Student Success is Our Success

UEI COLLEGE

2026 Catalog

Catalog Supplements:

Insert B - Faculty and Staff List
Insert C - Licensure, Certification or Registration
Insert D - Maximum Student/Teacher Program Ratios
Catalog Addendum

Revision Date
11/6/2026

Volume 12
Effective January 1, 2026 to December 31, 2026
www.uei.edu

Campus Locations

(Instruction will be provided at following locations)

Garden Grove – Branch of HP
10870 Katella Avenue
Garden Grove, CA 92840
Phone: (714) 941-5800

Bakersfield – Branch of FRS
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista – Branch of HP
1261 Third Avenue, Suite A
Chula Vista, CA 91911
Phone: (619) 409-4111

Reseda– Branch of HP
18040 Sherman Way
Reseda, CA 91335
Phone: (818) 380-5900

Fresno (FRS) – Main
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardena (GAR) – Main
661 W. Redondo Beach Blvd.
Gardena, CA 90247
Phone: (424) 246-3000

Huntington Park (HP) – Main
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario – Branch of HP
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Riverside – Branch of GAR
1860 University Ave.
Riverside, CA 92507
Phone: (951) 300-5500

Oceanside – Branch of HP
2027 Mission Avenue
Oceanside, CA 92058
Phone: (760) 690-5200

Stockton – Branch of HP
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

West Covina – Branch of HP
339 N. Azusa Avenue
West Covina, CA 91791
Phone: (626) 927-9000

Sacramento – Branch of GAR
4424 Florin Road, Suite D & E
Sacramento, CA 95823
Phone: (916) 306-5185

Additional campuses owned and operated by International Education Corporation under the UEI Brand, included in Separate Catalogs

Morrow – Branch of HP
1564 Southlake Pkwy.
Morrow, GA 30260
Phone: (678) 422-4500

Phoenix – Branch of HP
9215 N. Black Canyon Highway
Phoenix, AZ 85021
Phone: (623) 888-5261

Las Vegas – Branch of GAR
3450 S. Maryland Parkway
Las Vegas, NV 89169
Phone: (725) 210-7200

Mesa – Branch of HP
1420 W. Southern Ave.
Mesa, AZ 85202
Phone: (480) 885-8900

Stone Mountain – Branch of FRS
971 N. Hairston Road
Stone Mountain, GA 30083
Phone: (470) 563-1299

Tacoma – Branch of GAR
1415 East 72nd Street, Suites F
Tacoma, WA 98404
Phone: (253) 210-3595

Albuquerque – Branch of GAR
885 Sunset Road SW
Albuquerque, NM 87105
Phone: (505) 835-7100

Dallas – Branch of HP
1050 N Westmoreland Rd., Suite 200
Dallas, TX 75211
Phone: (945) 910-2100

Houston – Branch of FRS
9945 Bissonnet Street
Houston, TX 77036
Phone: (346) 502-2177

Office Hours
Monday–Thursday: 8:00 a.m. to 8:00 pm
Friday: 8:00 a.m. to 5:00 p.m.
Class Hours
Class hours vary from 8:00 am to 11:00 pm Monday through Friday,
and select hours on Saturday and Sunday.
Weekend Office Hours
Bakersfield, Encino, Huntington Park, Sacramento, West Covina - Saturday & Sunday: 8:00 a.m. to 1:00 pm
Chula Vista – Saturday: 8:30 a.m. to 12:30 pm

For information regarding institutional information, financial assistance, graduation rates and campus security, please contact the appropriate campus director listed on the catalog supplement "Insert B" during the office hours stated above.
The school catalog is updated annually and is revised periodically through inserts and addendums.
The institution provides a new or prospective student with a school catalog electronically or printed form upon request.
The institution does not admit non-immigrant foreign students.

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Welcome to UEI College! Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in. UEI College makes every effort to ensure accuracy of the information contained in this catalog. The college reserves the right to change policies, fees, and courses of instruction during this catalog period upon direction of the UEI College Administration and its Chief Executive Officer.

Mission and Core Values

Our Mission

Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Core Values

- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

School History and Description

IEC's history dates back to 1982 when United Electronics Institute was founded in Los Angeles County, California. In 1989, the corporation expanded to become United Education Institute (UEI) to reflect the addition of a broader range of training programs in the career education field.

In 1998, IEC completed the acquisition of Advanced Career Training (ACT), a career school business that has been delivering quality, career-focused academic programs since 1975. ACT became United Education Institute (UEI) in January 2010.

In 2009, the eight Southern California United Education Institute campuses became UEI College to further expand their program offerings and include degree granting curriculum.

International Education Corporation acquired the American Auto Institute in Cerritos, California in July of 2009. This campus officially became a UEI College location in August 2009 and relocated to Gardena, California, where it welcomed its first students in January 2011.

In July 2010, IEC acquired MCed College in Fresno, California and converted this campus to UEI College. In December of 2012, the Van Nuys campus moved to a new location in Encino, California.

Today, IEC Corporation operates a total of twenty-two locations as UEI College in the states of California, Arizona and Washington and as United Education Institute in Georgia, Nevada, New Mexico and Texas.

UEI College's first campus was established in Van Nuys, California in October of 1983. Since then, additional Southern California sites have opened, including campuses in Huntington Park (September,1989), Ontario (June,1997), Chula Vista (August,1999), El Monte (March 2005) relocated to West Covina (2018), Encino relocated to Reseda (2022), San Marcos (March 2010) relocated to Oceanside (2020), Anaheim (March 2010) relocated to Garden Grove (2020), and Gardena (January 2011), Riverside (March 2011), Stockton (September 2011), and Bakersfield (March 2012).

UEI continued its expansion with the opening of a Phoenix, Arizona campus in late 2014, followed by Sacramento in 2018, Las Vegas in 2020, and the Mesa, Tacoma, and Stone Mountain campuses in 2021. The growth continued with the addition of the Dallas campus in 2024, and the Albuquerque and Houston campuses in 2025.

The institution does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not 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 (11 U.S.C. Sec. 1101 et seq.).

Ownership and Board of Directors

UEI College in Fresno and Bakersfield are owned and operated by UEI Fresno/ IEC Holdings Inc.

