The School maintains first aid kits for emergencies. All accidents and injuries must be reported to an instructor or manager or supervisor immediately.

General safety rules that should be observed at all times include:

* Operating mechanical and electrical equipment only according to prescribed procedures;
* Wearing safety glasses and other personal protective equipment whenever and wherever training activities call for them.

## Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. Cameron County Education Initiative Inc. does not assume financial responsibility for injuries due to student negligence. All students should have their own personal medical insurance or be covered by their families’ medical insurance while attending School.

## Student Complaint/Grievance Resolution

Cameron County Education Initiative Inc. ’s stated objective is the preparation of its graduates for a career in their chosen field of training. If a student has a grievance, the following procedure must be followed. It is Cameron County Education Initiative Inc.’s desire that a grievance be settled at the lowest possible level, and resolved as rapidly as possible.

1. A student will attempt to resolve a grievance with the person involved.

2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person’s supervisor.

3. If the grievance is still unresolved after two days the student should submit a written summary to the Executive Director. A meeting will be set up to include the student, person involved, and the Director. Every effort will be made to resolve the grievance at this point.

4. If the student notifies the Executive Director in writing that the student does not consider the grievance to be resolved, a written summary by the Executive Director, along with all other materials, will be forwarded to:

Vice President. A written decision on the grievance report will be sent to the student and the Executive Director within five working days after receipt of the signed grievance. If after following the school’s policy the grievance remains unresolved, for all programs, the unresolved grievance should be directed to the

Texas Workforce Commission,

Career Schools and Colleges Department,

101 E. 15th Street,

Room 226T

Austin, Texas 78778-0001

Phone (512) 936-3100

www.texasworkforce.org/careerschools

## Dispute Resolution

The following procedure shall apply to the resolution of any Dispute arising out or in any way related to a student’s Enrollment Agreement with the School, any amendments or addenda thereto signed by the student or the subject matter thereof, the student’s enrollment, attendance and completion of the student’s education program, including without limitation, any statutory, tort, contract, equity or other claim (including all claims presented as a class action) (the “Dispute”):

1. Any Dispute shall be resolved first by use of the Grievance Resolution procedures as outlines in the School Catalog, effective on the date the student’s enrollment agreements signed and accepted by the School Official.

2. If the Dispute is not resolved pursuant to the School’s Grievance Resolution procedures as outlines in the School Catalog within 45 days from the date the student submits a written complaint to the CCEI Corporate Office, then the Dispute shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA) then in effect, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

a. The Federal Arbitration Act shall govern this arbitration agreement. The substantive law which will govern the interpretation of a student’s Enrollment Agreement and related documents and the resolution of any Dispute will be the law of the state where the School is located.

b. Arbitration shall be the sole method of resolving all Disputes between the parties to this agreement.

c. Arbitration will take place before a single neutral arbitrator, chosen according to the AAA Commercial Rules, in the city in which the Cameron County Education Initiative Inc. School attended by the student is located.

d. The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be reasonable and necessary.

e. The arbitration shall be conducted in the English language.

f. The arbitrator shall have the authority to grant interim remedies pursuant to the AAA’s Optional Rules for Emergency Measures of Protection then in effect. The arbitrator shall have the authority to award monetary damages measured by the prevailing party’s actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement between the parties. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

g. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages.

h. The prevailing party as determined by the arbitrator will be entitled to recover its reasonable attorney’s fees and arbitrator administrative costs.

I. The arbitrator also shall not have any authority to alter any grade issued to student.

j. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise or the arbitrator determines otherwise in the award.

k. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties.

## Student Conduct

Students are expected to conduct themselves in a courteous and professional manner and adhere to the school policies. Generally, a student may be asked to leave a classroom if, in the opinion of the instructor, the student’s dress, manner, appearance or behavior distracts or interferes with the educational process. Violation of school policies may result in disciplinary action up to and including dismissal from school. A student’s ability to reenter school is at the discretion of the Executive Director. Specific examples of acceptable behavior are below:

1. Students will display respect for fellow students, faculty, and school staff members.

2. Students will not interfere with the learning progress of any other student(s).

3. Students will put forth a reasonable effort to learn and to bring their training to a successful conclusion within the scheduled training period.

4. Students will attend all scheduled classes and have valid reasons for any time missed.

5. Students will not bring unfavorable criticism or disrepute upon the school or fellow students.

6. Students will adhere to the dress code at all times.

7. Students will refrain from abusive, vulgar, or profane language on school premises.

8. Student will not engage in cheating in any form.

9. Students will not bring alcohol, illegal drugs, or weapons of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises.

10. Students will not engage in gambling, fighting, soliciting, or distribution of literature of any kind on the school premises.

11. Student will not remove any supplies, textbooks, equipment or other school property from the premises without prior written permission from the Executive Director. Students will not misuse, vandalize, or otherwise damage any school property.

12. Students will not eat or use tobacco products in classrooms, labs, or other non-designated areas.

13. Students will leave their classrooms and lab areas clean at the end of the class period. Students will not bring visitors to the school without prior permission from the Executive Director.

14. Students will make all tuition payments as scheduled.

15. CCEI is not responsible for, and will be held harmless for, damage to or loss of personal property, including clothing, jewelry, and other items that may be damaged by equipment, chemicals, etc. Property loss should be reported immediately to a school staff member, and the School will make every effort to assist the student to recover lost property. Found items should be given to a school staff member so the owner can be contacted.

16. CCEI assumes no responsibility for missing tools, tool kits, tool boxes, book bags or computer belonging to students. The basic tools specified by the school are the only tools required for training. Students should not bring any other tools, tool kits or other equipment to the school. It is recommended that the student check with their insurance company to be sure their tool kits and other equipment are covered since the school carries no insurance to cover any personal items belonging to students.

17. The use of cell phones in the classroom is prohibited unless permission is granted by the instructor for use for a related classroom activity or assignment.

