

# 2020 - 2021 Catalog

# branford hall



career institute

## Southington, CT

Published: June 2020

## Southington, Connecticut



### **Branford Hall Career Institute**

35 North Main Street  
Southington, CT 06489  
Tel: (860) 276-0600  
Fax: (860) 238-6538  
[www.branfordhall.edu](http://www.branfordhall.edu)

### **Programs Offered**

Health Claims Specialist  
Medical Assistant

### **Hours of Operation**

Monday - Thursday  
8:00 am - 8:00 pm

Friday  
8:00 am - 4:30 pm

Saturday  
9:00 am - 1:00 pm

### **Accreditation**

This campus is accredited by:  
Accrediting Council for Continuing Education and Training (ACCET)  
1722 N Street NW  
Washington, DC 20036  
Tel: (202) 955-1113

# Table of Contents

## About Branford Hall

Welcome.....	4
History & Mission Statement.....	5
School Information.....	6

## Admissions Information

Admissions.....	8
Transfer Credit Policy.....	9

## Tuition & Financial Information

Tuition & Fees.....	11
Cancellation and Refund Policy.....	12
Student Account Service.....	15

## Academics

Courses & Academia.....	16
Satisfactory Academic Progress (SAP) Policy.....	21

## Student Information

School Regulations & Policies.....	25
Family Educational Rights and Privacy.....	28
Student Services.....	29
Miscellaneous.....	31
Grievance Procedure.....	33

## Programs of Study

Health Claims Specialist.....	35
Medical Assistant.....	36

## Course Descriptions

Health Claims Specialist.....	38
Medical Assistant.....	40

## Additional Information

Additional Requirements by Program.....	42
Certification, Licensing, Registration, or Examination Eligibility and Requirements by Program.....	43
Schedule of Tuition & Fees.....	46
Corporate & Campus Staffing.....	47
Advisory Board Members.....	48
Campus Calendars.....	49

# Welcome

Branford Hall Career Institute is an accredited private vocational school with a 50-year history of providing career education in the fields of allied health, business and computer technology. We specialize in comprehensive, short term programs, which prepare our students for interesting and challenging positions in their chosen fields of study. Branford Hall Career Institute's programs are constantly reassessed so that we may continue to be responsive to the needs of the communities we serve. Business, computer technology and health-related fields have been and will continue to be available for career-minded individuals. Studies done by the U.S. Department of Labor indicate the demand for trained workers in these areas will continue to grow in the future.

Today, a high school education is considered only the bare minimum for employment. If you want more than an average job, a higher-than-average salary, and the potential to move up the ladder of success, you need the advanced education and skills that will make you an above average employee.

There was a time when a college degree was the only key to this success; today, the situation is different. It is not necessary to spend several years in college in order to be a part of one of the fastest growing career fields. According to the United States Bureau of Labor Statistics, one out of five college graduates who enter the labor force take jobs that do not require degrees. Our students at Branford Hall Career Institute study only the subjects they need for their careers. When you think about it, a Branford Hall Career Institute education makes sense, especially today when time and money are so important.

Our success as a school depends upon the success of our graduates. Branford Hall Career Institute is proud of the thousands of successful graduates it has launched into careers. Their history of success forms the foundation on which today's students set their goals.

The administration, staff and faculty look forward to assisting you in attaining your career goals. We hope you enjoy your educational experience while at Branford Hall Career Institute.

# History & Mission Statement

## History

Branford Hall Career Institute was originally founded and incorporated in 1965 by Nelson Bernabucci a Connecticut State certified business teacher dedicated to preparing individuals for successful careers. In 1969, the institution was granted initial approval by the Connecticut Department of Education to organize as a one-year proprietary business school offering full-time diploma programs. In 1977, Branford Hall Career Institute was accredited as a Business School by the Accrediting Council for Independent Colleges and Schools. In 1993 its jurisdiction transferred to the Department of Higher Education. In March of 1993, the ownership of Branford Hall Career Institute was transferred to CEC Partnership, L.P. and has continued the legacy of fostering Branford Hall Career Institute's development as a leader in career-focused education.

In January 2002, CEC changed its name to Premier Education Group (PEG). Branford Hall Career Institute opened an additional branch campus at 995 Day Hill Road in Windsor, Connecticut on September 3, 1996. The Southington branch campus opened at 35 North Main Street, Southington Connecticut, in November of 1997. Since 1979, Branford Hall Career Institute students have benefited from a steady flow of necessary curriculum changes to keep abreast of market demands and associated technological advances. Students continue to conquer the challenges of their programs due to the support of faculty and staff devoted to each student's academic and professional development. Throughout the years, Branford Hall Career Institute has enjoyed a reputation of quality and integrity in its operation. In June of 2020, Trigram Education Partners, LLC acquired the school.

## Mission Statement

Branford Hall Career Institute is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Branford Hall Career Institute strives to foster pride, dignity and self-respect in its student body. By directing its students' efforts along paths on which rapid and rewarding progress may be achieved, the faculty and staff seek to empower students with knowledge that gains them the respect and means of rewarding self-support. Branford Hall Career Institute provides students with a solid educational foundation on which to develop their professional skills.

### Institutional Objectives

- Provide curricula that meet the current standards of the industries we serve
- Provide an environment that encourages academic and personal development
- Provide a clean, attractive and well-managed facility for students, staff and faculty
- Assist graduates in securing entry-level positions that lead to fulfilling their career objectives

# School Information

## Statement of Legal Control

Branford Hall Career Institute ) is owned by Trigram Education Partners, L.P.; registered limited partnership in the State of Delaware. Dr. Jon Coover is the President & CEO. Stanford Silverman, Dr. Annie Ma and Dr. Jon Coover are limited Partners.

## Facility Descriptions & Locations

**Branford Hall Career Institute** occupies a three-story office building located directly off Route 1, at One Summit Place, Branford, CT.

**The Southington campus** is housed in a recently renovated three-story office complex in downtown Southington, between I- 84 and I-691.

**The Amityville, NY** campus is located at 1100 North Broadway. Phone number is 631-608-9113

## Statement of Non-Discrimination

In keeping with its long-standing traditions and policies, Branford Hall Career Institute considers students, employees, and applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972)

The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Branford Hall Career Institute seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct which is also prohibited is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated.

The Campus Director is designated as the School's Title IX Coordinator to coordinate compliance with this policy. Please contact your Campus Director to raise concerns or file a complaint. All grievances or complaints will be responded to within ten (10) business days and will be handled directly and equitably. Students who do not feel comfortable sending a complaint to their Campus Director, or who feel their complaint has not been adequately addressed by the Campus Director should forward their concerns to April Lupinacci, Vice President of Compliance and Licensure at the corporate offices of Trigram Education Partners:

**545 Long Wharf Drive  
5th Floor  
New Haven, CT 06511  
Tel: (203) 672-2300  
Fax: (203)285-3889**

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects. The School prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy and is subject to disciplinary action.

## Approvals, Accreditation & Memberships

- Approved by the Connecticut Executive Director of Higher Education
- Approved training participant State of Connecticut, Workers' Compensation
- Approved training participant State of Connecticut Division of Rehabilitation Services
- Approved by Department of Higher Education for Veterans' Benefits
- Member of Association of Connecticut Career Schools
- Member of Connecticut Association of Professional Financial Aid Administrators
- Member of National Association of Student Financial Aid Administrators
- Member of Better Business Bureau of Southeast Connecticut, Inc.(Southington Campus)
- Microsoft IT Academy
- CompTIA Member

# Admissions

## Admissions Requirements

Branford Hall Career Institute admits to its diploma programs only individuals who have a minimum of a high school diploma or a GED state equivalent. Additionally, applicants must produce a copy of high school diploma/GED certificate, or sign an attestation of having graduated from a high school program or a GED equivalent. Veterans must provide a copy of their high school diploma or GED equivalent. All applicants must interview with a representative of the Admissions Department, submit an application form and pass an admission examination “Wonderlic Scholastic Level Exam” prior to acceptance. Below is the minimum Wonderlic score required to enter specific programs:

Medical Assistant	13
Health Claims Specialist	13

To qualify for admission into Branford Hall Career Institute, applicants must successfully complete the initial interview process and receive a positive recommendation from the school’s Admissions Director. Additional requirements for admissions are as follows:

- A minimum age requirement of 17
- Submit a copy of a high school diploma, GED certificate, or a copy of an official transcript of post-secondary education at a recognized, degree-granting institution or a signed attestation form
- \$20 application fee (non-refundable)
- Submit a completed enrollment package, including a signed enrollment agreement
- Be available for learning activities during the schedule shown

Applicants will be charged a non-refundable \$20 application fee and must complete an enrollment agreement. Applicants must complete the enrollment agreement prior to notification of acceptance. Once accepted, prospective students receive a copy of their enrollment agreement signed by the Campus Director.