UEI College in Gardena, Riverside and Sacramento are owned and operated by IEC/AAI Holdings, Inc.

UEI College in Huntington Park, Garden Grove, Chula Vista, West Covina, Reseda, Ontario, Oceanside, and Stockton are owned and operated by United Education Institute.

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Shoukry Tiab, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood, Justin Topilow, and Charlie Dent.

The corporate office of IEC is located at 38 Technology Drive, Suite 100, Irvine, CA 92618.

The members of the IEC Leadership team are Shoukry Tiab, President & Chief Executive Officer; Joanna Gut-Vargas, Chief Financial Officer; Christa Jones, Senior Vice President of Operations; and Aaron Mortensen, Senior Vice President and General Counsel.

Accreditation and Approvals

Institutional Accreditation

The following UEI College campuses are accredited by the Accrediting Council for Continuing Education and Training (ACCET):

- Garden Grove
- Chula Vista
- West Covina
- Huntington Park
- Ontario
- Oceanside
- Stockton
- Reseda *(Encino Campus Relocation)*

The following UEI College campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

- Bakersfield
- Fresno
- Gardena
- Riverside
- Sacramento

U.S. Department of Education

All campuses listed above have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (ED).

State Approval

UEI College is a private institution, that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The address of the Bureau of Private Postsecondary Education is: 1747 North Market, Suite 225, Sacramento, CA. 95834 Telephone: (916) 431-6959. www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA. 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Veterans

UEI College is approved to train veterans by the State approving agency at all campuses.
Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval.
All veteran students requesting VA benefits while attending school must sign the "Veterans Information Bulletin" prior to starting school.

Other Approvals

The Electrician Technician program is approved by the State of California Department of Industrial Relations.

All Dental Assistant programs at all UEI College campuses are institutionally accredited. Graduation from this program can lead to placement as a Dental Assistant in a Dental Office.

Effective July 17, 2026, the institution will operate solely as a Dental Assistant school and will no longer promote or guarantee pathways leading to Registered Dental Assistant (RDA) licensure. Due to this change, students enrolling in the Dental Assistant program will not be eligible to sit for the Registered Dental Assistant (RDA) examination upon graduation.

This update does not impact the quality of training provided or the employment opportunities available to our graduates. UEI College remains committed to preparing students for entry-level positions in the dental field. Our Career Services team maintains strong partnerships with dental employers and will continue to support students in pursuing meaningful career opportunities.

Vocational Rehabilitation Applicants

Eligible students may apply to the State Department of Vocational Rehabilitation for determination of benefits while attending UEI College.

Class Schedules and Holidays

UEI College campuses offer year-round enrollment with classes starting approximately every four weeks. All class modules are approximately four weeks in length. (See the Academic Calendar at the end of this catalog). The programs at UEI College are divided into modules that are self-contained units of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. UEI College offers morning, afternoon, evening, and weekend classes at most locations. All classes are held on campus. UEI College does not provide English as a Second Language coursework.
In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar at the end of this catalog)

Facilities and Equipment

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean, and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college's facilities and equipment is an obligation of all faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the

destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

Class Size

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see the supplement insert for this Catalog.

Student Code of Conduct

Student Conduct

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, bullying, threats, disorderly conduct discrimination, sexual misconduct, physical or verbal abuse, use of profanity, vandalism and stealing are not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus.

Professional Appearance and Dress Code

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace, and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus and during externship. Failure to comply with the professional appearance and dress code may result in disciplinary action up to and including dismissal from the college.

Academic Integrity

Learning occurs with the practice and application of knowledge and skills acquired over time. Academic integrity practices facilitate the institution's ability to properly assess student learning and align support and assistance to address specific areas of opportunity.

Academic Dishonesty: Academic dishonesty represents intentional or unintentional plagiarism, cheating, and impersonation. It also includes other forms of fraudulent actions that include but are not limited to the provision and/or receipt of assistance with dishonest activities.

Cheating: Cheating is defined as fraud, deceit, or dishonesty in completing academic work (assignments, exams/quizzes, etc.). It occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair.

Plagiarism: Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own with or without their consent, by incorporating it into one's work without full acknowledgement.

Examples of violations of Academic Integrity include, but are not limited to the following:

1) Looking on another person's test paper for answers
2) Giving another student answers on tests, homework, or lab projects
3) Sharing exam content with a student who will take a make-up exam
4) Using any kind of "cheat sheets" on a test including texting
5) Using a computer, calculator, dictionary, or notes when not allowed
6) Plagiarism, or using the words or works of others without giving proper credit.
7) Having others do your homework for you
8) Copying files from a lab computer
9) Submitting AI-generated content as original work without proper citation or instructor approval.

Academic dishonesty is considered a breach of the Student Code of Conduct. Violation of the Academic Integrity policy or discovery of academic dishonesty (intentional/ unintentional) may include, but is not limited to, dismissal from the institution.

Artificial Intelligence (AI)

AI Learning Tools are platforms that assist with writing, research, studying, and productivity. The use of AI tools must follow the UEI College' academic integrity policies. Students must follow instructor guidelines and disclose AI use when required.

Use of AI must not violate academic integrity. Plagiarism or the use of AI-generated content without disclosure is strictly prohibited. AI tools should be used in a way that respects privacy, complies with institutional codes of conduct, and supports personal accountability.

AI Usage requirements:

Students are expected to assess and collaborate on discussion boards or assignments. Students are permitted to use AI to complete discussion boards and assignments, however the use of AI must be properly disclosed.

- Students and faculty are not permitted to use AI or automated tools to record, transcribe, or otherwise capture live classes or meetings conducted through any platform without prior written authorization.
- All students must disclose any AI assistance used in assignments or projects as per faculty guidelines.
- Random checks may be conducted on student submissions for improper or undisclosed use of AI.

Authorized Use of AI

Students may utilize AI tools only when such use is explicitly permitted by the instructor for a specific assignment. Examples of authorized use with integrity include:

1) Refinement of Original Work: Utilizing AI-based spelling and grammar tools to enhance the clarity of a student's own writing.

