



Emerald Career College

Student Catalog

January 1, 2026 - December 31, 2026

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emeraldcareercollege.com

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Institutional Mission and Objectives

The mission of Emerald Career College is to support all students in achieving their full educational potential in an environment of academic excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the healthcare field, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The objective of Emerald Career College is to develop professional qualities in each of our students. To teach those subject areas which are most needed and emphasize those most needed for success and to provide hands-on instruction that will enable each student to progress as rapidly as capability permits.

History

Emerald Career College, originally launched in January 2017 by Karine Ulikyan—formerly a school business operations advisor passionate about empowering students—opened its doors under the name Emerald Healthcare Careers Institute. Beginning in Orange County with the Versatile Medical Assistant program, the school later relocated to its current campus in Arcadia, CA, and was rebranded as Emerald Career College in August 2024. Over the years, the college expanded its offerings by adding the Phlebotomy program. Today, these offerings continue the institution’s commitment to hands-on, high-quality vocational training in healthcare.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy for the Distribution of this Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school’s office or visiting our website.

Regulatory Approval Disclosure

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Contact for Questions

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

Ownership

Emerald Healthcare Carers Institute, Inc. d/b/a Emerald Career College, is a general stock corporation filed in the state of California. It is 100% owned by Karine Ulikyan.

Staff & Administrators

Karine Ulikyan, School Director/Admissions & Student Services Director, kara_u05@yahoo.com
Kenya Sanchez, Placement Coordinator, kenyasanchez28@gmail.com

Financial Stability Statement

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

Review of Documents and Disclosures

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

Location, Facilities, and Equipment

Emerald Career College is located at 411 East Huntington Drive, Suite 209 Arcadia, CA, 91006.

The facility is over 900 square feet in a modern office complex that includes a number of shops and restaurants. The campus is located near public transportation and there is free parking available to students as well, including handicap parking. The school has a modern HVAC system with air conditioning and heating for student comfort. Classrooms are equipped with tables and chairs for students, as well as a projector, screen, and whiteboard for instructors. The campus has free Wifi available and students are welcome to bring their laptops to class.

A list of equipment and supplies for each program of study at Emerald Career College is provided in Appendix A of this catalog. All supplies and equipment are maintained in sufficient quantities to meet student needs.

Learning Resources & Reference Materials

Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Students may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

Premium Online Course – <http://thePoint.iww.com>
American Health Information Management Association – <http://www.ahima.org>
American Medical technologies – <http://www.amt1.com>
American Board of Medical Specialists – <http://www.abms.org>
American Academy of Pediatrics – www.aap.org
American Heart Association – www.americanheart.org
Food and Drug Association – www.fda.org
National Center for Complementary and Alternative Medicine – www.nccam.nih.gov
CDC – www.cdc.gov
OSHA – www.osha.gov
US Department of Justice/Americans with Disabilities Act – www.usdoj.gov/ada
Medical Dictionary – www.medical-dictionary.com

U.S. Department of Health and Human Services – www.ealthfinder.gov
Medical Resources New and Reconditioned Equipment – www.medicalresources.com
The Physician's Desk Reference – www.pdr.net
MedlinePlus, National Institutes of Health – <http://medlineplus.gov/>
MedicineNet – www.medicinenet.com
American Society of Radiologic Technologists – <http://www.asrt.org>
American Red Cross – www.redcross.org
National Safety Council – www.nsc.org
National Women's Health Information Center – <http://www.womenshealth.gov>
National Center for HIV ,STD and TB Prevention – <http://www.cdc.gov>
American Cancer Association – <http://www.cancer.org>
Centers for Medicare and Medicaid Services – <http://www.cms.hhs.gov>

Complaints & Grievances

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or the School Director/Admissions & Student Services Director. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Emerald Career College
411 East Huntington Dr. Suite 209
Arcadia, CA 91006

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the School Director/Admissions & Student Services Director if you require additional information.

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

Notice to Students: ACCET Complaint Procedure for Institutions Applying for ACCET Accreditation

This institution is seeking accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has applied for accreditation and will subsequently submit a self-study and have an on-site team visit to determine whether it meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. This is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.



Admissions and Enrollment

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director/Admissions & Student Services Director who is assigned the responsibility for assuring that this policy is followed.

Students With Disabilities

Emerald Career College recognizes the Americans with Disabilities Act. The school is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA, as amended, and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student's disability and is determined by the needs of the student, documentation from the student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided is based upon evaluation of the individual student's documentation, personal needs, and academic requirements. A student's Reasonable Accommodation may be subject to review and adjustment from time to time.

Admissions Policies & Recognition of Credits

- Applicants must have graduated from high school, or earned a GED or equivalent.
- Applicants must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

CPR Certification Requirement

Prior to the start of any program with a clinical externship component, students must submit proof of completion and current certification in CPR for the Healthcare Provider. Failure to keep this certification current could impact the student's ability to attend the clinical education center, to complete the

program's graduation requirements, or to obtain certification after the completion of the program of study. It is the student's responsibility to maintain current certification.

Transfer of Credit

Transfer into Emerald Career College

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by Emerald Career College.