## Felony Disclosure

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, externships, internships or certifications associated with our educational programs. Those with

non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

## Academic Accommodations

Trigram Education Partners does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and nonacademic services. The person responsible for coordinating our efforts to comply with Section 504 the Director of Education; who is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

## Start Policy

The purpose of this policy is to promote a process that encourages a thoughtful, individualized management review of all prospective students to determine if they are going to successfully start school. The following guidelines are provided for use in making that determination. Those who are not ready to start school will be processed as a cancel. The rest will be counted as a start and will be expected to graduate. If those students counted as starts encounter unforeseen circumstances at some point in their program, they will be processed as a drop and will be responsible for whatever charges the school is entitled to keep based on the applicable refund policy.

General Guidelines:

1. A student must attend 50% of the scheduled hours of instruction within the first week of the new term. This allows new students to enroll for the first two days of the start and still meet the 50% requirement. It also provides students with flexibility to adjust to education in their family life/daily rigors.
2. The prospective student needs to know how they will be funding their education and must be committed to that plan. The student must be fully packaged with a signed payment schedule, where applicable



# Transfer Credit Policy

## Transfer of Credit within Trigram Education Partners Campuses

Trigram Education Partners (“Trigram”) students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Trigram school to another Trigram school (e.g., transferring from Branford Hall to Harris School).

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, can be transferred. Students that returns or transfers into a new program or new program version may be granted transfer credit towards the total program hours/credits from one Trigram school to another.
- B. Transfer credits will count as hours/credits attempted and completed for Satisfactory Academic Progress (SAP) calculation and in the Cumulative Grade Point Average (CGPA). This means a passing grade and non passing grade will be part of the SAP and CGPA calculations.
- C. Trigram Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry/reenroll activity will show on the transcript with the original grade earned, including “F” and “W”’s and will also calculate for GPA and SAP using the original grade. This includes same school codes.
- D. Skill Assessment Test. Trigram students returning one year or more will be required to take a skills assessment test, even if the student only needs to complete an externship. All Skill Assessment tests will be documented and graded. If the student fails the test, the student will audit or re-take the course.
  - a. Medical Assistant - Hands on Skill Assessment
  - b. Massage Therapy - Hands on Skill Assessment

- c. Personal Fitness Trainer - Hands on Skill Assessment
  - d. All other programs will have a written Skill Assessment
  - e. All skills assessments must be documented and graded
- E. Course was completed no more than 5 years prior to date of request. Courses older than this may or may not be accepted for transfer, and an appeal justifying the recognition of these courses must be submitted.

## Transfer of Credit from an Institution other than a Trigram School

Like other higher education institutions, Trigram may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts. Note that transfer hours/credits will not be included in the calculation of eligibility for Federal Title IV financial aid.
- B. The student must submit:
  - a. Official Transcript (signed with the school seal)
  - b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.
- C. Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met prior to starting school:
  - c. Official transcript and catalog with course descriptions are reviewed

- d. Course is adjudged equivalent in content, hours and credits
  - e. A Grade Point Average (GPA) of 2.0 (C) or better was achieved
  - f. Course was completed no more than 5 years prior to date of request
- D. All courses transferred from another institution will be marked with a “T”

### **Notes for Credit Transfers (both from a Trigram school or from a USDOE recognized institution)**

- A. Students will be charged on a pro-rata credit for tuition based on number of hours remaining in the program.
- B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.
- C. Students may appeal the transfer credit decision by writing to Trigram’s Education Specialist at:

**Trigram Education Partners  
545 Long Wharf Drive, 5th Fl  
New Haven, CT 06511**

### **Transfer of Credit From Branford Hall**

The school makes no representation or guarantee regarding transfer of credits to other institutions. Acceptance of transfer credit is always at the discretion of the receiving institution. Students planning to attend another institution should check the policy of that institution regarding transfer credits. In the event a student is considering transferring to a new institution the school will provide guidance and assistance. This may include a review of charges and financial aid refunds, as well as providing transcripts, applicable syllabi, and catalogs.

### **Transfer of Credit From an Institution Other Than a Trigram School**

Like other higher education institutions, Trigram may accept credits from other schools or colleges as long as the institution is accredited by an agency recognized by the US Dept. of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

# Tuition & Fees

The tuition, application fee, registration fees, and textbook fees for all programs are as stated in the catalog addendum. The non-refundable application fee is due after completion of the Enrollment Agreement for admission to Branford Hall Career Institute. Any adjustments made to the program tuition due to transfer credit, proficiency credit, or failure to complete the program in the required amount of time, will be adjusted at the current hourly rate. The current hourly rate is determined by dividing the program tuition by the number of credit hours in the program.

## Payment of Tuition & Textbooks

Payment of the total direct program cost (tuition, lab fees, and textbooks) may be made through one of the following methods:

1. **Advance Payment in Full** - A student may elect to pay the direct program cost prior to the start date of the program. No interest will be charged.
2. **Installment Payments** - A student may make a down payment of 25% of the program cost prior to the start date of the program and then make equal monthly installment payments, as agreed upon with the Financial Aid Department. All payments are expected in accordance with the agreed-upon payment schedule.

## Financial Aid

Financial Aid is available to those who qualify. The Branford Hall Career Institute is authorized by the United States Department of Education to participate in the Title IV Federal Student Aid Programs. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA), which is available in the Financial Aid office and online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Once the FAFSA has been processed by the Central Processing System, the school will receive an Institutional Student Information Record with an EFC that will indicate the extent of the student's eligibility for FSA funds. Eligibility for financial aid is determined using the federal need analysis formula.

Funds are awarded based on the financial need of the student and the availability of funds. All funds are awarded confidentially and impartially.

## Student Financial Aid Information

Branford Hall Career Institute is authorized to participate in the following Federal Student Aid (Title IV HEA) programs:

1. Federal Pell Grant
2. Supplemental Educational Opportunity Grant (SEOG)
3. William D. Ford Direct Loan Program (Subsidized and Unsubsidized Direct Loans)
4. Direct Parent Loan for Undergraduate Students

## Notice of Student Financial Aid Penalties for Drug Law Violations

Students who have been convicted for the possession or sale of illegal drugs for an offense that occurred or occurs while they are receiving federal student aid (such as grants, loans or work-study) may lose their eligibility for aid.

## GI Bill®/Educational Benefits

The Connecticut Office of Higher Education, under Title 38 United States Code, has approved the programs at Branford Hall Career Institute for Veteran's educational benefits. To determine eligibility for VA benefits contact the Veterans Affairs Office to obtain the necessary application (VA Form 22-1990). The school certifying official will certify enrollment using (VA Form 22-1999 or VA-ONCE).

It is the applicant's responsibility to contact the school's certifying official to initiate the payment of benefits.

It is also the applicant's responsibility to notify the certifying official of change in program, withdrawal from a course or school, non-attendance, or other matters affecting academic status. To obtain an application call 1-800-827-1000 or log on to the national web site for a copy of the application: [www.gibill.va.gov](http://www.gibill.va.gov).