2) Preparatory Research: Using AI to clarify complex concepts or generate a general outline, provided the final submission consists of the student's original analysis and synthesis.
3) Technical Assistance: Using AI for formatting citations and bibliographies to ensure proper acknowledgement of sources.

Unauthorized Use and Disclosure

1) AI-Generated Content: Submitting AI-generated text, code, or media as one's own work without full acknowledgement is considered a form of Plagiarism.
2) Mandatory Disclosure: If AI tools are used in any capacity during the completion of academic work, students must provide a written disclosure statement at the end of the assignment specifying the tool used and the nature of the assistance.
3) Prohibited Use on Assessments: Use of AI during timed quizzes or exams is strictly prohibited and will be treated as Cheating unless otherwise specified in the assessment instructions.

Violation of this policy may result in academic disciplinary action in accordance with the Student Code of Conduct and Academic Integrity Policy.

Copyright Policy

UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff, and students to civil and criminal prosecution.

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

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

Fraternization Policy

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of college policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.If a student witnesses or is made aware of a college employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Student Hotline immediately.

Drug and Alcohol Abuse Prevention

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our

culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

No Weapons Policy

UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/ Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted, an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto dropped for a violation of the attendance policy, will be required to complete the Return of Federal Financial Aid Funds process prior to re-entering their program if the appeal is granted.

Title IX Non-Discrimination & Anti-Harassment Policy

Policy Statement

UEI College is committed to providing a supportive learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, sex stereotypes, sex characteristics gender, pregnancy status, or related conditions. UEI College considers sex and gender discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sex-based harassment, whether verbal, physical, or visual, which is based on sex is a form of prohibited sex discrimination. Sex-based harassment means harassment and other harassment on the basis of sex, and includes sexual assault, dating violence, domestic violence, and stalking. The specific definition of sex-based harassment, including examples of such conduct, are set forth below.

Title IX Statement

Title IX provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination

under any education program or activity receiving Federal financial assistance." Further information about Title IX can be found at https://www.justice.gov/crt/title-ix.

Scope and Application

This policy is implemented to ensure compliance with local, state, and federal laws in alignment with existing UEI College students and employee policies. The scope of this policy extends to all prohibited behaviors conducted by students, volunteers, external community members, employees, third-party contractors, guests, or any other third parties occurring under or in connection with UEI College's education program or activity in the United States, whether on or off campus, including but not limited to campus events, travel associated with an education program or activity, or any other UEI College-sponsored education program or activity. UEI College will also address complaints of sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the UEI College's education program or activity or outside the United States.

Notice of Non-Discrimination

UEI College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please report to UEI College's Title IX Coordinator and follow the procedures outlined in the Grievance Policy.

Inquiries about Title IX may be referred to UEI College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.
It is the policy of UEI College for instances of alleged sex discrimination occurring on or after August 1, 2024, to comply with the regulations effective August 1, 2024, implementing Title IX of the Education Amendments of 1972, which prohibit discrimination based on sex in UEI College's educational programs and activities. For alleged issues occurring prior to August 1, 2024, regardless of when reported, UEI College will address those alleged issues under the Title IX policy in effect prior to August 1, 2024. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

Roles and Responsibilities of Title IX Coordinator

UEI College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Brandi Drew
Vice President of Human Resources
38 Technology Drive, Suite 100
Irvine, CA 92618
(949) 812-7727
TitleIXcoordinator@ieccolleges.com

Anyone wishing to make a report relating to sex discrimination or sex-based harassment may do so by reporting the concern to the school's Title IX Coordinator.

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with the United States Department of Education:

U.S. Department of Education
Office for Civil Rights ("OCR")
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone – 800-421-3481
Fax – 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
Web: https://ocrcas.ed.gov/contact-ocr

Title IX Coordinator

The Title IX Coordinator oversees compliance with all aspects of this policy. Specifically, the Title IX Coordinator is responsible for coordinating the dissemination of information and education and training programs to: (1) assist members of the UEI College community in understanding that sex discrimination is prohibited by this

policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination; (3) ensure that faculty, staff, and students are aware of the procedures for reporting and addressing complaints of sex discrimination; and (4) coordinating responses to all complaints involving sex discrimination.

The Title IX Coordinator oversees implementation and enforcement of the Grievance Policy, which includes primary responsibility for coordinating UEI College's efforts related to the intake, investigation, resolution, and implementation of complaints and the provision of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. When notified of conduct that reasonably may constitute sex discrimination under the Grievance Policy, the Title IX Coordinator must take the following actions:

1. Treat the complainant and respondent equitably;
2. Offer and coordinate supportive measures;
3. Offer an informal resolution process if available and appropriate;
4. Initiate the Formal Grievance Process in response to a complaint;
5. Make a fact-based determination on whether to initiate a complaint of sex discrimination in situations where no complaint is filed or the complaint is withdrawn when there may be a risk of ongoing safety concerns if not addressed by UEI College; and,
6. Regardless of whether a complaint is initiated, take other appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the UEI College's education program or activity.

Others' Responsibilities Under This Policy

- *Supervisors*
  - It is the responsibility of those employees who formally supervise faculty, staff or employees to:
    - Inform employees under their direction or supervision of this policy;
    - Ensure new and existing employees promptly receive required Title IX training;
    - Implement any corrective actions that are imposed as a result of findings of a violation of this policy.

- *Employees*
  - If an employee of UEI College receives any oral or written reports, witnesses, or otherwise learns of conduct that reasonably may constitute sex discrimination, the employee must (i) promptly notify the Title IX Coordinator [or appropriate deputy Title IX Coordinator], or (ii) provide the person experiencing the conduct or providing such information the contact information of the Title IX Coordinator.
  - Certain UEI College employees have an obligation to report to the Title IX Coordinator when they have information about conduct that reasonably may constitute sex discrimination. These employees include employees in UEI College or campus leadership positions, faculty members and staff who serve as student advisors.
  - It is the responsibility of all employees to review this policy and comply with it.
- *Students*
  - It is the responsibility of all students to review this policy and comply with it.

- *UEI College*
  - When UEI College is aware that a member of the UEI College community may have been subjected to or affected by conduct that reasonably may violate this policy, UEI College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to

stop and remedy the suspected sex discrimination. In doing so, UEI College will act in accordance with its Grievance Policy.