## Student Use of Computer Systems and Networks

Cameron County Education Initiative Inc. computer systems and networks are provided for student use as a part of CCEI academic programs. Students are not permitted to use their personal devices on the CCEI computer network. This poses security risk to the CCEI infrastructure and is prohibited. All students have a responsibility to use CCEI computer systems and networks in an ethical and lawful manner. Students found to have misused CCEI computer systems and networks may receive disciplinary action up to and including dismissal. Cameron County Education Initiative Inc. will not tolerate any abuse of computer systems and networks. This is not an all-inclusive list. In the case of a dismissal, the student will be subject to the refund policy as outlined in the School catalog.

Examples of behaviors considered to be in violation of CCEI’s policy on student computer systems and network include:

* Sending obscene, harassing, intimidating and/or threatening messages through email or other means. Viewing or downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
* Downloading any software programs, files or other items including but not limited to internet accelerator programs, search engines, upgrades, enhancements, fonts, graphic images, photos or other items unless authorized to do so by the Executive Director or Vice President. Transferring personal software to CCEI computers is prohibited.
* Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements.
* Using CCEI computer and/or network to perpetrate fraud, misrepresentation or illegal activity.
* Providing others with access to one’s personal computer accounts or attempting to gain access to the computer accounts, files or system to which authorized access has not been granted.
* Attempting to circumvent or compromise CCEI computer security or the security of any remote system accessed through CCEI equipment or networks.
* Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities.
* Modifying, altering, or tampering with systems hardware or software unless explicitly authorized to do so by the Executive Director.

# 

# Academic Information

## Class Size

The school will maintain a proper ratio between teachers and students to allow adequate attention to each individual in both theory class and the laboratory. The student-teacher ratio will generally not exceed 30:1 in theory classes and 20:1 in laboratory classes

## Definition of Clock Hour

Cameron County Education Initiative Inc. is a clock hour approved school and does not convert to quarter credit or semester credits

Classroom lecture involves the presentation of theory; laboratory work involves the application of theory through the use of training aids; and externship, clinical practice, or practicum involves the application of knowledge and skills in a program-related facility.

A clock hour is defined:

* as a 50- minute to 60-minute lecture, recitation, or class, including laboratory class or shop training, in a 60-minute period
* a 50-minute to 60-minute internship/externship in a 60-minute period

## Transfer of Credit Hours

CCEI does not guarantee articulation with any educational institution for the transfer of credit earned at CCEI. Check with the Executive Director for current articulation agreements with other colleges or universities. The transferability of credits earned at CCEI will be determined by the receiving institution’s policy and should not be assumed to be transferable.

## Attendance Policy

Cameron County Education Initiative Inc. is an attendance taking institution.

1. **Recording Attendance/Absences**

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance

1. **Tardiness**

a. Those students who are tardy to class more than 10 minutes will be marked absent for the hour. These absences will count toward TWC absence limits.

b. Those students who continue to be tardy or absent and/ or disrupt class may be refereed, at the discretion of the instructor to the Executive Director or his/her designee for advising or disciplinary action.

c. Instructor may use absences or tardies as part of their grading process, such as averaging a participation grade in with other daily averages. Instructors should, however, clear their policies with the Executive Director.

1. **Full Day Absence (Defined)**
2. A full day absence will have charged when the student is absent from all scheduled hours for that day.
3. **Termination due to Absences**

A student will be terminated for attendance violations as follows: A school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

* 1. more than 10 consecutive school days;
  2. more than 20% of the total course time hours in a program with course time of more than 200 hours;
  3. more than 25% of the total course time hours in a program or individual class with course time of 41 to 200 hours;
  4. more than 25% of the total course time hours for seminars, individual classes, or programs with course time of 40 hours or less; or Student is enrolled in a program/course of more than 200 hours and absences exceed 20% of the total contracted clock hours in the student’s program; or
  5. Any number of days if the student fails to return as scheduled form an approved leave of absence.
  6. When a student enters the period of his/her program in which the student is obligated for all tuition, fees and other charges the Executive Director may waive the 20% or 10 consecutive days absent termination requirement on a case by case basis.
  7. Students whose enrollments are terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period.

## Attendance Policy – Veteran Affairs Students

Students approved for funding under the Veterans Administration must follow the following guidelines throughout the student’s stay in school until they complete, graduate or drop. Unsatisfactory attendance and or any violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

1. **Recording Attendance/Absences**

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance

2.  **Termination due to Absences**

a. Students exceeds 5 consecutive days of absence excluding, holidays, scheduled breaks and weekends; or

b. Student exceeds 20% of the total contracted clock hours in the student’s program;

c. Any number of days if the student fails to return as scheduled from an approved leave of absence.

## Leave of Absence

A leave of absence (LOA) may be granted to a student for a limited number of reasons deemed reasonable by the

Executive Director. Only the Executive Director may grant this leave of absence, and only under the following conditions:

• The student has the intention of returning to school

• The leave of absence is requested in writing by the student and this request is signed by both the student and authorized school official.

• The school may not charge the student for the leave of absence.

• The leave of absence is limited to a maximum of 60 calendar days per LOA period.

• No more than two leaves of absence may be granted for the same student in any twelve (12) month period.

Attendance records shall clearly show the dates for which the leave of absence is granted. Failure of a student to return from a leave of absence will result in termination of enrollment from the school, and any unearned tuition shall be refunded within refund guidelines

## Make up Policy

A student and or an instructor, on the student’s behalf may request permission from the Executive Director or other authorized official to make-up hours/work. The following guidelines must be followed:

1. No more than 5% of the total clock hours for a program may be made up;
2. Make-up work shall:

a. Be supervised by an instructor approved for the subject being made up:

b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;

c. Be completed immediately after the absence but no later than two weeks after the end of the grading period during which the absence occurred;

d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and

e. Be signed and dated by the student to acknowledge the make-up session.

1. Care must be taken by the instructors and staff to ensure that hours are not being made up to circumvent the absence policy or the incomplete grade policy

## Procedure for Withdrawing from School

Students who wish to terminate their training for any reason are required to take the following steps:

1. Notify the Executive Director, or other School Official in writing. The written notification should explain the reasons for wishing to terminate. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without termination. 2. Schedule an exit interview with a member of the Financial Aid staff.