# Cancellation and Refund Policy

## Tuition & Other Charges - Period of Obligation

Following the start of classes, the institution will establish a ledger of tuition and other charges incurred by the student, as shown on the front side of the enrollment agreement. Tuition charges, as outlined below, will be applied in one or more parts called periods of obligation, depending on the length of the program. The period of obligation set by the school is 450 instructional hours. Programs less than 450 hours will have tuition charged in full in one part, while programs longer than 450 hours but equal to or less than 900 hours will have tuition charges applied across two periods of obligation, while programs greater than 900 hours will have tuition charges spread across three or more periods of obligation depending on how many 450-hour periods are needed. The institution, for the sake of clarity, will create a ledger card detailing the entire cost of the program with each period of obligation clearly marked so that the students can understand and verify the full and complete cost of the program as shown on the front side of this agreement. For the benefit of the student the institution will secure financial aid or complete financial planning to cover all periods of obligation. The student is obligated to pay the charges attributed to the period of obligation at the beginning of each period of obligation unless other financing arrangements have been made. By way of an example, a program with tuition costs of \$9,100 that is 910 hours in length will have three periods obligation. The first two periods of obligation will be 450 hours in length, and appear on the ledger card as \$4,500 charges, while the last period of obligation will be 10 hours in length and cost \$100. By way of an example, if a student attending a 900-hour program was scheduled for 450 hours of classes and began the 451st hour, the student would be obligated for tuition charges relating to the first and second period of financial obligation.

## Institutional Refund & Cancellation Policy

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it. If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to attend the program by not showing for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be canceled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid, including non-refundable application fee.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of \$500.00.

- B. After the first week of class and through 60 percent of the period of financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed, up to a maximum of \$1,000.00. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.
- C. For subsequent periods of financial obligation, charges retained will not exceed a pro-rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

1. Withdrawal
  - a. Date the school received notification from a student of their intent to withdraw, or
  - b. The last date of attendance, if student is dismissed or expelled by school, or
  - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
2. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

## Connecticut Campuses: Cancellations & Refund Clause

- A. In the event that Branford Hall rejects this contract, all payments made by the Applicant in compliance with this contract are to be refunded in full
- B. A student may cancel this agreement regardless of whether or not the student has started training, at no penalty, by notifying Branford Hall at least 3 business days after midnight on the day on which the agreement was signed. The formal cancellation date will be determined by the school based on the notification date. All monies collected by Branford Hall shall be refunded.
- C. Before entering into the institution, a student may cancel the agreement after the three-day period. In this event, Branford Hall may retain the registration fee.
- D. Tuition liability and refund for all programs are indicated below
- E. Any student who is attending Branford Hall is subject to a pro-rata refund. This refund is calculated based upon the charges assessed for the portion of the program which you have completed, less any administrative fee not to exceed the littlest of 5% of the tuition, fees, and other charges, or \$100.00
- F. Charges for the portion of any incomplete payment period are determined by dividing the number of hours completed in that payment period as of the last verifiable day of attendance by the total number of hours that make up the payment to determine the percent completed for that payment period. If 60% or more of the payment period was completed, students will be fully charged for that payment period. Otherwise student will be charged for just the portion of the payment period that was completed through the last date of attendance.

In all instances, the refund shall be based on and computed from the last day of actual verifiable attendance.

## ACCET Refund Policy

- A. If the departure from the program occurs within three class days, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition to a maximum of \$500.00. (In the State of Delaware, there is a limit of \$100.00 retained tuition.)
- B. After the first week of class and through 50 percent (50%) of the period of training and financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed
- C. After 50 percent (50%) of the period of training and financial obligation is completed, the school may retain the full tuition.

## Return of Title IV Funds

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula in brief is as follows:

1. The school will determine the withdrawal date and the percentage of the payment period attended
2. The school will determine the amount of Title IV aid for which the student was eligible.
3. The school will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned, this amount of Title IV aid must be returned.

In conformance with Federal regulations, the policy of Branford Hall Career Institute is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS Loan
- Federal Direct PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

Please note, students are responsible for any balance owed to Branford Hall Career Institute as a result of the repayment of Federal aid funds.

To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office.

# Student Account Service

## Balance Owed

Upon satisfaction of the return to Title IV calculation with return of all unearned aid, the student may owe a balance to the school. Student Account Services will notify the student and set up a payment plan to cover any balance owed.

## Collections

Students in arrears with their monthly payments may be sent to a Collection Agency. In accordance with the terms of their enrollment agreement, interest and/or collection fees may be added to the balance owed.

## Policy on Unpaid Debt

It is the policy of Branford Hall Career Institute that students or former students having any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations will be subject to the withholding of any grades, grade reports, transcripts, or diplomas and will not be able to participate in the externship or internship course or continue with the program until satisfactory settlement of unpaid debts.



# Courses & Academia

This catalog is an official publication of The Branford Hall Career Institute. The school reserves the right to make changes or revisions to this catalog at any time by means of official addendums; make changes in courses, methods, faculty, staff, provisions, or requirements described within this publication as may be deemed necessary in the best interests of the school and its students, and cancel any of its courses or programs due to insufficient enrollment.

## Course Numbering

The course numbering system uses an alpha numeric identifier. The alpha portion of the number identifies the subject area while the numeric portion determines the course difficulty level.

## Determination of Credit Hours

The unit of measurement of instruction is semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours laboratory, or 45 clock hours of extern. A clock hour is defined as 60 consecutive minutes, of which a minimum of 50 minutes is dedicated to instruction.

## Externships

Externships are required in all programs offered at Branford Hall Career Institute. The purpose of the externship is to provide students with the opportunity to apply skills and gain valuable experience in a business, medical, or legal environment. Students generally are scheduled for the externship prior to the start of their last term. Due to scheduling, evening students are required to fulfill externship/internship requirements during a day externship/internship. Externships are non-paid. The Education Department and Career Services Department are available to provide information regarding the externship process for all students.

## School Hours

Full-time students enrolled in the day division programs attend classes Monday through Thursday from 8:00 am to 3:30 pm. Course may require occasional Friday for make-up time.

Student enrolled in evening programs will attend classes on Monday, Tuesday, Wednesday and Thursday from 5:45pm to 9:45pm. Course may require occasional Friday for make-up time.

Each scheduled class is 50 minutes in length with a 10-minute break between each class period. The final course offered in the last day term may be scheduled on consecutive Fridays and the final course offered in the last evening term may be scheduled on consecutive Monday evenings.

Holidays and snow days will be made up on a Friday for day students and a Monday evening for evening students.

## Grading

Students are graded to evaluate their progress in terms of proficiency expected as employees within their respective fields. Grades may be determined through homework, class work, tests, quizzes, attendance, and final examinations. Students are evaluated at the end of each grading period. A permanent record of each student's progress is maintained in the administrative office. Letter grades are assigned numerical equivalents so that each student's progress may be reflected in terms of a Grade Point Average (GPA). The GPA is a weighted average calculated by multiplying the term credit hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total term credit hours.



Grades, grade point equivalents, and sample GPA calculations are as follows:

Letter Grade	Percentage Equivalent	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	0.67
F	0-59	0.0
S	Satisfactory Extern	0.0
W	Withdrawal	-
T	Transfer	-
P	Proficiency	-

Grade Point Average Calculation Example			
110MLE	2.0 credit hours x A- (3.67)	=	7.34
410MOM	1.5 credit hours x C (2.0)	=	3.0
110BS	0.5 credit hours x A (4.0)	=	2.0
410PS	2.5 credit hours x B (3.0)	=	7.5
<b>Total</b>	<b>6.5 credit hours</b>		<b>19.84</b>
GPA: 19.84 divided by 6.5 = 3.05			

## Incomplete

The school does not offer incompletes as grade options.

## Pass/Fail

The only courses evaluated on a pass/fail basis are the externship/internship courses. Students must complete courses within the parameters established by instructors to avoid applicable penalties imposed by the instructors.

## Withdrawal

Students who withdraw from the school will receive a grade of W for any course they did not complete. W's will not count towards the GPA. Students are not permitted to withdraw from an individual course. The credit hours associated with the W will be counted towards Standards of Satisfactory Progress. The student will have to retake the course to meet the requirements for graduation and at that time, the earned grade will be included in the GPA calculation and the credit hours will be used for Standards of Satisfactory Progress determinations.

## Homework, Quizzes, & Tests

Students are expected to complete tests, quizzes, and homework on the assigned dates. If students are absent on the day of a test or quiz or on the day an assignment is due, the assigned work or quiz must be completed within 7 days of returning to school, or before the start of a new term (whichever comes first). Students who do not complete their work within this time frame will automatically receive a grade of zero for that assignment, quiz, or test. Instructors' classroom policies may be stricter than this makeup policy. In each course, students are required to adhere to the policies established by the course instructor.