Record Keeping

UEI College shall create, and maintain for seven (7) years, records of any actions (including any supportive measures) taken in response to a report or complaint of sex discrimination. UEI College records shall include:

- For each report the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, records documenting the actions the UEI College took to meet its obligations under Title IX and this policy;
- For each complaint of sex discrimination records including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any supportive measures provided to the complainant;
- Any appeal and the result therefrom;
- Any informal resolution; and
- All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

Training

UEI College will ensure that its personnel receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX and this policy.

All employees shall be trained on the definition:

- The scope of conduct constituting sex discrimination;
- The definition of sex-based harassment;
- UEI College's obligation to address sex discrimination in its education program or activity; and,
- Notification obligations.

In addition, employees and other individuals who also serve as investigators, decisionmakers, and responsibility for implementing the UEI College Grievance Policy or who can modify or terminate supportive measures, must receive the following training:

- The UEI College Grievance Policy and obligations thereunder, including hearings, appeals, and informal resolution process, as applicable;
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance; and,
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, bias, and sex stereotypes.

Anti-Retaliation Policy

UEI College prohibits retaliation, including peer retaliation, in its education program or activity. Retaliation under this policy includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or its applicable regulations, or because the individual made a report or complaint, testified, assisted, or participated in or refused to participate in any manner in an investigation, proceeding, or hearing afforded by any process outlined in this policy. Any retaliation complaints should be reported to the Title IX Coordinator.

Examples of retaliation may include:

1. Threats of reprisals;
2. Actions/behavior directed at the person outside of the norm occurring after a report is filed;
3. Changes in job duties, job location, or work schedules;
4. Unreasonable changes in academic expectations;
5. Withholding scholarships, salary, or other sources of income;
6. Altering grades or scoring rubrics after a report is filed;
7. Denial of a tool or training that will assist in the ability to perform a job or achieve academic success;
8. Unwarranted verbal or written reprimands.

Exercising rights protected under the First Amendment does not constitute retaliation. Likewise, charging an individual for making a materially false statement in bad faith during an investigation does not constitute retaliation.

Concerns about retaliation should be addressed by contacting the Title IX Coordinator.

Supportive Measures

UEI College will offer and coordinate reasonable supportive measures as appropriate and without fee or charge for the complainant and/or respondent to restore or preserve that person's access to UEI College's education program or activity, or to provide support during UEI Colleges' formal or informal resolution process to minimize disruption to that party's participation in an education program or activity. Supportive measures are available to a complainant regardless of whether they wish to pursue any formal or informal resolution process

outlined in this policy. Additionally, supportive measures outlined in this policy are available to all UEI College community members, regardless of whether the discrimination or harassment they have experienced occurred during or prior to their joining our community. Supportive measures implemented by UEI College will not impose an unreasonable burden on either party, and they will not be imposed for punitive or disciplinary reasons. UEI College will engage in a fact-specific inquiry to determine whether supportive measures constitute an unreasonable burden on a party.

UEI College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure, restore or preserve a party's access to the education program or activity, or one of the exceptions to the disclosure of personally identifiable information in Section IV of the Grievance Policy applies. The Title IX Coordinator may consult with the UEI College employee charged with ADA compliance responsibilities if complainant or respondent has a disability.

Supportive measures may include:

1. Counseling;
2. Reasonable academic accommodations (e.g., extending deadlines or other course-related adjustments);
3. Campus escort services;
4. Increased security and monitoring of certain areas of the campus;
5. Ordering the complainant and respondent to have no further contact with each other and/or other third parties;
6. Leaves of absence;
7. Modifying class schedules, extracurricular activities, or working arrangements;
8. Providing training and education programs related to sex-based harassment.
9. Any other measure which can be tailored to the involved individuals to achieve the purposes and goals of this policy.

UEI College may modify or terminate previously approved supportive measures based on the changed circumstances of the parties and/or the procedures invoked by this policy. Such modifications or terminations may be requested by the party they apply to or made at the recommendation of the Title IX Coordinator.

A complainant or respondent may appeal any decision to provide, deny, modify, or terminate supportive measures applicable to them within five (5) business days of the decision being made. Appeals must be submitted in writing to UEI College's Title IX Coordinator and must include a statement as to why the implementation, denial, modification, or termination of the supportive measures fails to restore the requesting party's access to UEI College's education program or activity. A complainant or respondent's appeal will be reviewed by a neutral employee of UEI College designated by the Title IX Coordinator who has authority to modify or reverse decisions regarding supportive measures.

TITLE IX GRIEVANCE POLICY

I. Scope and Application

UEI College has implemented this policy to ensure compliance with applicable local, state, and federal non-discrimination laws in alignment with UEI College's existing student and employee policies.

The scope of this policy extends to all prohibited behaviors conducted by students, volunteers, external community members, employees, third-party contractors, guests, or anyone doing business with UEI College on or off campus, including but not limited to campus events, travel, or any other UEI College-sponsored event. UEI College is committed to providing a work environment, education programs, and activities free of unlawful harassment and discrimination, and will provide a prompt, fair, and impartial process to address complaints of alleged sex discrimination.

II. Definitions

Please see below for definitions applicable to this Grievance Policy and the Title IX Policy.

III. Prohibition on Knowingly Making False Statements

UEI College is committed to creating a safe environment where reporting of conduct that reasonably may constitute sex discrimination is encouraged. UEI College:

A. Expects individuals to provide truthful information in any report, interview, meeting or proceeding under this policy.
B. Requires an individual to act in good faith when reporting acts that reasonably may violate this policy or when serving as a witness in a Formal Grievance Process. Providing or submitting false or misleading information in bad faith is prohibited and such conduct may be disciplined under the relevant UEI College policies and procedures. Reports made or information provided in good faith, even if the facts are later unsubstantiated, will not be subject to disciplinary consequences.

IV. Privacy of the Grievance Process

The Formal Grievance Process will remain private to the extent permissible by law. UEI College cannot guarantee privacy in all situations and will balance privacy and other

competing interests on a case-by-case basis. Formal Grievance Process records may be produced subject to a lawful subpoena.