Students, who are obligated for the full tuition at the time of withdrawal, may request a grade of ‘Incomplete’ if withdrawing for an appropriate reason unrelated to their academic status. Such a student may re-enter during the 12-month period following the date of their withdrawal, and complete needed courses without a charge of tuition from their original enrollment agreement. If the incomplete subjects are no longer available due to program changes, the student will be charged at current rates and must meet the graduation requirements of the program revisions. A student that is granted an incomplete course status subsequent to his/her withdrawal will not, after re-entering, incurs a tuition price increase based on program and course availability.

## Probation and Termination

Students may be terminated and/or dismissed for violation of policies as listed in this catalog to include: not maintaining satisfactory academic progress, excessive absences or tardies, improper conduct, and failure to fulfill financial obligations to the School. In all cases, tuition and fees will be charged according to the approved refund policy.

## Reinstatement into Training

Students may request to be readmitted to the school after being dismissed or voluntarily withdrawing. Requests must be submitted in writing to the Executive Director and will be considered only if the student can demonstrate that the conditions which led to the interruption in training have been satisfactorily resolved. Re-enter applicants must participate in the reentry admissions process and be accepted by an authorized School Official. Re-entering students will be charged at current tuition rates for the remaining period of training. In the event the admissions requirements change, re-entry applicants may be required to provide additional documentation to prove eligibility. Students who are terminated for failing to maintain satisfactory academic progress must wait a minimum of one term before applying for readmission, and will be readmitted on SAP probation status. Students who do not achieve satisfactory progress at the end of this probationary period will be terminated. Students who were dismissed due to unsatisfactory attendance progress may not re-enter before the start of the next progress evaluation period. The academic plan instituted at the time of reinstatement is based on current course schedules and class capacities and is subject to change due to course and seating capacity availability and is not guaranteed.

## Re-Admission for Military Service Members

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and clock hours unless the student requests admission to a different program. If the School assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the School at no charge to the student. In all cases the student will be charged the same tuition and fees that would have been assessed at the time the student left the School for active military service. Students may contact the Executive Director for more information about this policy and eligibility, or when ready to reenroll.

## Graduation Requirements

In order to graduate and receive a Certificate, students:

* Must pass each course in their program of study
* Achieve the minimum required cumulative GPA of 2.0
* Complete all program requirements within a period of time which does not exceed 1.5 times the program length
* Be in good financial standing with the school

If all the above has been successfully achieved the student will be awarded a certificate which bears the graduates name, the program of study, the signatures of the Vice President and Executive Director, and the seal of the School.

# Academic Standards

## Grading Policy

1. Grades will be provided to students at the halfway point and at the end of each subject in the course. In the case of programs with terms, grades will be provided at the mid-point and at the end of the term, CCEI uses average grade points as the accumulate through each section of study to assess student performance. A letter grade will be provided for written reports, tests and skill demonstration. Grade percentage will then be translated into grade point for comparative performance evaluation. In the event that a student must retake a course of study, the most current test grade or course grade will be utilized.
2. Grading and Marking System – Grades are given for individual subjects using the following grading system:

|  |  |
| --- | --- |
| Excellent = | “A” = 90-100 |
| Above Average = | “B” = 80-89 |
| Average = | “C” = 70-79 |
| Failing = | “F” = 69 or below |
| Incomplete = | “I” |
| Withdrawn = | “W” |

## Incomplete/Withdrawn grades –

1. A grade designation of “I” indicates incomplete work. An “I” may be given at the instructor’s discretion only to a student who is otherwise passing at the time grades are evaluated, but who has not completed material required for the course due to absences during term. Incomplete grades must be cleared from the student’s record within 3 days of the end of the course or term in which it was given. To clear the incomplete grade, the student must meet with the instructor and make special arrangements to complete assignments the instructor deems necessary in order for the student to receive a grade for the course. Once the assignments are completed, it becomes the instructor’s responsibility to make sure the student’s records are corrected and the “I” designation is changed to the appropriate grade. The instructor will then submit the re-computed grade to the records department. The records department is then directed to convert the “I” to the new grade for the course in question. Should none of the above action take place within the allowed two-week period, “zeros” will be given for the incomplete work, and a new grade with be computed.
2. A grade designation of “W” will be issued to those students who are withdrawn from the program during a course. The grade of “W” will be removed when the student re-enters the program, retakes and completes the course they were withdrawn from. The partial course time of the interrupted course will be considered toward the maximum time frame allowed.

## Repeat Subjects

1. A subject may be repeated, if required for program completion, but will be counted toward the incremental requirements of the Satisfactory Academic Progress Standards. The student will receive the highest grade attempted and would count toward the Grade Point Average (G.P.A.) requirements of the Satisfactory Academic Progress Standards. Tuition will not be charged for first repeat, but will be charged at regular tuition rates if additional repeats are necessary. The student will be responsible for additional costs for books and supplies. If the student leaves school for any reason and re-enrolls at a later time, tuition may be charged for any repeated subjects. Absences for a first repeat will count toward the 20% absence rule. Although first repeats are not charged, hours may be charged for repeated subjects in the termination calculations, should the student terminate.
2. Subjects that are being repeated for grade improvement and not due to a previous failure will not be paid by financial aid programs. These repeat courses will be allowed only when space is available and with the Executive director’s approval. A $150 tuition cost will be charged for these repeats and students will be responsible for additional costs for books and supplies.
3. Students who previously passed a subject at CCEI, but wish to audit the subject to update knowledge and/or skills, may do so providing space is available and upon the Executive Director’s approval for a couple of days only or as approved by the Vice President. There is no tuition charge for auditing a subject, but the student is responsible for the cost any books, supplies, and or lab/shop materials required for the audit

## Satisfactory Academic Progress Policy

For determining satisfactory progress, the school defines a progress evaluation period as a single subject within in the program.

a. In order to maintain satisfactory progress students must maintain at least a 70% overall grade average

b. For programs with course time of 41 to 200 hours, the school shall record a student’s grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student’s enrollment shall be terminated.

c. For programs with course time over 200 hours the school shall record a student’s grades at the midpoint and end of each progress evaluation period or at least every eight weeks.