Transfer credits will be evaluated using the following guidelines:

- Only credits earned at an institution that is accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA) will be considered. Any credits earned at a foreign institution must have a credential evaluation completed, indicating equivalency with Emerald Career College courses. The potential student is responsible for paying the cost of the evaluation. The student may use any reputable evaluation service. Many options can be found on the National Association of Credential Evaluation Services (NACES) [website](#).
- An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.
- A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.
- A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/fail" option are not eligible for transfer.
- Sit for and pass a written and/or practical exam related to the transfer credit curriculum, if applicable.
- Coursework completed more than three years ago is not eligible for transfer of credit.
- Transfer of credit must be completed before enrollment. Submitting an official transcript in a timely manner is the sole responsibility of the student.
- The School Director/Admissions & Student Services Director shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 20% of a program can be completed via transfer of credit. Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

The tuition reduction will be pro-rated based upon the current hourly rate for any transfer credit hours accepted into a program at Emerald Career College. The hourly rate is determined by dividing the total tuition amount by the total clock hours in a program. No additional fees are charged for evaluation or granting transfer of credit.

Emerald Career College does not accept advanced placement and credit for experiential learning.

Appeals

Students who believe that their transfer credits were incorrectly evaluated or denied by Emerald Career College may file an appeal. Appeals must be based on one or more of the following grounds:

- New or additional information that was not included in the initial evaluation.
- Errors in the evaluation of submitted documents, including transcripts or course equivalency.
- Discrepancies in the application of the Transfer of Credit Policy.

The student must submit a written appeal to the School Director/Admissions & Student Services Director within 7 days of receiving the transfer credit evaluation decision. The appeal must include a detailed explanation of the grounds for appeal, along with any supporting documentation (e.g., additional transcripts, course syllabi, or credential evaluations).

The School Director/Admissions & Student Services Director will review the appeal and consult with faculty members or external evaluators as necessary to ensure a thorough reassessment of the transfer credits. A final determination on the appeal will be made by the School Director/Admissions & Student Services Director within 7 days of receiving the appeal.

The student will be notified in writing of the decision. The decision will include an explanation for the outcome, whether the appeal is approved or denied. All decisions made by the School Director/Admissions & Student Services Director of Emerald Career College regarding transfer credit appeals are final. There is no further appeal process beyond this stage.

Transfer out of Emerald Career College

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

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

Emerald Career College does not in any way imply or guarantee the transferability of credit (clock hours) into any other institution. Once the student of the receiving institution provides notification, an official transcript and a certified copy of the catalog will be issued at no cost to the student or the receiving institution.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Language of Instruction & ESL Disclosure

Instructions will be given in no language other than English. This institution does not provide ESL instruction.

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain a qualifying score of 97 on the CELSA. Emerald Career College also accepts valid (non-expired) score reports for the following tests with minimum scores of at least:

- TOEFL Internet-Based Test (iBT); minimum score of 45 required
- International English Language Test (IELTS); minimum score of 5.0 required
- Pearson Test of English Academic Score Report; minimum score of 40 required
- Duolingo English Test; minimum score of 80 required
- TOEIC; minimum score of 550 on Listening & Reading and 130 on Speaking & Writing

This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

2026 Academic Calendar

Program Name	Start Date	Expected Graduation Date
Versatile Medical Assistant	July 6th December 7th	February 8th, 2027 July 16th, 2027
Phlebotomy	January 5th February 2nd March 2nd April 6th May 4th June 1st July 6th August 3rd September 8th October 5th November 2nd December 7th	January 30th February 27th March 27th May 1st May 29th June 26th July 31st August 28th September 28th October 30th November 30th January 8th, 2027

Holidays

Emerald Career College observes the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day

- Presidents' Day
- Memorial Day
- Independence Day
- Thanksgiving Day & the day after
- Christmas Eve & Christmas Day

Classes will not be held on these days and offices will be closed on these days.

Student Privacy Policy & FERPA

Emerald Career College's student privacy and confidentiality policy follows the [Family Educational Rights and Privacy Act \(FERPA\)](#) guidelines.

FERPA was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Emerald Career College will not disclose a student's education records without obtaining prior written consent, except in certain instances where a student's educational records may be disclosed to School Director/Admissions & Student Services Directors with a legitimate interest. These individuals may include persons whom Emerald Career College has employed or contracted with, whose responsibility justifies access to all or part of an educational record for legal, educational, or administrative functions.

Students may inspect and review their own records pertaining to academic standing and other information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

Emerald Career College depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the school.

Students seeking access or amendment to their educational records should contact the School Director/Admissions & Student Services Director.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the School Director/Admissions & Student Services Director of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Academic Freedom

Emerald Career College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Emerald Career College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Cancellation and Refund Policy

Rejection: If the student is not accepted into the training program, all monies paid by the student shall be refunded.

No-Show: An applicant who does not show up for the first day of class is entitled to a refund of all monies paid, less the non-refundable registration fee.

Program Cancellation: If the program is cancelled by the school after the student's enrollment, all monies paid by the student shall be refunded.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Karine Ulikyan, School Director/Admissions & Student Services Director at kara_u05@yahoo.com. Written notices may also be delivered in person to Karine Ulikyan, School Director/Admissions & Student Services Director, or mailed to the school's administrative office, care of Karine Ulikyan, School

Director/Admissions & Student Services Director, Emerald Career College, 411 East Huntington Drive, Suite 209, Arcadia, CA, 91006.

Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation, and refund amount.

Withdrawal Policy

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Karine Ulikyan, School Director/Admissions & Student Services Director at kara_u05@yahoo.com. Written notices may also be delivered in person to Karine Ulikyan, School Director/Admissions & Student Services Director, or mailed to the school's administrative office, care of Karine Ulikyan, School Director/Admissions & Student Services Director, Emerald Career College, 411 East Huntington Drive, Suite 209, Arcadia, CA, 91006.

Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

BPPE Refund Policy

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non-refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. These amounts are specified in our Tuition & Fees section in the catalog and on the student's enrollment agreement. Please refer to the Tuition & Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable.