Parties and witnesses shall not disseminate or otherwise disclose information or evidence obtained solely through

their participation in a Formal Grievance Process. UEI College will address any violations under its code of conduct.

UEI College will not disclose personally identifiable information it has obtained in its enforcement of this policy except where (i) UEI College as obtained prior written consent from an individual with a legal right to consent to disclosure; (ii) the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue; (iii) necessary to carry out the purposes of this policy, including action taken to address conduct that reasonably may constitute sex discrimination in UEI College's education program or activity; (iv) as required by federal law or regulation; or, (v) to the extent such disclosures are not otherwise in conflict with Title IX, when required by state or local law or when permitted under FERPA.

V. Reports and Complaints

A. Initiating a Report or Complaint

Any (i) student, (ii) employee, (iii) other person participating or attempting to participate in UEI College's education program or activity at the time of the alleged sex discrimination, or (iv) the Title IX Coordinator, may submit a formal complaint to initiate grievance procedures for the prompt and equitable resolution of alleged sex discrimination.

1. As used in this policy, a "complaint" is a written document submitted and signed by the complainant or signed by the Title IX Coordinator alleging sex discrimination that requests UEI College investigate the allegation(s) under this policy. The complaint must be signed (physical or digital) by the complainant or the Title IX Coordinator. The complainant must be participating in or attempting to participate in the education program or activity of UEI College to file a complaint.
2. UEI College will respond promptly and effectively if it acquires knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity. Under this policy, the Title IX Coordinator will address any oral or written statement that the Title IX Coordinator objectively understands to request that UEI College investigate and respond to alleged sex discrimination.
3. UEI College may acquire knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity through a complaint filed with the Title IX coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information below:

   Brandi Drew
   Vice President of Human Resources
   38 Technology Drive, Suite 100
   Irvine, CA 92618
   (949) 812-7727
   TitleIXcoordinator@ieccolleges.com

4. UEI College may also acquire knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity through reports made by:
   a. Any person irrespective of whether the reporting person is the alleged victim of such conduct; or
   b. Certain UEI College employees that have an obligation to report to the Title IX Coordinator when they have information about conduct that reasonably may constitute sex discrimination. These employees include employees of UEI College or individuals in campus leadership positions, faculty members, and staff who serve as student advisors.
5. If a complainant makes a report anonymously, it will be investigated by UEI College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures can be provided. Anonymous reports typically limit UEI College's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a complaint even when the complainant's report has been made anonymously.
6. If the Title IX Coordinator is informed of information that reasonably may constitute sex-based harassment or that is shared by an individual during a public event to raise awareness about sex-based harassment on a UEI College campus or through an online platform sponsored by UEI College, such a situation does not require the Title IX Coordinator to take action unless there is indicia of an imminent and serious threat to the health and safety of a complainant, students, employees, or other persons.

7. Employees are not obligated to report incidents of discrimination or harassment that they have personally been the target of, and student-employees are only obligated to report information they learn within the context of their employment. If an employee has a question about whether to report conduct, they should consult the Title IX Coordinator.
8. The Title IX Coordinator has no obligation to act where the Title IX Coordinator reasonably determines that the conduct as alleged does not constitute sex discrimination.

B. Documenting the Complaint

If the Title IX Coordinator receives information about conduct that reasonably may constitute sex discrimination, and the Title IX Coordinator determines that the report merits further review, the Title IX Coordinator will conduct an initial outreach to the complainant to offer supportive measures and the ability to schedule a meeting to explore potential resolution options.

1. If a complainant fails to respond to outreach from the Title IX Coordinator within fourteen (14) days or informs the Title IX Coordinator that they are not interested in pursuing further action, the case will be marked as resolved and the complainant notified of their right to reopen the case at any point in the future.
2. If the complainant meets with the Title IX Coordinator, the initial conversation will be documented by the Title IX Coordinator and will be maintained within the official records of the Title IX Office. If a complaint/report is resolved on that documentation only, the complainant may at a future date choose to request modifications to any supportive measures received or to move forward with either a formal or informal resolution process.
3. If a report contains information suggesting there may be an ongoing safety or health concerns if not addressed by UEI College, or the alleged conduct prevents UEI College from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator will undertake a fact-based assessment to determine whether to initiate a formal resolution process even if a complainant only wishes to have their concerns documented. The Title IX coordinator must consider the following factors:
    a. The complainant's request not to file a formal complaint;
    b. The complainant's reasonable safety concerns regarding the filing of a formal complaint;
    c. The risk of future incidents of discrimination or harassment if a formal complaint is not filed;
    d. The severity of the alleged behavior in the report;
    e. The relationship between the parties, including whether the respondent is an employee of UEI College;
    f. The scope of the allegations or the existence of prior reports demonstrating concerns of on-going or a pattern of discrimination or harassment;
    g. The ability of UEI College to gather evidence to substantiate the allegations, including whether the complainant or other witnesses are willing to participate in a formal or informal resolution process; and
    h. Whether there are alternative methods of ending the discrimination or harassment and preventing its recurrence available to UEI College.

If the Title IX Coordinator decides to initiate a complaint, the Title IX Coordinator will notify the complainant prior to doing so and will address the complainant's reasonable concerns about the complainant's safety or the safety of others.

C. Timeframe

UEI College strongly encourages individuals to report incidents that may be violations of this policy as soon as possible to maximize UEI College's ability to respond promptly and equitably. Although there is no time limitation, the timing of when an alleged incident is reported may affect UEI College's ability to investigate and respond to the report.

The Formal Grievance Process outlined in this policy will conclude within ninety (90) days from the filing of a complaint in most instances. UEI College breaks, holidays, a party's need for disability-related accommodations, concurrent law enforcement activities, and/or unforeseen circumstances may impact this timeline. If the process must be delayed or extended, the Title IX Coordinator will provide the complainant and respondent with written notice. The Title IX Coordinator will also allow a reasonably extend timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay.

D. Emergency Removal

UEI College reserves the right to remove a respondent from its education program or activities on an emergency basis if UEI College determines after conducting an individualized safety and risk analysis that respondent poses an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination, and those allegations justify removal.