## Attendance

Class attendance and promptness are an important factor in a student's academic and professional success. An absence in class time is considered time missed, regardless of the reason. If a student must be absent, the student must notify the school before classes start for that day or evening. Students missing more than 20% of the cumulative total instructional hours of any given evaluation point, will be required make-up hours. When a student's cumulative hours fall below 80%, the student will meet with an administrator in the Education Department and placed in Advisement Status. Students who fail to attend more than 79.5% of their program hours will not be able to graduate.

Students are expected to be on time for the start of class. Likewise, students are expected not to leave before class ends. **If a student is not present for the entire time of the class they will be marked absent. If a student is tardy or leaves class early, the actual amount of time they missed will be deducted from the total class time.**

Work, tests, or exams missed by reason of absence, tardiness, or early departure, regardless of the cause must be made up to the satisfaction of the instructor within one week of the date missed. Should the student know that he or she will be absent, it is the student's responsibility to get assignment from the instructors in advance so that the necessary work is completed before the student leaves or upon the student's return. Instructors have the right to deduct points under the portion of their grade that relates to Professionalism for all absences, tardiness, or early departures.

## Make Up of Missed Classes

We offer students the opportunity to schedule make up classes. To be eligible for make up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled for the day/evening school session. Students may only make- up 10% of each course and must provide acceptable documentation for the absence. Students do not simply complete work assignments

for credit; they must attend a proctored make-up session which is comparable in content, delivery, and timing.

- Student must request a make-up form and make-up assignment from their assigned faculty member.
- Students will be assigned the number of make up hours required and a set of assignments to be completed during the make-up session.
- Valid documented reasons: court appearances, doctor appointments, illness of student or family member, and car trouble.
- The missed hours of class(es) will be made up during the school's established schedule for make up, and will be proctored by a faculty member.
- Make-up time is credited on a 1:1 basis; each hour of time spent during the proctored make-up sessions will account for one hour of make-up credit granted.
- Make up time must be made up within one week for day and two week for evening of the absence. The Director of Education/Program Director is the only designated person who can make an exception to this policy.

## Make-Up Work & Tests

All class work and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor. There will be no charge for make-up work. If a student is absent for a scheduled test, a make-up test may be taken after returning to school. However, quizzes can not be made up if missed unless special circumstances are involved and only with the permission of the campus administration. All work must be completed by the end of the term and graded components of the course that not submitted for grading or completed will be marked with a zero at the end of the term. Make-up work, re-tests, or late assignments must be completed and turned in within 7 calendars days of the end of the term in order to be considered.

## Academic Attendance and Dismissal

Branford Hall Career Institute reserves the right to dismiss or discontinue a student for failure to maintain standards of academic progress or failure to attend classes regularly and punctually.

## Voluntary Withdrawal from School

Students who wish to officially withdraw from school should inform the Director of Education. Notification to an instructor does not constitute official notification. Tuition balances owed to the school, after refund computation and (if applicable) return of Title IV funds have been performed, must be paid by the student. Payment plans may be arranged through the Bursar's office of Trigram Education Partners located in New Haven, CT at 203-672-2300. Students who withdraw from the school will receive a grade of W for any course work they did not complete.

## Involuntary Withdrawal from School

Fourteen (14) consecutive days of absence resulting in interruption of training may require a student to drop and reenter at a later date. Students should meet with financial aid personnel to discuss the impact on their financial aid awards. The student may return to the program at a later date with the approval of the Director of Education. An interview, educational assessment, and possible written test will occur to determine at what point in the program a student might reenter. If it is determined that the amount of learning lost while being away from study requires a student to repeat a prior course, then the student will be provided with this information prior to restarting classes.

## Re-Entry

Any student who has withdrawn from school, or has been dismissed, may request re-entry. The request is to be addressed to the Director of Education. The former student must demonstrate that any/ all problems that caused withdrawal or dismissal has/ have been corrected. A former student may reenter after a scheduled conference with the re- entry committee composed of the Campus Director, Director of Education, Program Director and/or teacher(s) of the program desired to reenter. During this conference, the institution will address with the student all the requirements to make academic progress. The granting of re-entry will be at the discretion of the committee based upon whether or

not the former student has presented compelling evidence that he/she is capable of meeting academic progress and demonstrates the desire and ability to progress in and complete the program.

## Student Returning Within 180 Days of Last Date of Attendance (LDA)

A student who returns to school within 180 days to the same program will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. Students who return to the same program at the same school campus within 180 days are considered to be in the same payment period they were in at the time of the withdrawal for purposes of student financial awards. The student retains his or her original eligibility for that payment period.

## Student Returning After 180 Days of Last Date of Attendance (LDA)

If a student returns to the same program after 180 days, or transfers into a new program at the same school campus, or transfers to a different school campus, then the student starts a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are the student's entire program. Also, the student will have their earned hours reevaluated to determine the amount of hours that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee (registration fee including application fee), lab fee for the remainder of the program, books and supplies fee for the remainder of the program and any increase in the tuition. See the Director for additional information regarding the school's Re-enrollment policy and procedures.

## Diplomas & Graduation Requirements

Students enrolled in all programs are awarded diplomas upon successful completion of all program and graduation requirements. Program and graduation requirements are as follows:

1. Minimum cumulative GPA of 2.00
2. Successful completion of all program courses and externships, internship (i.e., students who receive a course grade of "F" for any course must repeat and pass the applicable course)
3. All fees and charges are paid
4. All resource materials borrowed from the school are returned
5. Minimum overall attendance requirement of 80% is required for all programs



# Satisfactory Academic Progress (SAP) Policy

## Process Overview & Responsibilities

Trigram Education Partners Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students are graded at regular intervals. The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

## Same As or Stricter Than

Trigram Education Partners Schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The Satisfactory Academic Progress Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain Satisfactory Academic Progress to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- Be eligible for graduation

## Qualitative Measure

Students are expected to maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 at the mid point of each academic year and at graduation.

## Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the midpoint of each academic year.

- Credit Hour example would be a Medical Assistant program that awards 46 credits; the maximum number of credits a student can attempt and still graduate is 69 based on 150% of the program
- Clock Hour example would be a Medical Assistant program that consists of 1080 clock hours; the maximum number of clock hours a student can attempt and still graduate is 1620 based on 150% of the program

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

## Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each mid point and end of each academic year.

## Failure to Maintain Satisfactory Academic Progress

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

## Warning/Financial Aid Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students can not be placed on financial aid warning for more than one payment period.

- SAP Not Met - Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a “SAP Not Met” status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal
- SAP Probation - Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal. Successful Appeal will change their status to “SAP Probation” and they will regain Title IV eligibility

## Appeals

Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the

Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

## Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP Standards, and what has changed in his or her situation that will allow him or her to make SAP by the next evaluation point.

## Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward diploma completion.

## Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

## Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

## **Impact of Grades**

### **Failing Grades**

Trigram Education Partners schools do not assign “Incomplete” grades to individual classes. Work which is not completed at the end of a term will receive a zero grade, which may result in an F grade and course failure. Students have 7 days from the end of the term to hand in any incomplete work for consideration. Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless here are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director. Repeated courses may adversely affect a student’s academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

### **Withdrawals/Incompletes**

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of “W”. Trigram Education Partners schools do not assign “Incomplete” grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

### **Audited Courses/Review Classes**

Students auditing courses and/ or reviewing classes will not earn a grade. Audited Courses and Review Classes are not counted as hours attempted or achieved and are not graded.

### **Pass/Fail**

Pass/Fail courses will be counted toward the quantitative progress only.

### **Completion of Diploma Requirements**

A student who has completed all of the coursework for his or her diploma but has not received the diploma can not receive further financial aid for that program.

### **Notices**

Updates to the Title IV Satisfactory Academic Progress Policy will be published in updates to the Financial Aid Policy and Procedures Manual, School Catalog, and other manuals as applicable.

### **Transfer/Proficiency Credits**

Transfer and Proficiency Credits, will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

### **New Program**

Satisfactory Academic Progress starts over with a new program.