Refunds to 3rd Party Payors, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

ACCET Refund Policy

Emerald Career College is seeking a grant of institutional accreditation through ACCET. For any institutional withdrawal or voluntary withdrawal, both the institution's (Bureau for Private Postsecondary Education (BPPE)) policy and ACCET policy are applied, and the amount that is more favorable to the individual student is refunded.

- A. The institution may retain an administrative fee associated with withdrawal or termination, not to exceed \$100.
- B. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- C. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
- D. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

STRF Disclosure

Student Tuition Recovery Fund Disclosures

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Ave., Suite 225, Sacramento, CA 95833, (916) 579-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Financial Policies

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student

has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Financial Disclosures

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. *(ECC does not participate in or offer federal student financial aid.)*

Payment Options & Methods

Students enrolling at Emerald Career College may pay for their training in full upon enrollment or participate in a payment plan. The payment plan offered allows students to make monthly payments as they complete their training program.

Students can make a payment in full or on a payment plan using any of the following payment methods: Major Credit Cards (Visa, Mastercard, AMEX, Discover), Cash, Money Orders, Venmo, and Checks.

Collections Policy

Any account balance 90 days past due will be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by Emerald Career College. The cost of the outside collection agency and any legal fees will be added to the total amount owed. At the same time, the debt will be reported to the Credit Bureaus. Students and/or graduates will not be eligible to register for further programs at Emerald Career College until they have paid their account in full.

Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Registration Fee *	Tuition	Books & Materials**	STRF* (\$0 / \$1,000)	Total Program Charges
Versatile Medical Assistant	\$75	\$5,040	\$160	\$0	\$5,275.00
Phlebotomy	\$75	\$2,070	\$130	\$0	\$2,275.00

*Registration Fees are non refundable

*STRF Fees are non refundable after the cancellation period

** Once the textbook has been used it is no longer refundable

Program Name	
Versatile Medical Assistant	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,235.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,235.00
Phlebotomy	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,235.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,235.00

Grading Policies

Grades are awarded on a traditional A, B, C, D, F scale. The minimum passing grade for all programs is a C or 70%.

In calculating a student's grade point average, the following policy applies:

Percentage	Letter Grade	GPA Points
90% to 100%	A	4.0
80% to 89%	B	3.0
70% to 79%	C	2.0
60 to 69%	D	1.0
59% or lower	F	0.0
I	N/A	N/A
TC	N/A	N/A
W	N/A	N/A

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I - Incomplete: A grade of "I" will be given if the student does not complete the required class work, assignments, and tests by the end of the course or program. Incomplete coursework must be completed within three (3) days of the scheduled end date of the course. If the coursework is not completed by the deadline, the student will receive the grade earned for the class with the missing work recorded as zeros.

W - Withdraw: A grade of "W" will be given if the student withdraws from a course or is administratively withdrawn from a course.

TC - Transfer Credit: A grade of "TC" will be given for coursework accepted for transfer credit per the Transfer of Credit policy.

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (C or 70%) average at the conclusion of each evaluation period.

- **Quantitatively:** The student must attend at least 80% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program.*

**Depending on the course, students may be required to complete up to 100% of the clock hours in order to successfully complete. Course-specific attendance policies are provided in each syllabus.*

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 (C or 70%) or who has not successfully achieved a cumulative rate of attendance of at least 80% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program clock hours and have not met the graduation requirements will be withdrawn from the program.

Evaluation Periods

Formal Satisfactory Academic Progress evaluations occur at the midpoint, end of program, and, if needed, at the Maximum Time Frame based on scheduled hours. Consistent with SAP measurements, the evaluations assess each student's progress against the qualitative and quantitative standards previously identified.

Warning Period

If a student fails to meet the cumulative 80% attendance, and/or the cumulative 2.0 (C or 70%) grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from a qualified faculty member. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Emerald Career College. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that

changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The School Director/Admissions & Student Services Director and Chief Academic Officer will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the School Director/Admissions & Student Services Director and Chief Academic Officer is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

Probation Period/Reinstatement

Students who successfully appeal their termination are reinstated in a 'Probation' status.

The 'Probation' status extends through the next evaluation period, during which time the student must meet the terms and conditions set out in the letter granting the appeal. In addition, students will receive attendance and/or academic advising from the School Director/Admissions & Student Services Director or Chief Academic Officer. An academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the Emerald Career College. The maximum time frame is reduced for transfer students based on the remaining length of the program in which they enroll.

Incomplete Courses

A grade of Incomplete is not included in the calculation of the cumulative grade point average. However, the final grade issued three (3) days after the end of the course, whether or not the incomplete coursework was completed, is calculated in the cumulative grade point average. The course hours count as hours attempted for the purpose of calculating progress toward the maximum time frame.

Remedial Courses

Emerald Career College does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

Satisfactory Progress for Academic Purposes

Students can view their grades at any time by asking their instructor, Chief Academic Officer, or the School Director/Admissions & Student Services Director. At the end of each course, a progress evaluation for academic purposes is completed. Emerald Career College pulls the transcript to document the student's academic standing, including course grades, GPA, and attendance rate, at that time. If any student is not meeting the academic progress requirements, the School Director/Admissions & Student Services Director is notified and the student works with their instructor to make improvements. However, a student is not placed on Warning as a consequence of a progress evaluation for academic purposes.

Readmission After Voluntary Or Administrative Withdrawal

Any student who has voluntarily withdrawn may apply for readmission. Students who were administratively withdrawn from their program for academic performance issues, attendance issues, or school policy violations may also reapply for readmission.