1. The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.
2. If a student on academic probation fails to achieve satisfactory progress or the first probationary progress evaluation period, the student’s enrollment shall be terminated.
3. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.
4. When a student is placed on academic probation, the school shall advise the student prior to the student returning to class. The date action taken, and terms of probation shall be clearly indicated in the student’s permanent file.
5. The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.
6. The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student’s file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student’s enrollment shall be terminated.

d. If a student has reached the point where they are fully obligated for the full tuition the student may request a

Grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic

status.

1. Therefore, if student withdraws from the program for satisfactory reasons (i.e., illness, death in the family, military service etc.) the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete and upon return the student may reenroll in these classes at no additional cost of tuition. However, if the student’s reason was for unsatisfactory grades and does not complete the course within 12 months he/she will be terminated from the program.

## Standards of Academic Progress for VA Students

Students receiving VA educational benefits (VA students) must meet the Satisfactory Academic Progress Policy standards. If a VA student does not meet the SAP standards within the timeframes noted in the Satisfactory Academic Progress Policy, the student’s VA educational benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA student only if there is reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

## Maximum Time Frame for Training

To maintain satisfactory academic progress, the clock hours attempted in a program cannot exceed 1.5 times the clock hours the program requires for graduation. At the end of a grading period, the maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program clock hours plus any clock hours to be repeated due to failing a class do not exceed the maximum time frame

EXAMPLE

|  |  |
| --- | --- |
| Clock Hours Required for Graduation | Maximum Clock Hours Attempted |
| 200 | 300 |
| 300 | 450 |
| 900 | 1350 |

# Financial Information

## Student and Family Responsibility

The student and/or his/her – or family is ultimately responsible for paying the student’s educational costs. There are, however various financial aid programs available to assist students in paying their educational costs.

## Payment Methods/Arrangements

Students should visit the financial aid office to see if they qualify for financial assistance. Students are also encouraged to visit other agencies as listed below that also provide assistance to help pay tuition. If they do not qualify for assistance or do not qualify for enough to pay full costs, they may ask to be placed on a payment arrangement so that reasonable monthly payments can be made. Failure to meet the requirements of the payment agreement may result in termination of student’s enrollment. Also, student diplomas, certificates, transcripts, and other records may be withheld pending payment to meet the financial obligation of the student. Students may also be referred to collections if it is evident that the student has no intention of paying their school costs. Should other aid become available, students are expected to apply in order to reduce their balance due to the school. Unwillingness to obtain other aid when available may make that portion of the student’s contract due and payable up to the amount of aid that was available. Ask a school representative for further details concerning payment arrangements.

## Student Financial Assistance Programs

Title IV Financial Aid (i.e., Pell grant or subsidized/unsubsidized student loans etc.) is not currently available at Cameron County Education Initiative Inc. Financial assistance for students is available if they qualify via the following agencies:

1. WIOA- Workforce Innovation Opportunity Act
2. MET- Motivational Education and Training (for migrant students)
3. DARS- Department of Assistive and Rehabilitative Services
4. VA- Veterans Affairs (veterans and their families)\* not currently available
5. VIDA -Valley Initiative for Development and Advancement
6. Private/Personal Loans
7. In-house payment plan (requires a down payment and balance paid prior to graduation of program)

These programs may supplement the student’s own contribution toward completing their educational program. A list of the financial assistance programs is available at the Financial Aid Office.

## Cancellation and Refund Policy

## **Cancellation Polic**y

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student’s first three (3) scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement,

## Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

a. The last day of attendance, if the student is terminated by the School;

b. The date of receipt of written notice from the student; or

c. Ten School days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72hour cancellation privilege the student does not enter School, not more than $100 in administrative fees shall be retained by the School for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the School or college may retain not more than $100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75% percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

1. An enrollee is not accepted by the school;
2. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
3. If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

\* More simply, the refund is based on the precise number of course time hours the student has paid for at the time of termination, up to the 75% completion mark, after which no refund is due.

## Refund Policy for Students Called to Active Military Service

8. A student of the School or college who withdraws from the School or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
4. Satisfactorily completed at least 90% percent of the required coursework for the program; and
5. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

\*\*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges

# 

# Programs Descriptions and Outlines

**Certificate Programs available are as follows:**

Construction Technology

Medical Assistant

Electronic Health Records Technician

All programs approved and regulated by TWC-Career Colleges and Schools.

## Comparable Program Information

Information regarding tuition and program length for comparable programs may be obtained by accessing the College Navigator website at http://nces.ed.gov/collegenavigator

## Standard Class Schedule & Enrollment deadlines

Schedules vary by program.

1. Length of Instructional Sessions (grading periods)

a. Regular Programs

Each day and night session (grading period) is six weeks long, Monday through Friday. Each session must contain at least 24 school days; therefore, days off due to weather, holidays, or other reasons will be re-scheduled.

1. Enrollment Deadline

Students planning to attend Cameron County Education Initiative Inc. are encouraged to enroll (sign up) for school as soon as possible prior to the beginning of a session to make sure that their paperwork, financial arrangements, and class schedules are in place in time to begin class. New students may enroll each session; however, CCEI reserves the right to restrict or expand its program offerings each session depending upon economic conditions or student demand.

1. Entrance Deadline

CCEI enrollment has specific term-beginning dates, therefore any new student must start class on or before the third (3rd) day of classes during any given term. Exception to this rule are those cases where appropriate credit for previous education and training has been given.

1. New Student Orientation

All new students will be scheduled to attend, prior to starting classes, a “New Student Orientation”, which is designed to remind students of school policies and their responsibilities and to provide class schedules and other information necessary to begin school.

*Schedules vary by program.*

*Refer to Supplemental Information Sheet for specific class schedules.*

## Instructional Equipment

The equipment provided for instructional purposes is comparable to that found in the industry for which the student is being trained.

The construction program utilizes various types of cutting equipment, and common hand tools associated with the trade.

The Electronic Health Records Technician and Medical Assistant program utilizes PC computers with computer programs that are used in the industry. Students also use various other supplies and equipment such as, or similar to, that found in the industry.

## Dress Code

CCEI maintains a dress code to prepare students for their respective careers. The school may send a student home for failure to abide by the dress code and repeat violations can and may result in being dismissed for the program. All Students will be required to comply with the following:

For health and safety reasons: minimal jewelry (no necklaces or bracelets, one stud or button-type earring per earlobe), no nail polish or nails that extend past the fingertip, no acrylic nails.