## Satisfactory Academic Progress Measurement Chart

Measuring Point	Academic Credits	CGPA	Amount of Work to be completed
<b>Health Claims Specialist</b>			
Mid Point first Academic Year	22	2.0	67%
End of first Academic Year	44	2.0	67%
<b>Medical Assistant</b>			
Mid Point first Academic Year	22.5	2.0	67%
End of first Academic Year	45	2.0	67%



# School Regulations & Policies

## Student Conduct - Suspension and Dismissal

Branford Hall Career Institute reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Branford Hall Career Institute deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. **The following list includes some, but not all, unacceptable behaviors:**

- Swearing
- Hostile arguing
- Striking & physical fighting
- Physical or Mental Intimidation
- Behaviors disruptive to teaching or learning
- Behaviors disrespectful to a faculty or staff member
- Violent behavior or threats of violence
- Behavior deemed harassing of any nature and/or discriminatory
- Deliberately infecting Branford Hall Career Institute computers with viruses
- Deliberately violating the computer network security system or gaining unauthorized access
- Theft of school or personal property
- Plagiarism
- Copyright Infringement (including unauthorized distribution of copyrighted materials)

## Sexual Harassment

As an educational institution we are committed to maintaining an atmosphere of reciprocal respect. All members of the school community have a responsibility to ensure that the work and learning environment are free from sexual harassment. The Branford Hall Career Institute does not condone or tolerate sexual harassment of any kind and regards it as unacceptable behavior, subject to disciplinary measures. If a student at the Branford Hall Career Institute believes that he or she has been subjected to sexual harassment, or hazing he or she should inform the Director of Education or Campus Director immediately.

## Violation of Student Conduct Policy

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up.

Should the student refuse to comply with the suspension and attempts to remain in class further disciplinary action will be taken. The staff member who dismissed the student will submit an Incident Report to the Director, or the Director's designee, who will investigate the incident.

When the student returns to school the following day, the Director or designee will meet with the student to discuss the incident. Should the investigation reveal that the student's conduct was not inappropriate; the student will be allowed to make up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during suspension.

The Director will take further action, if necessary. The Incident Report will become part of the student's permanent file.

## Academic Honesty

Academic honesty is expected of all students. Violations of academic honesty including, but not limited to those listed below may result in disciplinary measures up to, and including dismissal from the school. These are serious offenses, which undermine the integrity and mission of Branford Hall Career Institute and are treated as such.

**Plagiarism** is defined as the use of another person's words or ideas without acknowledgment. The sources for plagiarism are books, papers written, articles, internet, references, journals and media sources.

**Paraphrasing** the words of another individual is also considered plagiarism.

**Cheating** is defined as intentional use and/or attempted uses of trickery, artifice, deception, breach of confidence, fraud or misrepresentation of one's academic work.

**Fabrication** is defined as the intentional and unauthorized falsification, and or invention of any information or citation in any academic exercise.

## Alcohol & Drugs

Branford Hall Career Institute's standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Branford Hall Career Institute, the student may be required to undergo professional counseling.

## Alcohol & Drug Awareness & Prevention

Branford Hall Career Institute's student handbook contains a number of policies and guidance regarding Drug and Alcohol abuse prevention efforts at the campus. The campus does not have qualified staff to address these problems but does maintain a list of numerous community resources that are available to students upon request. Students can find out more by speaking with any staff or faculty member.

## CORI/SORI and Drug/Alcohol Screening Statement

Externship and employment agencies/companies may require a Criminal/Sexual Offender Records Information (CORI or SORI) check. The externship site may decline the student's application for externship. In addition, students may be required to participate in drug and alcohol screening as part of the externship process.

## Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copy-righted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Institutional Penalties for Copyright Infringement**

Students who use the school's network to engage in unauthorized distribution of copy-righted material are in violation of the student code of conduct and will be disciplined accordingly.

## **Dress Code**

To foster an environment of professionalism and career preparation, students must adhere to the school's general dress code as well as codes specific to their programs. A detailed dress code can be found in the school.

## **Cell Phone Usage**

The Branford Hall Career Institute strives to maintain an environment that is conducive to maximizing student learning. Cell phone usage/texting in the classroom is disruptive to that environment, and therefore is limited to the student lounge or outside of the building. "Cell phones can be kept on silent or vibrate for emergency notification purposes only."

## **Semester Credit Hours**

Branford Hall Career Institute has adopted the standard federal definition of a credit hour Federal Financial Aid awarding using the standard Federal clock to credit hour conversion rate of 37.5 clock hours = 1 Semester credit hour. A clock hour is defined as one actual hour of attendance (60-minute period), through each hour may include a 10 minute break. Therefore a 900 hour program will be awarded 24 FA credits. (900/37.5=24 FA credits)

The credits used for Title IV eligibility evaluation may differ from those used for academic transcripts.

<b>Medical Assistant</b>	<b>Academic Credits</b>	<b>FA Credits</b>
Mid Point first Academic Year	21.75	12
End of first Academic Year	43.5	24

## **Equal Opportunity**

Branford Hall Career Institute does not discriminate on the basis of race, age, color, religion, national and ethnic origin, or handicap status in its recruitment, enrollment, or employment practices.

# Family Educational Rights and Privacy

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R §§ 99.63, 99.64 concerning alleged failures by Branford Hall Career Institute ("BHCI") to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials are defined as those persons employed by BHCI in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or already enrolled;
- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- The disclosure is information designated as "directory information." For these purposes, "directory information" includes the student's Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as "directory information" by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so. A student has the right to challenge and request correction of any item in the student's education record. Such requests must be made in writing and sent to the Director of Education or School Director for consideration.

FERPA is administered by:

**Family Compliance Office**  
United States Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

# Student Services

Branford Hall Career Institute offers many services to assist the student in the pursuit of their new career. In no way, shape, or form is the school offering or guaranteeing employment to the students.

## Advising

Advising is an important part of the Branford Hall Career Institute community. At Branford Hall Career Institute, this vital function is provided by individuals in the Education, Career Services and Financial Aid departments as well as the members of the faculty. Advising services include academic, attendance, financial aid and/or career advising.

## Career Services

The Career Services Department assists graduates in securing employment within their fields of study by providing employment referrals and training on career search techniques. The Career Services Department works closely with the Career Development instructors to ensure that students are given the most updated career information and are properly prepared for their career search. This is achieved by instructing students on how to conduct an effective career search.

Topics include:

1. Goal setting
2. Resume and cover letter writing
3. Informational interviewing, networking
4. Career search methods, interviewing techniques
5. Follow-up

## Exit Interview

Prior to graduation, every student is required to complete an exit interview with the Career Services Department. While the exit interview is mandatory prior to graduation, all students are encouraged to meet with Career Services early and often throughout their program to discuss individual career strategies and objectives.

## Graduate Services

The resources of the Career Services Department are available to students and graduates in good standing. Communication and cooperation are necessary for an effective career search. Graduates are encouraged to contact Career Services on a weekly basis to review their individual career search. While the Career Services Department will do everything it can to assist graduates in finding employment, graduates should remember that this is only one resource.

Some of the services available to graduates include:

1. Resume and cover letter writing assistance,
2. "Mock" interviews,
3. Employment referrals
4. Individual career guidance throughout the career search

Records are maintained on all graduates and surveys of alumni are used to assist with updating and improving curricula.

A successful career search incorporates several resources for developing employment opportunities. Therefore, graduates should seek interviews and opportunities on their own in addition to efforts with Career Services. The resources of the Career Services Department are available to all alumni throughout their careers.

**Branford Hall Career Institute cannot promise or guarantee employment to any student or graduate.**

## Part-time Employment Services

Bulletin boards with part-time employment listings are located by the Career Services Director's Office or on a prior assigned hallway.

## Student Council

Students have the opportunity to participate in the Student Council, organizing in-school and extracurricular events. The Administration and Faculty encourage participation in the Student Council and provide support and guidance when necessary. Students who are interested should ask the Student Services Coordinator how to become involved.

## Resource Center

The resource center includes computers with Internet access for research purposes. The Library and Information Resources Network (LIRN) library system is a premium online library service offered at your campus. LIRN can be accessed from home or school library computers.

## Leave of Absence

Branford Hall Career Institute does not offer a leave of absence. Students who are unable to progress normally towards the completion of their program of study must be withdrawn, but are able to return based on the guidelines established in this catalog.

## Other Student Services

Students often have questions about other student services, such as the following items. In some instances the school may have the ability to assist or the ability to refer students to qualified external resources:

- Housing
- Mental Health Services
- Counseling
- Non-academic support
- Mentoring and additional assistance with studying

# Miscellaneous

## Parking

A designated parking lot is available for student parking. Students park at their own risk. Branford Hall Career Institute will not be responsible for loss or damage to personal property.