Students who successfully apply for readmission within 180 days of their last date of attendance will receive academic credit for all previously completed courses. Students who successfully apply for readmission after more than 180 days from their last date of attendance may be eligible for transfer credit from the previous enrollment. Retaking assessments and/or demonstrating lab skills for those courses may be required to ensure the student has retained the foundational knowledge to make proceeding in the program educationally sound.

Any student applying for readmission must meet all admission requirements effective at the time of readmission. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. Depending on the circumstances surrounding the withdrawal, Emerald Career College may require the student meet with the School Director/Admissions & Student Services Director and get written permission to reapply and/or may be required to wait for up to 6 months so that the school can be sure the conditions have been rectified.

In some cases, readmission may be denied. For example, if a student was dismissed for drug or alcohol use on the school premises, harassment, or threats of violence against the school, employees, or other students. Each readmission application is reviewed on a case-by-case basis.

Attendance Policies

Emerald Career College emphasizes that all students must attend classes consistently to develop the skills and attitude necessary to succeed in today's competitive job market. The classroom is designed to

emulate a work environment, and arriving on time every day is essential to maintaining employment. Therefore, attendance is critical for success at Emerald Career College.

Students are expected to be in class on time every day to meet their program's learning goals. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory. In addition, students are responsible for submitting all assignments on time and completing examinations and assessments as required.

Students are notified of their attendance rate at the end of each course. Additionally, students can view their attendance rates at any time by asking an instructor.

If a student's attendance rate is below 80% at the end of a course, the student will complete an advising session with the School Director/Admissions & Student Services Director, or Instructor to develop an attendance improvement plan.

Students must have a cumulative attendance rate of at least 80% at each formal evaluation point to remain in good standing under the Satisfactory Academic Program policy. Checking attendance at the end of each course helps students stay on track and avoid falling below an 80% attendance rate during formal evaluations.

Tardiness and Early Departures

Any student arriving up to 10 minutes after the start of class will be considered tardy. Additionally, any student who leaves class up to 10 minutes before the scheduled end will be considered an early departure.

Students who are more than 10 minutes late will be marked absent for one (1) full class hour. Students who depart more than 10 minutes before the end of class will be marked absent for one (1) entire class hour.

Attendance Tracking

Attendance is taken at the beginning of each class by the instructor. The instructor records attendance in the student information system, including tardiness and early departures.

Make-up Time & Work

Students who are absent are eligible to complete make-up work and/or make-up time in accordance with Emerald Career College policy. All make-up time must be arranged in advance with the School Director/Admissions & Student Services Director, or Instructor, and completed outside regularly scheduled class hours.

Students are responsible for completing all required assignments, practical work, and examinations. If a student is absent on a scheduled test day, the test must be completed on the next date the student attends school. Any missed assignments must be completed within one week of the student's return to scheduled attendance. Missed assignments may be completed during an approved make-up hours session if the student chooses to complete make-up work and make-up hours simultaneously.

To earn make-up clock hours, students must complete the assigned make-up activities on campus under the direct supervision of a qualified faculty or staff member, as designated by the instructor.

The make-up activities assigned will be educationally sound and equivalent to the classes missed in content, clock hours, and delivery method. Make-up hours must be completed within one week of the student's return to scheduled attendance, or as assigned under an academic improvement plan. Make-up hours cannot be earned for work completed at home or during regularly scheduled class hours.

All approved make-up hours completed will be documented on the student's official attendance record. Emerald Career College does not charge an additional fee for approved make-up work or make-up hours.

Administrative Attendance Withdrawal

Any student who is absent for fourteen (14) consecutive calendar days without an approved Leave of Absence will be terminated from his or her program. After notifying the student of the administrative withdrawal for violation of the attendance policy, a refund calculation is completed. Any money due back to the student or to a third-party funding source is returned per the refund policy. A student dismissed for attendance-related reasons may only apply for re-admittance after discussing plans for successful attendance with the School Director/Admissions & Student Services Director and receiving written permission to reapply. All current admissions requirements at the time of re-application must also be met.

Definition Of Clock Hours

The program is measured in clock hours. A period consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period. A 50 to 60-minute faculty-supervised laboratory, training, or externship in a 60-minute period. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break.

Leaves of Absence

There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in their training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which they are considered to be continuously enrolled. In order to attain a Leave of Absence (LOA), the following policy must be adhered to prior to approval of the leave:

1. The Leave of Absence is limited to **180 calendar days in any 12-month period or one-half of the published program length**, whichever is **shorter**. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
2. The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn.
 - a. If a student is unable to make the request in writing due to unforeseen circumstances that prevent the student from doing so, over the phone verbal request is acceptable. In this instance, the request can also be submitted by a relative or legal guardian.

- The student must sign and date the leave-of-absence request and specify a reason for the leave, providing supporting documentation, as necessary. The request must specify the specific date of return following the leave, and the student must attest to understanding the consequences of not returning from an approved leave on the date specified.
- The Leave of Absence request must be approved and signed by the Campus Director.
- Failure to return from the approved leave of absence on the exact return date as shown on the Leave of Absence written request will result in termination from the program of study.

Emerald Career College will document its decision relative to each LOA request in accordance with this policy. Documentation of each request and the related decision will be maintained in the student's file.

No additional charges will be assessed as a result of an approved LOA.