Long hair must be pulled back or pinned up so that it does not fall forward.

Students should bathe regularly and practice good personal hygiene.

Personal Protective Equipment (PPE)

Visible body piercings may not be worn. In cases where piercings cannot be removed, the piercing must be concealed.

## Construction Dress Code Specifications

Long sleeve flame-retardant shirts are recommended but not required.

Pants must not have cuffs, be torn or have holes and should fit so they hang straight down the leg and worn outside the boot.

Steel toed shoes will be required at all times.

Additional personal protective equipment will be required to be worn during lab activities. Personal protective equipment includes: safety glasses, ear plugs, clear or shaded face shield, and gloves.

## Medical Dress Code Specifications

Scrubs, and flat shoes or tennis shoes.

## 

## Construction Technology – CT

**Morning/Afternoon/Evening–7.5 months (approximately 30 weeks)**

*CIP Code: 46.0415*

*SOC Code: 47.2061*

The Construction Technology program prepares students for careers in construction and other careers related to carpentry. The students will learn to develop skills, attitudes and competencies in building codes, construction site techniques and layout, framing, mechanical systems and construction safety. Skills learned in the program include: interpreting construction drawings and blue prints, concrete, masonry and brickwork, framing walls, floors and ceilings of a structure, installing the proper wiring and piping for electrical plumbing systems. Successful graduates may find entry level employment as construction laborer/carpenter, framer, drywall installer and tile worker. Graduates of the Construction Technology program will receive a diploma. Subjects in this program are:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course | Code | Subject Title | Lecture  Contact  Hours | Lab  Contact  Hours | Externship  Contact  Hours | Total  Contact  Hours |
|  |  |  |  |  |  |  |
| CT | 100 | Introduction to Craft Skills | 80 | 70 | 0 | 150 |
| CT | 101 | Building Codes | 25 | 0 | 0 | 25 |
| CT | 102 | Construction Safety | 10 | 0 | 0 | 10 |
| CT | 103 | Math for Carpentry and Construction Trades | 25 | 0 | 0 | 25 |
| CT | 104 | Construction Applications | 352.50 | 157.50 | 0 | 510 |
| CT | 105 | Sustainable Construction | 15 | 0 | 0 | 15 |
| CT | 106 | Tools for Success | 15 | 0 | 0 | 15 |
|  |  | **TOTALS** | **522.5** | **227.5** | **0** | **750** |

*Course numbers and sequences are listed for reference only and the actual delivery sequence of courses may vary depending upon scheduling needs.*

## Medical Assistant–MA

Morning/Afternoon/Evening schedules 9 Months (approximately 36 weeks)

*CIP Code: 51.0801*

*SOC Code: 31.9092*

The Medical Assistant program prepares students, under the supervision of physicians, to provide medical office administrative services and perform clinical duties in any medical office setting. The student will learn to perform clinical duties including patient intake and care, routine diagnostic, record procedures, perform pre-examinations, examination assistance and the administration of medications and first aid. The student will also learn basic anatomy and physiology, medical terminology, medical law and ethics, patent psychology and communications, as well as medical office procedures, clinical diagnostic, examination, testing, and treatment procedures. Upon graduation the student may find employment as a Medical Assistant, Clinical Assistant, Medical Office Technician. Graduates of the Medical Assistant program will receive a diploma. Subjects in this program are:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course | Code | Subject Title | Lecture  Contact  Hours | Lab  Contact  Hours | Externship  Contact  Hours | Total  Contact  Hours |
| MED | 100 | Medical Terminology | 100 | 0 | 0 | 100 |
| NA | 100 | Clinical Assistant | 60 | 40 | 0 | 100 |
| MED | 101 | Medical Law and Ethics | 100 | 0 | 0 | 100 |
| MA | 200 | Professionalism in Health Care | 80 | 20 | 0 | 100 |
| MA | 201 | Math for Allied Health | 50 | 0 | 0 | 50 |
| MA | 202 | Medical Assisting Procedures | 100 | 50 | 0 | 150 |
| MA | 203 | Health Information and Technology | 50 | 50 | 0 | 100 |
| MA | 204 | MA Externship | 0 | 0 | 200 | 200 |
|  |  |  |  |  |  |  |
|  |  | **TOTALS** | **540** | **160** | **200** | **900** |

*Course numbers and sequences are listed for reference only and the actual delivery sequence of courses may vary depending upon scheduling needs.*

## Electronic Health Records Technician – EHRT

**Morning/Afternoon/Evening–9 months (approximately 36 weeks)**

*CIP Code: 51.0707*

*SOC Code: 29-2071*



The Electronic Health Records Technician program provides students with the opportunity to learn insurance coding, processing, medical administrative procedures, and regulatory requirements in the healthcare delivery system. Students in the Electronic Health Records Technician program will develop an understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, needed to seek career opportunities in the field. The program provides students with the skills to perform a variety of medical insurance-related functions in a medical and/or insurance office setting. These tasks include organizing, analyzing, and technically evaluating health insurance claim forms as well as coding diseases, surgeries, and other medical procedures for billing and collection. Upon completion of all programmatic courses, students are required to complete a 200-hour externship.

Upon completion of the program, graduates can seek entry-level career opportunities as medical billers and coders in such settings as hospitals, clinics, physician offices, health insurance companies, and third-party administrator companies. Graduates of the Electronic Health Records Technician will receive a diploma.