## Student Safety

The Branford Hall Career Institute provides its students with a secure and safe environment. The school complies with the various Federal, State and local building codes and Fire Marshall Regulations. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off school property or during school activities. The school has no responsibility or obligation with respect to any altercations or disputes between students, whether on or off the school's premises nor for any damages or injuries arising there from.

Students should immediately report any medical, criminal, or other emergency occurring on school premises to the School Director or any other school employee. On receipt of any report of medical or criminal emergency, the school will obtain the services of medical or law enforcement professionals. In the event of a criminal emergency, the student may be required to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on school premises or during any school activities to school officials and appropriate police agencies.

## Campus Security

In compliance with the Student Right to Know Security Act, Public LAW 101-542, as amended by the Higher Education Technical Amendments of 1991, Public LAW 102-26, Branford Hall Career Institute provides campus crime statistics and procedures for reporting and deterring criminal activity. Students may secure the crime data by going to <http://nces.ed.gov/collegenavigator>. On the main screen, type in the name of the school and pick your state. Then click "search" at the bottom of screen. The school names will appear on the right. Choose the appropriate campus. The Campus Crime Statistics are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Campus Director to obtain a hard copy.

## Other Services

This is not a comprehensive list, but merely some items that are commonly asked about by students. If you would like to know what services the school offers, or what the school can do to assist you, please do not hesitate to contact a school representative.

- Extended Enrollment
- Leave of absence.
- Remedial classes or classes with non-punitive grades.

## Completion/Graduation and Other Consumer Information Data

Consumer information is available on the College Navigator Website. By using College Navigator, students, prospective students, and others can gain access to statistical information regarding Student Body Diversity, Placement in Employment, Graduation and Retention Rates and other data. To access this information access the following URL: <http://nces.ed.gov/collegenavigator>

Once on the site, simply search for Branford Hall Career Institute. Click on the State Section and pick your state and city. Then click on “search” at the bottom of screen and then pick your school. Any students or staffs not able to access this information are advised to see their School Director to obtain a printed copy.

## National Certifications

All students are encouraged to obtain national certifications if available, however, Trigram Education Partners and its campuses make no representation with regard to the likelihood of job placement, salary, or industry wide certification of its graduates. Ask your school for more information.

## Change of Program

A student may change from one program to another, if circumstances permit, with the approval of the Director of Education. The student will be charged for the completed portion of the first program in addition to the new program charges. A student requesting a change should see the Director of Education. Measurement of SAP will start over in the new program.

## Changes

Branford Hall Career Institute reserves the right to change its policies and procedures, calendar, courses, programs, personnel, daily schedule, costs of education, and any other school activity at any time. Notice of such changes will be provided appropriately.

## Changes to Curriculum

The school may, at any time at its discretion, vary the sequence of courses in any program of study, revise the curriculum content of any program of study or any course in any program of study, and change the number of credit hours in any program of study or any course in any program of study having received approval if as required by all pertinent regulatory agencies.

## Changes to Class Schedule

At any time prior to the start of any program course(s) that the student is registered to take in any term, the school may:

1. change the start date of that term,
2. assign the student a new class schedule, and/or
3. cancel the program or course.

If the school cancels the program, the student's Enrollment Agreement is canceled as well. If the student wishes to start the program, a new enrollment agreement will be signed with the new schedule, start date and/or program.

At any time following the start of any program for any courses that the student is registered to take in any term the school may:

1. merge the student's class into one or more other sections of the same course,
2. divide the student's class into more than one section within the same program,
3. change the meeting days or time of the student's class
4. cancel and reschedule the course.

These modifications to the schedule are not viewed as altering the program and the Enrollment Agreement remains in place.

## Student/Faculty Ratio

The average student to faculty ratio at Branford Hall Career Institute is currently 15:1.

In general, the maximum student to faculty ratio is 25:1, in both classroom and laboratory settings, and the classrooms are designed to support this ratio. Class groups larger than 25 will be split into more than one classroom.



# Grievance Procedure

## Informal Grievance Procedure

The informal procedure encourages the student to discuss their concern with the Director of Education who may be helpful in resolving the matter. The purpose of the informal grievance procedure is to allow for misunderstandings to be aired and resolved and to provide an opportunity to attempt to resolve the concern prior to the formal grievance process. If there is no resolution within ten days then the student takes their grievance to the formal grievance process. The Director of Education will notify the appropriate staff in writing when a complaint is not resolved at the informal level.

## Formal Grievance Procedure

Students who have grievances may first try settling them with the Education Department. Should satisfaction not be obtained, students may appeal decisions to the Director of the institution. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with the corporate administration. Please send complaints to Erika Winnans, Vice President of Academic Services.

**545 Long Wharf Drive, 5th Floor  
New Haven, CT 06511  
Tel: (203) 672-2300  
Fax: (203) 672-2323**

Unresolved formal complaints may be submitted to:

**Connecticut Office of Higher Education  
450 Columbus Blvd, Suite 510  
Hartford, CT 06103-1841  
Tel: (860) 947-1816**

Branford Hall Career Institute has neither any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints with the Private Occupational School Approval, State of Connecticut, and/or the Accrediting Council for Independent Colleges and Schools.



# Programs of Study

## Health Claims Specialist

### 900 Hours - 44 Semester Credits

### 30 Weeks - Day

**Educational Objectives:** This program is designed to provide individuals with the basic knowledge and competencies necessary to prepare, submit, and/or process medical insurance claims in a myriad of environments related to the health care and insurance industries. Such environments could include physicians' offices, hospitals, extended care facilities, diagnostic centers, and insurance companies.



Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
100MLE	Medical Law and Ethics	30	-	-	2.0	
100MOP	Medical Office Procedures	75	-	-	5.0	
100MT	Medical Terminology	75	-	-	5.0	
100AP	Anatomy and Physiology	75	-	-	5.0	
100INS	Insurance	45	-	-	3.0	
100PC	Procedural Coding	30	45	-	3.5	
100DC	Diagnostic Coding	30	45	-	3.5	
100ADV	Advanced Coding	30	45	-	3.5	100DC. 100PC
100MSO	Microsoft Office Applications	20	25	-	2.0	
100MOS	Medical Office Skills	30	45	-	3.5	
100EHR	Electronic Health Records	45	30	-	4.0	
101EXT	Externship	-	-	180	4.0	All courses
<b>Total</b>		<b>485</b>	<b>235</b>	<b>180</b>	<b>44.0</b>	

\* Courses are not necessarily taught in the sequence in which they appear.

**Medical Assistant**  
**900 Hours - 45.0 Semester Credits**  
**30 Weeks - Day**  
**57 Weeks - Evening**

**Educational Objectives:** Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office in an entry level capacity.



Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
100AP	Anatomy & Physiology	75	-	-	5.0	Co-req: 100MT
100BIC	Billing, Insurance, & Coding	45	-	-	3.0	
100EHR	Electronic Health Records	45	30	-	4.0	
100EXT	Externship	-	-	180	4.0	All courses
100MLE	Medical Law & Ethics	30	-	-	2.0	
100MOP	Medical Office Procedures	75	-	-	5.0	
100MOS	Medical Office Skills	30	45	-	3.5	
100MT	Medical Terminology	75	-	-	5.0	Co-req: 100AP
100PH	Pharmacology	45	-	-	3.0	
200CLATPE	Clinical Procedures: Aseptic Techniques/ Patient Exams	30	45	-	3.5	
200CLEKPH	Clinical Procedures: EKG & Phlebotomy	30	45	-	3.5	200CLATPE
200CLSEC	Clinical Procedures: Specialty Exams & CPR/ First Aid	30	45	-	3.5	200CLATPE
<b>Total</b>		<b>510</b>	<b>210</b>	<b>180</b>	<b>45.0</b>	

\* Courses are not necessarily taught in the sequence in which they appear in the catalog.

The background of the page features two open books. The top book is open to a page with a yellow ribbon bookmark. The bottom book is also open, with a green ribbon bookmark. The pages are white and the books are set against a light beige background.