Copyright Infringement Policy

Digital Millennium Copyright Act (DMCA)

Individuals using computers and networks at Emerald Career College are responsible for complying with copyright laws and Emerald Career College's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violates (infringes) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either by electronic mail or paper letter) and must include all of the following elements:

- A physical or electronic signature.
- Identification of the infringed work.
- Identification of the infringed material.
- Contact information for the complainant, e.g. address, telephone number, electronic mail address.
- A statement that the complaining party has a good faith belief that the use of the material in the manner complained of is not authorized by the copyright owner or the law.
- A statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to Emerald Career College's Designated Agent: *Karine Ulikyan, School Director/Admissions & Student Services Director*.

Emerald Career College's users should not download, upload, transmit, make available, or otherwise distribute copyrighted material without authorization using Emerald Career College's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by the Emerald Career College, copyright owners may also take direct legal action against alleged infringers, and subpoena the Emerald Career College for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. A lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or action by Emerald Career College. It is your responsibility to be aware of the legality of your actions.

Copying Materials

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

Emerald Career College requires compliance with applicable copyright laws in the use of instructional materials. The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform, or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, individuals must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies, or the work is in the public domain.

The Public Domain and Other "Free" Works

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

Emerald Career College's students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from the Emerald Career College. Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

Student Records

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request

identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned.

Student Services

Emerald Career College offers a variety of support services to students. These include:

- Student Orientation
- Academic Advising
- Disability Services/Accommodations
- Reference Materials
- Licensure & Certification Exam Scheduling Support
- Career Services
- Referrals to Counseling Services

The institution does not provide airport reception services, housing assistance, or licensed counseling services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

Emerald Career College is dedicated to assisting students in developing the necessary skills to obtain employment after graduation. To support this effort, Career Services is offered to all students and graduates. The services provided include the fundamentals for a successful job search: cover letter creation, resume development, and interviewing tips. Emerald Career College also maintains a job board with training-related employment opportunities and is aligned with the program outcomes, education level, and the skill level learned at Emerald Career College. Students and graduates may reach out to the School Director/Admissions & Student Services Director for assistance.

After students graduate, Emerald Career College follows up to verify job placement. Emerald Career College is required to report placement outcomes to regulatory agencies in order to continue providing training. Cooperation from graduates in providing employment information when contacted is greatly appreciated as it makes it possible for Emerald Career College to help students achieve their career goals and support high-quality veterinary teams in the community.

Emerald Career College does not guarantee employment.

Student Housing

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,620 a month. (www.apartments.com, Data from July 17, 2025)

Transcripts

The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Requirements for Eligibility for Licensure & Certification

Phlebotomy

Licensure is a goal of this program and is required for employment in California. The graduate of this Phlebotomy program must pass an approved national Phlebotomy examination. The graduate of this program must also complete an application to the California Department of Health – Laboratory Field Services and pay the appropriate fees in order to receive their certification as a Certified Phlebotomy Technician I.

Barriers to Employment

Emerald Career College is committed to ensuring that all prospective students are fully informed as they make decisions about their education and career path. The Phlebotomy program requires certification/licensure to work in California. Certain personal circumstances may affect a graduate's ability to secure employment in the field. These barriers may include, but are not limited to:

- Felony convictions or other criminal history,
- Physical or mental health conditions that may interfere with essential job duties,
- Inability to meet health or vaccination requirements commonly expected by externship sites or employers,
- Past or ongoing substance use issues,
- The potential inability to pass a background check or drug screening, which many employers require as a condition of hiring.

These factors do not prevent a student from enrolling at ECC. However, prospective students should understand that such circumstances may limit their externship/clinical placement options or their competitiveness in the job market after graduation.

Faculty

Chief Academic Officer

Phlebotomy Instructor

Nisma Ibrahim, RN

Nisma is a registered nurse with over 5 years of nursing experience. She is the Program Director and instructor of our Phlebotomy program.

Phlebotomy Instructor

Zinaida Avanesyan, Certified Phlebotomy Technician

Zinaida has over 15 years of phlebotomy experience in hospital and laboratory settings, in addition to more than 5 years of teaching experience. She is a National Healthcareer Association (NHA) Certified Phlebotomy Technician and a California Certified Phlebotomy Technician II.

Versatile Medical Assistant**Shushan Manukyan, Ph.D.**

Shushan has over 20 years of experience as an instructor and possesses her Ph.D in Biochemistry. She also possesses her certificate as a Certified Phlebotomy Technician (CPT1) and the California Certified Medical Assistant certification.

Versatile Medical Assistant Instructor**Ashot Tamrazian**

Ashot has three years of experience working as a Medical Assistant, as well as three years of experience as a Medical Assistant Instructor. He earned a Medical Doctorate degree at Voronezh State Medical University in Russia, and diplomas in Medical Assisting and Physical Therapy Aide after moving to the United States.

Versatile Medical Assistant

Versatile Medical Assistant

Total Clock Hours: 720 hours (660 hours Theory | 60 hours Externship)

Student to Teacher Ratio: Theory 25:1 | Externship 10:1

Upon completion of this program, the graduate will be able to:

- Program Mission:** The mission of this program is to provide high-quality healthcare assistant training that prepares the student for the ever-changing healthcare environment.

Internship or Externship: Yes.