Subjects in this program are:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course | Code | Subject Title | Lecture  Contact  Hours | Lab  Contact  Hours | Externship  Contact  Hours | Total  Contact  Hours |
| EHRT | 100 | Health Care Today | 150 | 0 | 0 | 150 |
| EHRT | 101 | Medical Billing | 75 | 75 | 0 | 150 |
| EHRT | 102 | Medical Records | 75 | 75 | 0 | 150 |
| EHRT | 103 | Insurance Claims | 75 | 75 | 0 | 150 |
| MED | 101 | Medical Law and Ethics | 100 | 0 | 0 | 100 |
| EHRT | 104 | EHRT Externship | 0 | 0 | 200 | 200 |
|  |  |  |  |  |  |  |
|  |  | **TOTALS** | **475** | **225** | **200** | **900** |

*Course numbers and sequences are listed for reference only and the actual delivery sequence of courses may vary depending upon scheduling needs.*

# 

# Subject Description

Clock Hours

Lecture/Lab/Extern/Total

|  |  |  |
| --- | --- | --- |
| CT-100 | **Introduction to Craft Skills** | 80/70/0/150 |
| In this course students will touch the trade with introduction in the following areas: Basic Site Safety, Construction Math, Hand Tools, Power Tools, Construction Drawings/Blue Prints, Basic Rigging, Material Handling, Basic Communication and Employment Skills.  Prerequisite: None | | |
| CT-101 | **Building Codes** | 25/0/0/25 |
| In this course students will learn the scope of Building Codes which are founded on broad-based principles that make possible the use of new materials and building designs. Course will cover safety concepts, structural, fire and life safety, provisions, egress, interior finish requirements, comprehensive roof provisions, seismic engineering provisions, occupancy classifications, innovative construction technology, and industry standards in material design.  Prerequisite: None | | |
| CT-102 | **Construction Safety** | 10/0/0/10 |
| In this course students will learn Safety as it applies to: Hand/Power tools, hazard recognition, evaluation and control, elevated work and fall protection, construction health, work permit systems, personal protective equipment, trenching safety, signs, signals and barricades, material handling/storage and housekeeping, emergency response, electrical hazards, specialty work and fire protection and prevention.  Prerequisite: None | | |
| CT-103 | **Math for Carpentry and Construction Trades** | 25/0/0/25 |
| In this course students will learn how to apply problem solving mathematical techniques as they pertain to: board measurements, footing, foundations, slabs, girders, floor joists and all types of floor coverings, wall framing, roofing and common rafters. Students will be able to apply the mathematical skills involved in completing any type of construction project.  Prerequisite: None | | |
| CT-104 | **Construction Applications** | 352.50/157.50/0/510 |
| In this course students will learn the basics required in the following areas: Masonry units and installation techniques, floor systems, ceiling joist and roof framing, roof applications, wall systems, exterior finishing, basic stair layout, electrical safety, residential electrical services, HVAC, Drain, Waste and Vent (DWV) systems, plastic pipe and fittings, copper tube and fittings, cabinetmaking and installation and how to use construction equipment.  Prerequisite: None | | |
| CT-105 | **Sustainable Construction** | 15/0/0/15 |
| In this course students will learn the fundamental as it pertains to green environments, construction practices and building rating systems.  Prerequisite: None | | |
| CT-106 | **Tools for Success** | 15/0/0/15 |
| In this course students will learn the skills required for a successful first impression to getting the job, professionalism on the job, teamwork and how to manage stress on the job. Students will learn critical thinking and problem solving techniques and how to resolve conflict in a professional manner.  Prerequisite: None | | |

|  |  |  |
| --- | --- | --- |
| EHRT-100 | **Health Care Today** | 150/0/0/150 |
| This course introduces the student to the Health Care field of study and gives them a guideline in the development of a healthcare professional. The student will learn professionalism, strategies, problem-solving techniques, and critical thinking decision-making that will help them become successful members of the healthcare industry. The students will learn to define, spell and pronounce medical terms that they will use through their program and career. The students will also learn conflict resolution, interpersonal skills and effective communication skills that they will apply in the medical workplace  Prerequisite: None | | |
| EHRT-101 | **Medical Billing** | 75/75/0/150 |
| This course gives students a comprehensive foundation of the duties and responsibilities in Electronic Health Records industry. The student will learn the use of the computer, telephone, computer and medical software, scanner, internet and computer networking as they apply to the duties in the medical office setting. The student will learn methods of scheduling, appointment setting, recordkeeping procedures, and best practices when dealing with patients to help them develop efficiency in the processing of patients. The student will also learn the use of medical forms and records, office policies and procedures, inventory and ordering, emergency preparedness, basic safety and mail processing to help them prioritize as they perform daily duties in the workplace.  Prerequisite: None | | |
| EHRT-102 | **Medical Records** | 75/75/0/150 |
| This course will introduce a detailed review of the paper and electronic medical record and the basics of diagnostic coding and procedural coding. The student will learn the organization of an efficient medical records management system to keep records current. The students will learn manual and automated filing procedures, electronic health record maintenance and health information management skills that will make them ready for the medical practice setting. The students will also learn to comply with federal, state and local health laws and regulations, and apply HIPPA and rules in regard to privacy release of information and confidentiality. The students will learn to use the International Classification of Diseases and Clinical Modifications (ICD-10-CM) as it applies to diagnostic and procedural coding and indexing medical records for data storage and retrieval.  Prerequisite: None | | |
| EHRT-103 | **Insurance Claims** | 75/75/0/150 |
| This course introduces the student to the cycles of health insurance, the different providers, health insurance forms and collections and billing. The student will learn health insurance coverages, benefits, and to identify the different types of plans, as well as how benefits are determined that will help them perform eligibility and verification of benefit procedures used in claims and billing. The student will learn the use of the different medical forms and guidelines for data gathering, in addition to completing forms for various federal, state and commercial third-party payers in preparation for the workplace application. The student will learn to enter and post transactions, patient fees, payment options, insurance billing procedures and collection techniques as used in a medical facility. The student will also learn the rules of bookkeeping and accounting practices as they apply to patient ledgers and medical office accounts which they will use in the job setting.  Prerequisite: None | | |
| EHRT-104 | **EHRT Externship** | 0/0/200/200 |
| During this portion of the program, students will put into practice the skills they have gained in the previous subjects. They will learn how to: 1) Display Professionalism, 2) Apply Communication Skills, 3) Demonstrate Computer Awareness, 4) Perform Business Software Applications, 5) Perform Administrative Duties, 6) Apply Legal, Ethical, and Confidentiality Concepts to Practice, 7) Manage the Office, 8) Provide Patient Instruction, 9) Manage Practice Finances  Prerequisite: EHRT 100, EHRT 101, EHRT 102, EHRT 103 and MED 101 | | |