If an emergency removal is imposed, respondent will be given written notice of the removal and an opportunity to challenge the decision immediately following the removal. Emergency removal decisions are not subject to further appeal.

VI. Formal Grievance Process

A. Notice of Allegations

Upon receiving a written and signed complaint, the Title IX Coordinator will provide written notice of the allegations to complainant and respondent. The written notice will include:

1. This Grievance Process, including the informal resolution process;
2. Sufficient information, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under this policy, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available and can be disclosed;
3. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and,
4. That retaliation is prohibited.

If the investigation uncovers new issues outside of the scope of the written notice, UEI College will provide a supplemental written notice describing the additional allegations under investigation.

B. Treatment of Parties Participating in the Formal Grievance Process

UEI College will:

1. Promptly investigate and respond to complaints of sex discrimination, including establishing reasonably prompt timeframes the major stages of this Formal reasonable Grievance Process and allowing for the for extension of timeframes on a case-by- case basis for good cause with notice to the parties that includes the reason for the delay;
2. Ensure that any person designated Title IX Coordinator, investigator, or decisionmaker is impartial and free of conflict of interest or bias;
3. Not consider an individual's status as a respondent as a negative factor. The respondent shall be afforded the presumption that the respondent is not responsible for the alleged sex discrimination until so found through this Formal Grievance Process;
4. Take reasonable steps to protect the privacy of the parties and witnesses during this Formal Grievance Process;
5. Provide parties the ability to: obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in this Formal Grievance Process;
6. Gather evidence and decide what is relevant or impermissible;
7. Objectively analyze only relevant evidence;
8. Not consider impermissible evidence and questioning on impermissible subjects;
9. Not make credibility determinations based on a person's status as a complainant, respondent, or witness;
10. Follow this Formal Grievance Process before the imposition of any disciplinary sanctions;
11. Provide remedies to a complainant only if this Formal Grievance Process results in a determination that the respondent is responsible for sex discrimination;
12. Make reasoned decisions based on the preponderance of the evidence; and
13. Offer Supportive Measures.

Under this Formal Grievance Process, the decisionmaker may be the same person as the Title IX Coordinator or investigator.

As used in this Formal Grievance Process, evidence is "relevant" when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred, and questions are "relevant" when they seek evidence that may aid in showing whether the alleged sex discrimination occurred.

As used in this Formal Grievance Process, "impermissible evidence," regardless of relevance, includes: (i) information that is privileged under federal or state law unless the party has waived their privilege over such information; (ii) records maintained by a physician, psychologist, or other recognized professional providing treatment to the party or witness unless the party or witness has consented to the use of such records in the Formal Grievance Process; and, (iii) information about the complainant's sexual interests or prior sexual conduct, unless evidence about the

complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

C. Dismissal of Complaints

UEI College may dismiss a complaint of sex discrimination where:

1. It is unable to identify the respondent after taking reasonable steps to do so;
2. The respondent is not participating in UEI College's education program or activity and is not employed by UEI College;
3. Complainant voluntarily withdraws any or all of the allegations in the complaint and the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX or this policy even if proven; or
4. UEI College determines after reasonable efforts to clarify the allegations with the complainant that the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under this policy.

The Title IX Coordinator will offer complainant supportive measures as appropriate. And if the respondent has been notified of the allegations and UEI College dismisses the compliant under (3) or (4) above, the Title IX Coordinator will offer respondent supportive measures as appropriate.

Upon dismissal, UEI College will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the

allegations, UEI College will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

UEI College will notify complainant and respondent that complainant may appeal the dismissal of the complaint. If the dismissal is appealed, UEI College will:

1. Notify the parties of the appeal and the allegations;
2. Implement appeal procedures equally for the parties, including a providing the parties a reasonable and equal opportunity to make a statement in support of, or challenging the dismissal;
3. Ensure that the appeal decisionmaker is properly trained, and did not take part in an investigation of the allegations or dismissal of the complaint; and,
4. Notify the parties of the result of the appeal and the rationale for the result.

D. Consolidation of Complaints

UEI College may consolidate complaints of sex discrimination when the allegations of sex discrimination arise out of the same facts or circumstances.

E. Investigation of Complaints

The Title IX Coordinator will assign a trained investigator to investigate the complaint. Under this process, UEI College will provide for adequate, reliable, and impartial investigation of complaints. UEI College will:

1. Conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance;
4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, or an accurate description of this evidence;
5. Provide each party with a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and,
6. Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through this Formal Grievance Process.

F. Assessing Credibility

The decisionmaker will question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. If the decisionmaker is not persuaded by a preponderance of the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must conclude that no sex discrimination occurred.

G. Determination of Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, UEI College will use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred.

The decisionmaker will provide the parties with a written determination that includes the rationale for the decisionmaker's determination. In the written determination, the decisionmaker will inform the parties the procedures and permissible bases for appeal, if applicable.

Upon a determination that sex discrimination occurred, the Title IX Coordinator will (i) coordinate the provision and implementation of remedies to a complainant and other persons whose equal access to UEI College's education program or activity was limited or denied by sex discrimination; (ii) at the conclusion of this Formal Grievance Process coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and (iii) take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within UEI College's education program or activity.

UEI College will not discipline a party, witness, or others participating this Formal Grievance Process for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

H. Appeal

Either party has the right to file an appeal of determination of the decisionmaker. Appeals are not a re-hearing of the facts of the case and must be limited in scope on the following bases:

1. The party has discovered new and relevant evidence that was not reasonably available at the time the determination was made that could alter the outcome.
2. Allegations that the decisionmaker deviated from the policy or procedure in a way that changed the outcome of the case.
3. Evidence that the Title IX Coordinator, investigator or decisionmaker was biased or had a conflict of interest, and such bias or conflict of interest changed the outcome of the case.

An appeal request must be made in writing to the Title IX Coordinator within ten (10) calendar days of the delivery of the written determination. The appeal request must include the basis for the appeal and all evidence in support of the request. The non-appealing party will receive a copy of the appeal and may respond within ten (10) calendar days.

Any discipline imposed will be suspended pending the outcome of the appeal. Sanctions will take effect upon the expiration of the deadline for an appeal or the conclusion of the appeal.