Award: Certificate of Completion

Outline of Subject Matter

Module	Module Description & Objectives	Hours
Anatomy and Physiology I	The fundamentals of anatomy, physiology, and medical terminology associated with digestive, cardiovascular, respiratory, blood-forming, lymphatic, and nervous systems are introduced to students. Emphasis is on spelling, pronunciation, and the meaning of medical terms. Students are introduced to the relevant Greek and Latin derivatives. The structural organization of the human body is identified. Learning Objectives • The objective of this course is for students to correctly and accurately use medical language in its proper context to meet workplace standards, which include pronunciation, spelling, and defining. • The students will also be able to identify the position of anatomical parts of the human body. • Specific objectives are to locate and name the body's anatomical structure, define terms that apply to the structural organization of the body, and to identify the body cavities and recognize organs contained in those cavities.	60 hours
Anatomy and Physiology II	This course is a continuation of Anatomy and Physiology I. This course concentrates on the special senses, muscular, skeletal, endocrine, urinary, female and male reproductive systems and mental health. Learning Objectives Upon successful completion of this course, the learner have reliably demonstrated the ability to: • Identify and describe anatomical terms, physiology, pathology and diagnostic tests for the following: Digestive system, Urinary system, Female and male reproductive systems, Nervous system, including senses Eyes and ears , Cardiovascular system, Respiratory system, Blood system, Lymphatic and immune systems , Musculoskeletal system, Endocrine system • Define and spell correctly the common disorders, diagnostic tests, and abbreviations pertaining to the above body systems. • The student will be able to name the organs of the special senses and their location and describe the function of the special senses.	60 hours
Clinical Medical Assisting	Exploring the medical office assistant's role in performing basic clinic procedures: Taking and charting vital signs Assisting the physician with physical examinations Assembling equipment, Explaining collection of specimens for external evaluation to the patient: The student will learn to collect and test specimens including:, basic urinalysis, pregnancy testing,	60 hours

	Hemoccult testing and slide preparation and blood glucose testing and the proper use of sterilization and disinfection of equipment. Learning Objectives Use the Snellen chart, complete eye chart testing and chart results. Use the correct technique for taking blood pressure and how to correct errors when taking blood pressure Prepare for the care of laboratory specimens for laboratory testing. Preparation of the examining room for, physical examinations, other procedures, and sterile tray for minor surgery Information on a percentile chart for boys and girls * Demonstrate: Preparation of the examining room for, physical examinations, other procedures, blood glucose testing, recording information on a percentile chart for boys and girls and procedures for the gynecologic patient and the obstetric patient Discuss: Prevention of cross contamination, medical and surgical asepsis and sterilization techniques Preparation of children for, examination, tests and procedures, and current immunization schedule recommendations Identify: Surgical instruments and tests and procedures used for children	
Medical Office Procedures	Prepares the students for, and emphasizes the following • Reception duties, such as telephone etiquette, booking appointments, filing, mail processing • Maintaining patient confidentiality • Adhering to Health Association Code of Ethics • Medical supply ordering • Patient record management (clinic and hospital) • Requisitions • Handling medical emergencies • Maintaining legal aspects of medicine • Interpersonal skills • Stress management Learning Objectives • Demonstrate proficiency in medical office etiquette • Apply appropriate procedures for the beginning and ending of the work day • Identify time management principles • Describe scheduling guidelines • Recognize office policies and protocols for handling appointments • Demonstrate scheduling of patient admissions and/or procedures • Identify critical information required for scheduling patient's admissions and/or procedures • Demonstrate organizing a patient medical record • Identify systems for organizing medical records • Describe various types of content maintained in a patient's medical record • Demonstrate documentation of patient care (CAAHEP IV.P.IV.8) • Demonstrate documentation of patient education (CAAHEP IV.P.IV.9)	60 hours

	● Compare and Contrast various filing methods ● Identify types of records common to the healthcare setting	
Medical Coding and Billing	This module is designed to prepare the student in the basics of medical coding and billing which is useful in many healthcare positions including Admitting Clerk, Medical Biller, Claims Processor and Medical Front Office. The student will learn third-party payer billing, state and federal rules and regulations, compliance issues, HIPAA, patient record keeping, patient registration, and scheduling. Students will review reimbursement methodologies, fee schedule reimbursement and charge-master issues, along with an introduction to CPT-4 and ICD-9 coding systems. This CPT coding course begins at the basic level, where students will gain an understanding and foundation of CPT-4 coding, then progress into evaluation, management, and surgery sections, followed by all other organ and body systems. This ICD-9 coding course starts with the format and convention behind the International Classification of Diseases, then builds upon these coding fundamentals until the student can code complex diagnoses from the medical record documentation. Learning Objectives ● Articulate the procedure for converting a term for a medical disease or procedure to its numerical identifier using the most recent revision of the ICD-CM. ● Summarize the limitations of the alphabetical listing to identify as numerical code of medical diseases and procedures when using the most recent revision of the ICD-CM. ● Describe the most recent revision of the ICD-CM procedural cautions when using the alphabetical list to identify a specific numerical code. ● Describe the numerical code for a disease or procedure in each of the major classification categories of the most recent revision of the ICD-CM. ● Demonstrate the use of the most recent revision of the ICD-CM to convert a narrative diagnosis or medical procedure into the appropriate numerical code.	100 hours
Electronic Health Records	Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into specialized applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security.	40 hours

	Learning Objectives ● Upon successful completion of this course, the student will have reliably demonstrated the ability to ● use a specialized computer billing program to enter practitioner and patient information, ● bill for services to: private insurers, produce printed day sheets and verify entries, ● book patient appointments online, and ● use other features of software, as appropriate.	
Basics of Pharmacology	Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems. Learning Objectives ● Dosage Calculation ● Demonstrate knowledge of basic math computations. ● Apply mathematical computations to solve equations. ● Identify measurement systems. (CAAHEP II.C.II.3)** ● Define basic units of measurement in metric and household systems. ● Establish metric equivalents that are most frequently used in the medical field. ● Compute conversions among measurement systems. (CAAHEP II.C.II.5)** ● Identify both abbreviations and symbols used in calculating medication dosages. ● Calculate medication dosages using proportional methods. ● Calculate medication dosages using a formulaic method. ● Calculate pediatric medication dosages by various rules.	40 hours
Medical Law and Ethics	Introduces the basic concept of Medical Assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the Medical Assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Learning Objectives ● Compare and contrast physician and Medical Assistant roles in terms of standard of care ● Interpret the issues of confidentiality as it applies to the Medical Assistant	40 hours