# Subject Description

Clock Hours

Lecture/Lab/Extern/Total

|  |  |  |
| --- | --- | --- |
| MA-200 | **Professionalism in Health Care** | 80/20/0/100 |
| In this course students will learn the importance of professionalism in the health care industry. The student will learn to develop skills in good behavior, a strong work ethic, and good customer service skills. The students will learn to communicate appropriately, work well on teams, respect and value differences, use limited resources efficiently and interact effectively with coworkers, patients, and guests. Prerequisite: None | | |
| MA-201 | **Math for Allied Health** | 50/0/0/50 |
| In this course the students will learn and review mathematical operations needed in modern clinical practices. The students will learn basic arithmetic involving fractions, decimals, percent’s, and basic mathematical operations. The students will learn the clinical application required for the calculation of dosages, use of the metric system and the conversion of Celsius and Fahrenheit thermometer readings.  Prerequisite: None | | |
| MA-202 | **Medical Assisting Procedures** | 100/50/0/150 |
| In this course the student will learn the role of Medical Assisting in the Health Care industry. The student will learn basic phlebotomy techniques and given exposure in specimen collection, as well as patient care and treatment. The student will also learn in-depth competencies of all administrative and clerical procedures, including communication skills, coding/billing, transcription, and accounting. The student will also learn and explore the changes in the health care setting to include legal concepts and ethical guidelines.  Prerequisite: None | | |
| MA-203 | **Health Information & Technology** | 50/50/0/100 |
| In this course the student will learn the application of policies and procedures in health care management, health care information requirements and standards and clinical classification systems, as well as reimbursement methodologies. The student will also learn the structure and discipline of the health care delivery systems, privacy, confidentiality, legal and ethical issues. The student will learn technology and terminology commonly used in the healthcare setting such as data storage and retrieval, data security and equipment as found in the medical industry.  Prerequisite: None | | |
| MA-204 | **MA Externship** | 0/0/200/200 |
| The student is assigned to a clinic, medical office, hospital, physician’s office, or other health related organization for a specific number of externship hours as indicated in the curse outline. Attendance at classes in theory prior to clinical experience is mandatory. During this portion of the program, students will put into practice the skills they have gained in the previous subjects. They will learn how to: 1) Display Professionalism, 2) Apply Communication Skills, 3) Assist with Diagnostics and Clinical Practices, 4) Perform Administrative Duties, 5) Maintain Examination and Treatment Areas, 6) Apply Legal, Ethical, and Confidentiality Concepts to Practice, 7) Manage the Office, 8) Provide Patient Instruction and Treatment, 9) Use and Manage Electronic Health Records, 10) Perform Patient Interview and Medical History Intake, 11) Perform Vital Signs and Measurements. 12) Assist in General Physical Examinations 13) Collect, Process and Test Specimens.  Prerequisite: MA200, MA201, MA202, MA203, MED 100, MED101, NA100 | | |
| MED -100 | **Medical Terminology** | 100/0/0/100 |
| In this course the student will learn medical terms with an emphasis in anatomy and physiology, along with a working vocabulary used in the medical industry. The student will also learn medical specialties, prefixes, common abbreviations, and symbols, as well as learn to develop the skills to utilize a medical dictionary. Prerequisite: None | | |
| MED-101 | **Medical Law and Ethics** | 100/0/0/100 |
| This course will give the student the necessary insight into federal and state guidelines regarding medicine and ethics, as well as knowledge of human resources, customer services, emergency preparedness and career development in Medical Practice. The student will learn to identify and process ethical problems and legal issues and also learn the consequences of unethical conduct by members of the health profession as it applies to the work environment. The student will learn and understand the difference between civil law and criminal law, the law and regulations that apply to OSHA, HIPPA, and CLIA and their effect on the medical administrative assistant and safety. The student will learn methods of avoiding burnout, gain positive leadership qualities, and the importance of representing a practice in a professional manner as it will be required of them in the workplace. The student will learn the principles of CPR, First Aid and the necessary skills to safeguard the patient experiencing a medical emergency in the event they must step in to assist in the medical setting. The student will learn to develop a portfolio of work, experience and accomplishments, create a professional resume and cover letter and become comfortable with the interview process as they go in search of a job.  Prerequisite: None | | |
| NA-100 | **Clinical Assistant** | 60/40/0/100 |
| In this course the student will learn the role of a Clinical Assistant and the skills needed to give personal and basic care. The student will learn safety and emergency measures, as well as the skills needed for Long Term Care residents such as resident’s rights and independence, moving and lifting patients, infection control restorative services, skin care nutrition and hydration, vital signs, hygiene and grooming, death and dying.  Prerequisite: None | | |

# Subject Description Clock Hours

Lecture/Lab/Extern/Total

Changes in Catalog Information

The information in this catalog and other school publications is subject to change and may require approval of the Texas Workforce Commission. Developments in technology and continuing efforts of CCEI to meet the needs of its students require periodic revision of class content, scheduling, and policies.

## Statement of Truth

The contents of this catalog are presented as an accurate description of course content, schools facilities and services, and academic standards and policies that are in effect as of the enrollment agreement entered into by the student and Cameron County Education Initiative Inc. Images and photos within this catalog may not reflect actual students, faculty, programs, equipment and facilities at this campus.