# Course Descriptions

# Health Claims Specialist

## **100MLE Medical Law and Ethics** **30 Hours/2.0 Credits**

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics. In addition Career Services will be covered.

## **100MOP Medical Office Procedures** **75 Hours/5.0 Credits**

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office. In addition, this course is designed to introduce the student to the process by which a company will recruit medical staff, the orientation process for new staff, the training process for new hires, staff evaluations, staff records, and the process of dismissing an employee. Additional Career Services information will be provided.

## **100MT Medical Terminology** **75 Hours/5.0 Credits**

This course provides students with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions and provides students with the study of medical terms for the following body systems: integumentary, nervous, and eye and Ear senses. Students will study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, musculoskeletal, respiratory, gastrointestinal, urinary, male reproductive system, female reproductive system, and obstetrics and neonatology. In addition Career Services will be discussed.

## **100AP Anatomy and Physiology** **75 Hours/5.0 Credits**

This course discusses the physical basis of life, and is concerned with the chemical and cellular organization, structure and functions of cells and tissues, included is an exploration of various related pathologies. Throughout the course, the study of the structure and function of the human body, related to each body system on a level of increased complexity, is studied. The body systems include the integumentary, skeletal, muscular, immune, lymphatic, cardiovascular/circulatory, urinary, digestive, respiratory, nervous, endocrine and reproductive systems. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies. Career Services information will be provided.

## **100INS Insurance** **45 Hours/3.0 Credits**

This course is designed to introduce the student to the 10 steps of the medical billing cycle which includes the basics of medical insurance both government and private, insurance terminology, medical coding systems, documentation and claim filings, payment processing, insurance appeals, as well as collection processes involving both patients and insurance carriers. The course covers both outpatient physician and inpatient/outpatient hospital situations.

## **100PC Procedural Coding** **75 Hours/3.5 Credits**

This course provides further utilization of the methodology of coding utilizing CPT procedural coding. The methodology and guidelines for Evaluation and Management codes, Anesthesia codes, procedural codes involving all body systems and the use of modifiers will be discussed. Also included in this course is an overview, as well as the guidelines, pertaining to the Surgery section of the CPT.

**100DC Diagnostic Coding**  
**75 Hours/3.5 Credits**

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care. Today medical codes are utilized to facilitate payment of health services to evaluate utilization patterns, and to study the appropriateness of health care costs. To be fairly and adequately reimbursed in a timely fashion by third party payers, physicians and their reimbursement specialists must understand and correctly use these codes.

**100ADV Advanced Coding**  
**75 Hours/3.5 Credits**

This course provides an overview, as well as guidelines, pertaining to the Radiology section (including Nuclear Medicine and Diagnostic Ultrasound), the Pathology and Laboratory sections of CPT and an overview and guidelines for the Endocrine and Nervous systems. An overview and the guidelines for HCPCS Level II codes will also be covered with the dissection of an operative report and translation into diagnostic and procedure codes.

Prerequisites: 100DC, 100PC

**100MOS Medical Office Skills**  
**75 Hours/3.5 Credits**

This course enables students to learn correct position and techniques, alphabetic keys, number keys and special symbol keys. This course further introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. In addition Career Services will be covered.

**100EHR Electronic Health Records**  
**75 Hours/4.0 Credits**

This course will cover the usage and management of health information and the electronic health record (EHR). Students will be introduced to the use of health information and the EHR for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting. Career Services information will be covered.

**100MSO Microsoft Office Applications**  
**45 Hours/2.0 Credits**

This course will introduce the basics of working with files and the programs used to create them. It will cover the utilization and application of Microsoft Excel®, creating a presentation using PowerPoint®, and integration of Office 2010® programs. Students will also learn word processing concepts and vocabulary. The Microsoft Word® software is used to learn the hands-on functions and features of word processing. Formatting for business documents will be stressed. Keyboarding practice continues for development of speed and accuracy to the highest possible level. Effective file management techniques will be presented.

**101EXT Externship**  
**180 Hours/4.0 Credits**

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills as well as clinical experience in a healthcare environment focusing on personal attributes, job readiness, workplace dynamics and allied health professions and credentialing.

Prerequisite: All courses

# Medical Assistant

## **100AP Anatomy and Physiology** **75 Hours/5.0 Credits**

This course discusses the physical basis of life, and is concerned with the chemical and cellular organization, structure and functions of cells and tissues. Included is an exploration of various related pathologies. Throughout the course, the structure and function of the human body, related to each body system on a level of increased complexity, is studied. The body systems include the integumentary, skeletal, muscular, immune, lymphatic, cardiovascular/circulatory, urinary, digestive, respiratory, nervous, endocrine and reproductive systems. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies. Career Services information will be provided.

Co-Requisite: 100MT

## **100BIC Billing, Insurance & Coding** **45 Hours/3.0 Credits**

This course introduces medical assisting students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT, ICD-10-CM, and HCPCS coding books.

## **100EHR Electronic Health Records** **75 Hours/4.0 Credits**

This course will cover the usage and management of health information and the electronic health record (EHR). Students will be introduced to the use of health information and the EHR for any setting within the health care industry. This ranges from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting. Career Services information will be covered.

## **100EXT Externship** **180 Hours/4.0 Credits**

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills as well as clinical experience in a healthcare environment focusing on personal attributes, job readiness, workplace dynamics and allied health professions and credentialing.

Prerequisite: All courses

## **100MLE Medical Law and Ethics** **30 Hours/2.0 Credits**

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics. In addition Career Services will be covered.

## **100MOP Medical Office Procedures** **75 Hours/5.0 Credits**

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office. In addition, this course is designed to introduce the student to: the process by which a company will recruit medical staff, the orientation process for new staff, the training process for new hires, staff evaluations, staff records, and the process of dismissing an employee. In addition, Career Services information will be provided.

## **100MOS Medical Office Skills** **75 Hours/3.5 Credits**

This course enables students to learn correct position and techniques, alphabetic keys, number keys and special symbol keys. This course further introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. In addition Career Services will be covered.



**100MT Medical Terminology**  
**75 Hours/5.0 Credits**

This course provides students with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions and provides students with the study of medical terms for the following body systems: integumentary, nervous, and eye and ear senses. Students will also study medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, musculoskeletal, respiratory, gastrointestinal urinary, male reproductive system, female reproductive system, and obstetrics and neonatology. In addition Career Services will be discussed.

Co-Requisite: 100MT

**100PH Pharmacology**  
**45 Hours/3.0 Credits**

In this course students will learn origins, classifications, administration and use of medications. Students will review pharmaceuticals related to each body system. Drugs for the pediatric and geriatric patients are also covered. Basic mathematical concepts will be utilized to develop student's knowledge and skills in pharmaceutical calculations. Further Topics include: systems measurement, abbreviations, pharmaceutical calculations, resource materials usage, parts of a prescription and medication administration competencies. In addition Career Services will be covered.

**200CLATPE Clinical Procedures: Aseptic Techniques/Patient Exams**  
**75 Hours/3.5 Credits**

The Clinical Laboratory classes are taught through theoretical knowledge and hands on skills. Topics include: surgical asepsis, minor office surgery, medical asepsis and infection control, including OSHA and CLIA guidelines, safe behavior in clinical settings, charting and medical history, physical measurements and vital signs, assisting with physical examinations, special senses, medical specialty exams, and rehabilitative practices.

**200CLEKPH Clinical Procedures: EKG & Phlebotomy**  
**75 Hours/3.5 Credits**

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG and hematology.

Prerequisite: 200CLATPE

**200CLSEC Clinical Procedures: Specialty Exams & CPR/First Aid**  
**75 Hours/3.5 Credits**

Students further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: collecting, handling and examination of urine specimens, the respiratory system, nutrition, the female reproductive system, the male reproductive system, medication administration, injections, other clinical simulations, CPR, and First Aid. The course covers final certification exam review.