The Title IX Coordinator will assign a trained and impartial decisionmaker who was not previously involved in the Formal Grievance Procedure to hear the appeal.

The appellate decisionmaker may, after reviewing the appeal, deny the appeal without further process if the appeal is groundless—i.e., the appeal is not based on the grounds specified above. In this case, both parties will be notified of the decision, and the party who did not submit the appeal will be provided a copy of the appeal, but they will not need to provide any response.

The appellate decisionmaker will review the appeal materials submitted by both parties. The appellate decisionmaker may also choose to interview the investigator(s) and/or any other person that participated in the investigation and decision-making process but is not obligated to do so.

The appellate decisionmaker will make a final decision on the appeal within thirty (30) days of the filing of the appeal. The original decision may be upheld, reversed, or modified (which includes the possibility that different or additional sanctions may be imposed). Modification of sanctions can only place a greater burden on the respondent if the appeal was filed by the complainant. The appellate decisionmaker may also refer the matter to the same or different investigator(s) for additional investigation and a new decision-making process.

The Title IX Coordinator will send a written notice to both parties of the decision on appeal. No further appeal process is available.

I. Complaints of Sex-Based Harassment Involving a Student Complainant or Student Respondent

The provisions of this Grievance Policy and this section shall apply to complaints of sex-based harassment involving a student complainant or student respondent. UEI College will make a fact-based determination of whether this provision of the Grievance Policy applies to a complainant or respondent that is both a student and an employee, including consideration of whether the party's primary relationship with UEI College is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

1. Written Notice of Allegations. The written notice of the allegations must contain the information required in Section VI.A., along with the following additional information:
    a. That respondent is presumed not responsible for the alleged sex-based harassment until a determination under this Formal Grievance Process. Prior to the determination, the parties

will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;

b. They may have an advisor of their choice who may be, but who is not required to be, an attorney;

c. They are entitled to an equal opportunity to access (i) the relevant and not otherwise impermissible evidence; or (ii) an investigative report that accurately summarizes this evidence and, upon request of a party, equal access to the relevant and not otherwise impermissible evidence; and,

d. Advisement, if applicable, that the UEI College code of conduct prohibits a party from making false statements or knowingly submitting false information.

If the investigation discloses new issues outside of the scope of the written notice of allegations, UEI College will provide a supplemental written notice describing the additional allegations under investigation.

UEI College may reasonably delay providing the written notice of allegations if, after conducting an individualized safety and risk analysis and not based on mere speculation or stereotypes, UEI College has reasonable concerns for the safety of any person because of providing this notice.

2. Dismissal of a Complaint. UEI College simultaneously will provide the parties a written notice of dismissal disclosing the bases of dismissal under Section VI.C(1)-(4) of this Formal Grievance Policy. If the dismissal occurs before the respondent has been notified of the allegations, only the complainant will receive such written notice. If the complainant voluntarily withdraws the complaint or allegations, the Title IX Coordinator will obtain the complainant's withdrawal in writing.

3. Investigation. When investigating a complaint alleging sex-based harassment under this section, UEI College will:

a. Provide a party or person whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate;

b. Provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice;

c. Provide the parties with the same opportunities to have persons other than the advisor of the parties' choice present during any meeting or proceeding;

d. Exercise discretion in allowing the parties to present expert witnesses and that any such determination will apply equally to the parties;

e. Allow for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice to the parties that includes the reason for the delay; and,

f. Allow each party and the party's advisor with an equal opportunity to access (i) the relevant and not otherwise impermissible evidence; or (ii) an investigative report that accurately summarizes this evidence and, upon request of a party, equal access to the relevant and not otherwise impermissible evidence.

UEI College will determine in its discretion and on a case-by-case basis the extent to which an advisor may participate in proceedings under this section. Any restrictions imposed will apply equally to the parties.

The parties will have a reasonable opportunity to review and respond to the evidence or the investigative report prior to the determination whether sex-based harassment occurred.

UEI College will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through proceedings under this section.

4. Live Hearing. UEI College on its own motion or at the request of a party, and in its sole discretion, may decide to conduct a live hearing on a complaint of sex-based harassment under this section. The decision to conduct a live hearing is not subject to appeal. The procedures of Section VI.I. (1)-(6) above shall apply, and the decisionmaker:

a. Will provide the parties the opportunity to review the evidence in advance of the live hearing;

b. May in the decisionmaker's discretion determine when a party will have the opportunity to respond to the evidence prior to the live hearing, during the live hearing, or both prior to and during the live hearing;
c. Will advise the parties of the process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses including questions challenging credibility;
d. Will question the parties and witness and will either in the decisionmaker's discretion (i) allow each party to propose questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker; or (ii) allow each party's advisor to ask any party or witness questions. The decisionmaker will not allow advisor questioning if one party does not have an advisor. All questioning must relevant and allowable under Section VI.I(5) above;
e. Will decide whether to conduct the live hearing with the parties physically present in the same geographic location or conduct the live hearing with the parties physically present in separate locations, with technology enabling the decisionmaker and parties to simultaneously see and hear the party or the witness while that person is speaking. The decisionmaker shall approve a request of either party for a live hearing with the parties physically present in separate locations; and,
f. Will make arrangements to create an audio or audiovisual recording or transcript, of any live hearing and make it available to the parties for inspection and review.

5. Process for Questioning Parties and Witnesses. If UEI College chooses not to conduct a live hearing, the decisionmaker will question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment. Questioning of the parties and witnesses must take place as follows before the decisionmaker determines whether sex-based harassment occurred:
   a. Allow the investigator or decisionmaker to ask such questions during individual meetings with a party or witness;
   b. Allow each party to propose questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during any individual meetings with a party or witness; and,
   c. Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

6. Procedures for the Decisionmaker to Evaluate the Questions and Limitations on Questions. The decisionmaker must determine whether a proposed question is relevant and not otherwise impermissible, applying the criteria in Section VI.B, prior to the question being posed. The decisionmaker must explain any decision to exclude a question as not relevant or otherwise impermissible.
   The decisionmaker will not allow unclear or harassing questions. The decisionmaker will allow such questioning if the party sufficiently clarifies or revises the unclear or harassing question.