The information contained in this catalog is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maria T. Peralez

Executive Director

2017/2018 Official School Catalog

Effective: July, 2017

**Supplement 1- Class/Break Schedule & School Hours**

**Hours of Operation**

|  |  |
| --- | --- |
|  | |
| **Administration and Office Personnel** | **Monday through Friday 8:00 am – 6:00 pm** |
| **School Hours** | **Monday through Friday 8:00 am 10:30 pm** |

**Class Schedules**

|  |  |
| --- | --- |
| **Construction Technology Medical Assistant Electronic Health Records Technician** | |
| **8:00am–1:00 pm** | **Monday through Friday** |
| **1:00pm–6:00pm** | **Monday through Friday** |
| **5:30 pm – 10:30 pm** | **Monday through Friday** |

**Break Schedule**

|  |  |  |
| --- | --- | --- |
| Morning Break Times | Afternoon Break Times | Evening Break Times |
| 8:50–9:00AM | 12:50–1:00PM | 6:20 – 6:30 PM |
| 9:50–10:00AM | 1:50–2:00PM | 7:20 – 7:30 PM  8 |
| 10:50–11:00AM | 2:50–3:00PM | 8:20 – 8:30 PM |
| 11:50–12:00PM | 3:50–4:00PM | 9:20 – 9:30 PM |
|  | 4:50–5:00PM | 10:20 – 10:30 PM |

The Information contained in this catalog is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Supplement 2- Key Personnel & Faculty**

**Key Personnel and Faculty**

|  |  |
| --- | --- |
| **Administration** | |
| Michael A. Hernandez III | Chief Executive Officer |
| David Dowling | Chief Financial Officer |
| Carli Strength | President |
| Sylvia A. Cardenas | Vice President/Community Relations |
| Maria T. Peralez | Executive Director |

|  |  |  |
| --- | --- | --- |
| **Admissions Representatives** | | |
| Sylvia A. Cardenas | Yulianna Noyola | Maria T. Peralez |
|  |  |  |
|  |  |  |
|  |  |  |

**Faculty/ Assistants**

|  |  |  |
| --- | --- | --- |
| **Instructor and Degree/Texas Workforce Commission Approval Method** | **Conferring Institution/Institution Attended** | **Approved Courses of Instruction** |
| Ann Marie Colorado – 15 yrs. work experience | Career Centers of Texas-Brownsville, TX. Medical Assistant Diploma | Medical Assistant Courses |
| Juan Garza 25 yrs. work experience | Rio Grande City High School-Diploma- Rio Grande City, TX. | Construction Courses |
| Angel Guajardo. - 20 yrs. work experience | South Texas Vocational Technical Institute- Brownsville, TX. Medical Office Specialist Diploma | Electronic Health Records Technician Courses |
| Paola Morales – 9 yrs. work experience | South Texas Vocational Technical Institute Brownsville, TX. – Patient Care Technician/Medical Assistant | Medical Assistant Courses |
| Guadalupe Villafranca - 18 yrs. work experience | Porter High School Diploma- Brownsville, TX. | Construction Courses |
| Anita Ybarra – 15 yrs. work experience | South Texas Vo-Tech Brownsville, TX. Medical Office Clerk Diploma | Electronic Health Records Technician Courses |

The Information contained in this catalog is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Supplement 3- Start Date Calendar, Holiday & Vacations**

**START DATES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Construction Technology** | | **Electronic Health Records Technician** | | **Medical Assistant** | |
| **Start** | **Grad** | **Start** | **Grad** | **Start** | **Grad** |
| 06/12/17 | 01/25/18 | 07/17/17 | 04/09/18 | 06/12/17 | 03/09/18 |
| 06/14/17 | 01/29/18 | 08/28/17 | 05/21/18 | 07/17/17 | 04/16/18 |
| 06/21/17 | 02/05/18 | 10/10/17 | 07/10/18 | 08/14/17 | 05/14/18 |
| 08/09/17 | 03/27/18 | 11/21/17 | 08/21/18 | 09/12/17 | 06/12/18 |
| 08/16/17 | 04/04/18 | 01/12/18 | 10/03/18 | 10/10/17 | 07/17/18 |
| 01/18/18 | 09/04/18 | 02/09/18 | 10/31/18 | 10/24/17 | 07/31/18 |
| 01/23/18 | 09/07/18 | 04/10/18 | 01/08/19 | 11/21/17 | 08/28/18 |
| 01/26/17 | 09/12/18 | 05/22/18 | 02/19/19 | 01/12/18 | 10/10/18 |
| 01/30/18 | 09/14/18 | 07/11/18 | 04/10/19 | 03/19/18 | 12/07/18 |
| 02/06/18 | 09/21/18 | 08/22/18 | 05/23/19 | 04/17/18 | 01/29/19 |
| 03/28/17 | 11/02/18 | 10/04/18 | 07/12/19 | 05/15/18 | 02/27/19 |
| 04/05/18 | 11/09/18 | 11/01/18 | 08/09/19 | 06/13/18 | 04/03/19 |
| 09/05/18 | 04/24/19 |  |  | 07/18/18 | 05/02/19 |
| 09/10/18 | 04/29/19 |  |  | 08/01/18 | 05/16/19 |
| 09/13/18 | 05/09/19 |  |  | 08/29/18 | 06/14/19 |
|  |  |  |  | 10/11/18 | 08/02/19 |

**NOTES**  
\*Minimum of 5 students required per program for each program to start

\*\* Cameron County Education Initiative Inc. reserves the right to restrict or expand its program and/or subject offerings each session, depending on economic conditions and student demand.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOLIDAYS** | **2017** | **2018** | **VACATION DAYS** | **2017** | **2018** |
| New Year’s Day  Charro Day’s  Good Friday  Memorial Day  Independence Day  Labor Day  Thanksgiving Break  Christmas Eve  Christmas Day  New Year’s Eve | 01/01/17  02/24/17  04/14/17  05/29/17  07/04/17  09/04/17  11/23-24/17  12/24/17  12/25/17  12/31/17 | 01/01/18  02/23/18  03/30/18  05/28/18  07/04/18  09/03/18  11/22-23/17  12/24/18  12/25/18  12/31/18 | Spring Break  Summer Break  Winter Break | 03/13-17/17  07/03-07/17  12/25/17-01/01/18 | 03/12-16/18  07/02-06/18  12/24/17-01/02/18 |

The Information contained in this catalog is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Date

**Supplement 4- Program Cost Summary/Note**

**TUITIONANDFEES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program | Registration  Fee | Tuition | Textbooks | Equipment,  Supplies & Fees | Total  Cost |
| Construction  Technology | $100.00 | $2,600.00 | $ 575.00 | $1,225.00 | $4,500.00 |
| Medical  Assistant | $100.00 | $2,600.00 | $780.00 | $1,020.00 | $4,500.00 |
| Electronic Health Records Technician | $100.00 | $2,900.00 | $445.00 | $1,055.00 | $4,500.00 |

* Equipment and Supplies included based on program of study:

The Information contained in this catalog is true and correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

School Official Date