Prerequisite: 200CLATPE

# Additional Requirements by Program

## Health Claims Specialist

In order to be eligible for clinical intern/externship, all Dental Assistant students must provide evidence of the following:

1. Criminal Background checks may be required by a clinical intern/externship site
2. Drug Testing may be required may be required by a clinical intern/externship site
3. Flu Vaccine may be required by the intern/externship site

## Medical Assistant

In order to be eligible for clinical intern/externship, all Medical Assistant students must provide evidence of the following:

1. Proof of Immunization which may include but is not limited to:
  - a. MMR
  - b. Varicella
  - c. Tetanus (within 10 years)
  - d. PPD
  - e. Hepatitis B
2. Medical Clearance Form completed by a physician
3. Criminal Background checks may be required by a clinical intern/externship site
4. Drug Testing may be required may be required by a clinical intern/externship site

# Certification, Licensing, Registration, or Examination Eligibility and Requirements by Program

Upon completion, or, where applicable, during the course of the program in which a student is enrolled, the student is eligible to take the certification exam appropriate to their program listed below:

Health Claims Specialist		
<b>Certification Exams Available at No Additional Cost to the Student:</b>		
Test	Administered By	Information
National Certified Insurance and Coding Specialist (“NCICS”)	National Center for Competency Testing (“NCCT”)	<a href="http://www.ncctinc.com">http://www.ncctinc.com</a>
<b>Other Eligible Exams (Additional Cost for Student):</b>		
Certified Phlebotomy Coder (“CPC”)	American Academy of Professional Coders (“AAPC”)	<a href="http://www.aapc.com">http://www.aapc.com</a>
Medical Assistant Program		
<b>Certification Exams Available at No Additional Cost to the Student:</b>		
Test	Administered By	Information
Nationally Certified Medical Assistant (“NCMA”)	National Center for Competency Testing (“NCCT”)	<a href="http://www.ncctinc.com">http://www.ncctinc.com</a>
First Aid & CPR Certification	American Heart Association (“AHA”)	<a href="http://www.heart.org">www.heart.org</a>
<b>Other Eligible Exams (Additional Cost for Student):</b>		
Registered Medical Assistant (“RMA”)	American Medical Technologists (“AMT”)	<a href="http://www.americanmedtech.org">www.americanmedtech.org</a>
Certified Phlebotomy Technician (“CPT”)	National Center for Competency Testing (“NCCT”)	<a href="http://www.ncctinc.com">http://www.ncctinc.com</a>

## Health Claims Specialist

### National Certified Insurance and Coding Specialist (“NCICS”)

To be eligible to sit for a National Center for Competency Testing (“NCCT”) certification exam and receive certification, each candidate must:

- Possess a high school diploma or the equivalent, such as the General Education Development (GED) test or other equivalency test recognized by the candidate’s state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- Successfully complete a training program
  - Candidates must successfully complete a training program in the health field covered by the NCCT certification exam offered by an accredited or state-recognized institution or provider.

## Medical Assistant

### Nationally Certified Medical Assistant (“NCMA”)

To be eligible to sit for a Nationally Certified Medical Assistant (“NCMA”) certification exam and receive certification, each candidate must:

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Medical Assistant diploma, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.

### Registered Medical Assistant Exam (RMA)

RMA applicants shall meet the following eligibility requirements to be eligible to sit for the RMA exam through American Medical Technologist (AMT) based on Education:

#### 1. Education

- Applicant shall be a recent graduate of, or be scheduled to graduate from, either an accredited medical assisting program or a medical assistant program that is housed within an accredited institution, provided that in the latter case the program include a minimum of 720 clock-hours (or equivalent) of training, including 160 hours of clinical externship (or as required by state law).

#### Additional Requirements:

- Accredited: Program or institution is accredited by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors.
- Applicants must have graduated from their academic programs within the past four years. Applicants whose date of graduation is four years or more prior to the date of their application must also provide evidence of relevant work experience for at least three of the last five years.

## Phlebotomy Technician Certification (CPT)

To be eligible to sit for the CPT certification exam and receive certification through NCCT, each candidate must:

- Possess a high school diploma or the equivalent, such as the General Education Development (GED) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- Successfully complete a training program
  - Candidates must successfully complete a training program in the health field covered by the NCCT certification exam offered by an accredited or state-recognized institution or provider. Each candidate for the CPT certification must be able to provide evidence that he/she has successfully performed a minimum of thirty (30) venipunctures and ten (10) capillary sticks on live individuals.
- Each candidate for the CPT certification must be able to provide evidence that he/she has successfully performed a minimum of thirty (30) venipunctures and ten (10) capillary sticks on live individuals.

## Preparation for Certification

All programs offered by the institution are geared toward preparing students for the certification exams for each program. The Medical Assistant and Health Claims Specialist programs utilize Health Education Systems, Inc. ("HESI") to assess students' readiness for the certification examination toward the end of their program. The student readiness is assessed using question formats and an exam content outline matching the latest CMA, RMA, CCMA, CBCS, CEHRS and NCMA exams. HESI Exams will help identify strengths and weaknesses and provide individualized remediation to address knowledge deficits prior to taking the certification examination. In addition, students currently enrolled or graduated from the Medical Assistant and the Health Claims Specialist programs are eligible to attend a certification review class offered by the institution at no additional cost to the student or graduate.

# Schedule of Tuition & Fees

Program	Health Claims Specialist	Medical Assistant
Hours/Credits/Weeks	900 Hour/44 Credits 30 Weeks - Day	900 Hour/45 Credits 30 Weeks - Day 57 Weeks - Evening
<b>Tuition Total - All Periods of Obligation</b>	\$14,750	\$14,750
1st Period of Obligation Tuition	\$7,375	\$7,375
2nd Period of Obligation Tuition	\$7,375	\$7,375
Application Fee (Non-Refundable)	\$20	\$20
Registration Fee	\$100	\$100
Estimated Cost of Books/Materials	\$1,800	\$1,210
<b>Total</b>	<b>\$16,670</b>	<b>\$16,080</b>

Branford Hall Career Institute reserves the right to adjust tuition fees.

## Application Fee vs. Registration Fee

Application fee is a charge which covers the processing of an application for acceptance into the program of study while the registration fee is charged to cover the administrative cost associated with registering a prospective student into their program of student upon acceptance into the program by the Campus President

# Corporate & Campus Staffing

Key Administrative Staff	
Wade Charlton	Executive Campus President
Marcia Nai	Director of Financial Aid
David Royka	North Division Career Services

Corporate Staff Listing	
Dr. Jon Coover	Chief Executive Officer
Michele Sinusas	Chief Information Officer
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
Celine Carnevale	Vice President of Student Affairs
Erika Winans	Vice President of Academic Services
April Lupinacci	Vice President of Compliance and Licensure
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director

## Advisory Board Members

Member	Company
<b>Gabriela Rivera</b> (Practice manager-site takes Medical Assistants and Health Claims Specialists)	Southington Family Medical Center
<b>Cherlynn Villa</b> (Revenue Cycle Manage – site takes Ma’s and HCS’s)	Hartford Orthopedic Surgeons, P.C.
<b>Sadina Dervisevic</b> (Administrative Assistant Central Billing Office)	Starling Physicians
<b>Mary Beth Peacock</b> (HR Manager Billing Office)	J & L Medical Services
<b>Sharon Rouleau</b> ( Practice Manager)	Urology Specialists P.C.
<b>Kathy Volz</b> (Practice Manager at several locations)	Franklin Medical Group
<b>Michele Gagnon</b> (Recruiting Manager for MA’s)	Starling Physicians
<b>Stanley John</b> (Operations Manager)	Hospital for Special Care
<b>Jessica Rodriguez</b> (Practice Manager)	New Britain OBGYN
<b>Lisa Cordero</b> (Practice Manager)	Concentra Urgent Care



# Campus Calendars

## Term Start Dates and Graduation Dates

Day	
Start Date	Graduation Date
900 Hours: MA, HCS	
7/20/2020	2/12/2021
8/24/2020	3/19/2021
9/28/2020	4/23/2021
11/2/2020	5/28/2021
12/7/2020	7/2/2021
1/11/2021	8/6/2021
2/15/2021	9/10/2021
3/22/2021	10/15/2021

Evening	
Start Date	Graduation Date
900 Hours: MA	
7/20/2020	8/27/2021
8/24/2020	10/1/2021
9/28/2020	11/5/2021
11/2/2020	12/10/2021
12/7/2020	1/14/2022
1/11/2021	2/18/2022
2/15/2021	3/25/2022
3/22/2021	4/29/2022

2020 Campus Holidays	
New Year's Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Thanksgiving	November 26-27, 2020
Christmas	December 25, 2020