	● Describe the implications of HIPAA for the Medical Assistant in various legal settings ● Summarize the Patient Bill of Rights ● Discuss liability, professional, personal injury, and third party insurance ● Compare criminal and civil law as it applies to the practicing Medical Assistant ● Give examples of tort law as it would apply to a Medical Assistant ● Explain how the following impact the Medical Assistant's practice and give examples of the following: negligence, malpractice, statute of limitations, Good Samaritan Acts, Uniform Anatomical Gift Act, living will, advance directives, and medical durable power of attorney.	
Lab practice - Injections and Venipuncture	The course prepares students to assist the physician in the clinic, outpatient office and ambulatory health care settings. Responsibilities include administration of medications, phlebotomy, and aiding in diagnostic tests and procedures commonly performed in the medical office. Learning Objectives ● Demonstrate venipuncture and skin puncture technique ● Demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines ● Perform CLIA- waived laboratory tests ● Label and handle all biologic specimens ● Use equipment including calibration, maintenance and troubleshooting ● Demonstrate quality assurance and quality control procedures.	40 hours
Assisting Derm/Gast/Neuro specialists	This module is designed to introduce students to how to assist different specialty doctors. Gives practical guidelines about care of the patients, instruments and tools used during the examinations and basic knowledge of diseases and conditions in Dermatology, Gastroenterology and Neurology. Learning Objectives: ● Explain common diagnostic tests and procedures for these specialties ● Prepare the patient for examinations, tests and procedures ● Assist dermatologist, gastroenterologist and neurologist during their examinations and procedures ● Demonstrate ability to instruct patients about posttest and post procedure care	40 hours

	• Demonstrate knowledge of common disorders of skin, alimentary tract and accessory organs, explains main diseases of nervous system • List potential complications of spinal injury • Explain the purpose of various diagnostic procedures for these specialists	
Assisting GYN/OB and Urology specialists	This course introduces main GYN/OB and Urology diseases and discusses the role of medical assistant during the examinations, tests and procedures. Provides knowledge about common diseases of the urinary system, male and female reproductive systems. Instructs about performing selected tests and procedures when assisting urologists and GYN/OB. Learning objectives: • Prepare examination rooms for GYN/OB and urologist • Assist during the tests and procedures • List and describe disorders of urinary system and male reproductive system, common gynecologic and obstetric disorders • Describe and explain the purpose of various diagnostic procedures associated with the urinary system, female and male reproductive system • Be able to instruct the patient on the breast self-examination • Assist with the pelvic examination and Pap-smear • Assist with colposcopy and cervical biopsy	40 hours
Assisting Pediatrics	The course prepares students to assist pediatricians during different types of visits. Provide information about psychological aspects of child care, obtaining and recording history and anthropometric measurements. Responsibilities also include administering medications and vaccinations. Learning objectives: • List safety precautions in pediatric office • Explain differences between well-child and sick-child visits • List types and schedules of immunizations, identify sites for each injection used on child and infant • Describe the role of the parent during the office visit and care. • Discuss names, symptoms, and treatments for common pediatric illnesses • Describes the feelings that child may have during an office visit	40 hours
Assisting Diagnostic/Orthopedics specialists	This module introduces the basics of diagnostic imaging, patient positioning, radiation safety, contrast medium examinations and teleradiology. Students will learn how to assist during radiology imaging, how to calm patients' fears and how to handle and store radiographic films. Also the basics of Orthopedics will be covered in this module. Students will learn about main spinal curvatures, the common disorders	40 hours

	of musculoskeletal system, diagnostic procedures in orthopedics and the principles in assisting with orthopedics. Learning objectives: ● Explain the theory and function of different radiological equipment ● Describe the routine and contrast media, computed tomography, sonography, magnetic resonance and mammography ● Explain the role of medical assistant in radiological procedure ● Describe different types of fractures, common musculoskeletal disorders ● Identify different types of musculoskeletal diagnostic procedures ● Discuss the role of medical assistant in caring patients with musculoskeletal disorders ● Describes various types of ambulatory aids	
Externship	This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, communication, and following directions. Learning Objectives ● Demonstrate scheduling appointments ● Perform billing procedures ● Use the computer ● Demonstrate telephone skills ● Demonstrate use and maintenance of office equipment ● Demonstrate competent assistance with history and physical exams ● Perform electrocardiography (EKG) ● Demonstrate administration of injections ● Perform venipuncture procedures 2 Rev Fall 2013 ● Perform waived laboratory procedures ● Demonstrate emergency skills ● Integrate relating effectively with health team members and patients. ● Integrate appropriately communication with health team members and patients ● Demonstrate following instructions as directed by supervisory staff ● Display demonstration of empathy in communicating with patients, family and staff ● Display application of active listening skills	60 hours

	● Display use of appropriate body language and of the nonverbal skills in communicating with patients, family and staff ● Display demonstration of awareness of the territorial boundaries of the person with whom communicating ● Display demonstration of sensitivity appropriate to the message delivered ● Display demonstration of awareness of how an individual's personal appearance affects anticipated responses ● Display demonstration of recognition of the patient's level of understanding in communications ● Display analysis of communications in providing appropriate responses/feedback ● Display recognition of and protection of personal boundaries in communicating with others ● Display demonstration of respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status	
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Phlebotomy

Name of Program

Phlebotomy

Program Description: The Phlebotomy program prepares the student to become a California Certified Phlebotomist Technician (CPT1). In this program students will be prepared to take an approved national certifying exam and, after passing, be eligible for certification from the California Department of Public Health, Laboratory Field Services. (SOC 31-9097)

Total Clock Hours: 80 Hours (40 hours Theory | 40 hours Externship)

Length: 4 weeks

Student to Teacher Ratio: Theory 25:1 | Externship 10:1

Program Objectives

Upon completion of this program, the graduate will be able to:

- Apply infection control and safety practices, including universal precautions and proper sharps disposal.
- Identify basic anatomy and physiology relevant to phlebotomy, with emphasis on the circulatory system.
- Accurately identify patients and specimens to ensure proper collection and labeling.
- Perform venipuncture and skin puncture procedures using appropriate technique and equipment.
- Select and prepare collection sites, equipment, and tubes following the correct order of draw.
- Provide proper post-puncture care and handle specimens for transport and processing.

- Recognize complications, take appropriate corrective actions, and manage patient interactions professionally.
- Apply knowledge of anticoagulation, pre-analytical errors, and quality assurance in specimen collection.
- Understand ethical and legal responsibilities related to phlebotomy, including HIPAA compliance.
- Demonstrate professional communication, stress management, and teamwork in clinical settings.

Program Mission: The mission of this program is to prepare the student to become California Certified Phlebotomist Technicians (CPT 1)

Is an Externship or Internship Required?: Yes

Final Tests or Exams: Yes. Students are evaluated through written and performance assessments.

Graduation Requirements: To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work.

Award: Certificate of Completion

Outline of Subject Matter

Module	Module Description & Objectives	Hours
Basic Phlebotomy	In this module, the following topics will be covered. A. Basic infection control, universal precautions and safety; B. Basic anatomy and physiology of body systems with emphasis on the circulatory system, the appropriate medical terminology; C. Proper identification of patient and specimens, the importance of accuracy in overall patient care; D. Proper selection and preparation of skin puncture site, including selection of antiseptic; E. Blood collection equipment, types of tubes and additives, proper order of draw when additives are required, special precautions; F. Post-puncture care; G. Appropriate disposal of sharps, needles and waste. Learning Objectives After completing this unit the student will be able to: ● Define the terms ● List the components of blood ● Describe how to prepare a patient for a venipuncture. ● Describe how to collect a specimen via venipuncture. ● Describe how to process blood specimens for testing	20 hours
Advanced Phlebotomy	In this module the following topics will be covered. A. Advanced infectious disease control and biohazards; B. Anti-coagulation theory;	20 hours

	C. Knowledge of pre-analytical sources of error in specimen collection, transport, processing and storage; D. Anatomical site selection and patient preparation; E. Risk factors and appropriate responses to complications which may arise from phlebotomy; F. Recognition of, and corrective actions to take, with problems in test requisitions, specimen transport and processing; G. Applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics and legal implications of phlebotomy; H. Quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results; I. Legal issues related to blood collection. Learning Objectives After completing this module the student will be able to • Differentiate between serum and plasma. • Identify factors to be considered in venipuncture or skin puncture site selection. • List the equipment and supplies needed to collect blood by venipuncture and skin puncture. • Describe 6 patient factors which influence the ability to perform venipuncture successfully. • Discuss 6 complications associated with blood collection. • Describe the steps in accurate specimen collection and documentation procedures.	
Externship	This module includes practical instruction in phlebotomy in a clinical setting. Learning Objective • Perform a minimum of 10 skin and 50 venipunctures	40 hours

APPENDIX A: PROGRAM EQUIPMENT LIST

Program Name	Equipment
Versatile Medical Assistant	ECG Machine, Echocardiograph, Centrifuges, Sphygmomanometers, Syringes and Related Supplies, Crutches, Mannequin
Phlebotomy	Syringes and Related Supplies, Phlebotomy Chairs

ADDENDUM I: BPPE-Approved Programs Not Currently Offered

Effective Date: October 1, 2026

This addendum supplements the Emerald Career College 2026 Student Catalog and provides clarification regarding educational programs approved by the California Bureau for Private Postsecondary Education (BPPE).

Emerald Career College is approved by BPPE to offer the following additional educational programs:

Program	Clock Hours
Massage Therapy	500
Nurse Assistant	160
Pharmacy Technician	240
Physical Therapy Aide with Massage Therapy	720

Program Status

Although the programs listed above are included within Emerald Career College's current BPPE approval to operate, these programs are not currently being offered or operated by the institution. ECC is not currently enrolling students in, accepting applications for, or providing instruction in these programs. These programs are also not included within the scope of Emerald Career College's current application for accreditation with the Accrediting Council for Continuing Education & Training (ACCET) and have not been presented to ACCET for accreditation consideration at this time.

Accordingly, these programs are not advertised on Emerald Career College's website and are not included in the institution's current advertising, marketing, recruitment, or student enrollment activities.

Should Emerald Career College determine in the future that it wishes to begin offering any of the additional BPPE-approved programs identified in this addendum, the institution will obtain ACCET approval, as well as any required approvals from additional regulatory agencies as needed, before advertising, recruiting for, enrolling students in, or commencing instruction in the program.

All other information, policies, procedures, and disclosures contained in the 2026 Student Catalog remain unchanged.