   The decisionmaker may choose to place less or no weight on a party or witness who refuses to respond to questions deemed relevant and not impermissible. But the decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

7. Written Determination. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, UEI College will use the preponderance of the evidence standard of proof to determine whether sex-based harassment occurred and issue a written determination.
   The written determination will include: (i) a description of the alleged sex-based harassment; (ii) information about the policies and procedures that UEI College used to evaluate the allegations; (iii) the decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred; (iv) any disciplinary sanctions imposed on the respondent, and whether remedies other

than the imposition of disciplinary sanctions will be provided to the complainant, and, to the extent appropriate, other students identified as experiencing the effects of the sex-based harassment; and (v) procedures for the complainant and respondent to appeal under Section VI.H. of this Formal Grievance Policy.

J. The Informal Resolution Process

UEI College may offer the parties to a complaint relating to sex discrimination or sex-based harassment under this Formal Grievance Process the opportunity to engage in informal resolution procedures, which may be pursued at any time prior to the resolution of a formal resolution process. If appropriate, UEI College will notify the parties in writing of the availability of the informal resolution process and will require that both parties agree in writing to participate in an informal resolution process. UEI College cannot require parties to participate in an informal resolution process, or require a party waive of the right to an investigation and determination of a complaint as a condition of enrollment or employment.

UEI College has sole discretion to offer an informal resolution process to the parties and will consider each complaint on a case-by-case basis. The informal resolution process may not be appropriate when, among other reasons, UEI College determines that the alleged conduct would present a future risk of harm to others.

Before initiation of an informal resolution process, UEI College will provide to the parties notice that explains:

1. The allegations in the complaint;
2. The requirements of the informal resolution process;
3. That at anytime prior to resolution, a party can withdraw from the informal resolution process and initiate or resume the Formal Grievance Process; and,
4. That if the parties agree to a resolution at the conclusion of the informal resolution process they cannot initiate or resume the Formal Grievance Process on the same allegations;
5. The potential terms that may be requested or offered in an informal resolution agreement;
6. That an informal resolution agreement is binding only on the parties; and,
7. The information that UEI College will maintain and whether and how it could disclose such information for use in the Formal Grievance Process if proceedings on the complaint are initiated or resumed.

The Title IX Coordinator will assign a trained facilitator to lead the informal resolution process. The facilitator will have no conflict of interest or bias toward any party. The facilitator will not be the same person as the investigator or the decisionmaker.

Potential terms that may be included in an informal resolution agreement include but are not limited to:

1. Restrictions on contact; and
2. Restrictions on the respondent's participation in one or more of UEI College's programs or activities or attendance at specific events, including restrictions UEI College could have imposed as remedies or disciplinary sanctions had UEI College determined at the conclusion of the Formal Grievance Process.

Even though an informal resolution process is provided, the Title IX Coordinator may appropriate prompt and effective steps to ensure that complained of conduct does not continue or recur within UEI College's education program or activity.

DEFINITIONS

"Complainant" means:

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or this part; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or this part and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

"Complaint" means an oral or written request to Authorized Representative of UEI College that objectively can be understood as a request for UEI College to investigate and make a determination about alleged discrimination under Title IX or this policy. Actual knowledge that a violation has occurred is not required for a complaint to be made or for an investigation to be initiated.

"Party" means a complainant or respondent.

"Peer retaliation" means retaliation by a student against another student.

"Pregnancy or related conditions" means:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

"Respondent" means a person who is alleged to have violated this policy.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by UEI College, a student, or an employee or other person authorized by UEI College to provide aid, benefit, or service under UEI College's programs or activities, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

"Sex-based harassment" is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*. An employee, agent, or other person authorized by UEI College to provide an aid, benefit, or service under UEI College's program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from UEI College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    a. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
    b. The type, frequency, and duration of the conduct;
    c. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    d. The location of the conduct and the context in which the conduct occurred; and
    e. Other sex-based harassment in the recipient's education program or activity.
3. Specific offenses.
    a. *Sexual assault* meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    b. *Dating violence* meaning violence committed by a person:
        i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
        ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            1. The length of the relationship;
            2. The type of relationship; and
            3. The frequency of interaction between the persons involved in the relationship;
    c. *Domestic violence* meaning felony or misdemeanor crimes committed by a person who:
        i. Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
        ii. Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
        iii. Shares a child in common with the victim; or
        iv. Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
    d. *Stalking* meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
        i. Fear for the person's safety or the safety of others; or
        ii. Suffer substantial emotional distress.

"Sex Discrimination" includes, but is not limited to:

1. Discrimination based on:
    a. Pregnancy or related conditions;
    b. Sexual orientation;
    c. Gender identity;
    d. Sex stereotypes or characteristics; or

e. Sex in connection with parental, family, or marital status

2. Excluding from participation, denying benefits, or otherwise be subjecting to discrimination any person based on sex in a manner that subjects them to more than de minimis harm, except with respect to:
    a. Housing; and
    b. Athletic teams.

"Student" means a person who has gained admission.

"Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B).
"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to UEI College's education program or activity, including measures that are designed to protect the safety of the parties or UEI College's educational environment; or
2. Provide support during UEI College's grievance procedures or during an informal resolution process.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

UEI College offers programs in a hybrid format. Hybrid students are required to attend online and residential classes.

UEI College does not offer Independent Study.

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.

General Admissions Requirements for all Programs

Applicants to UEI College must be at least 17 years of age and must be a High School graduate or GED holder. Applicants for the Pharmacy Technician program must be 18 years of age prior to enrolling into the program and must be a High School graduate or GED holder.

Proof of High School Graduation

For ACCET Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency prior to his/her first day of class. Applicants must be a high school graduate prior to the first day of class.
For ACCSC Campuses: Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. This POG must be received prior to the student being admitted to the school and the enrollment agreement being signed by an accepting official.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

If the applicant attended a high school outside of the United States, he/she must provide an original diploma or transcripts and complete the Foreign Diploma/Transcript Evaluation Request Form. The official translation / evaluation results must be received, approved and uploaded into the ESD, the "Docs" section prior to the full execution of the enrollment agreement and prior to the start of the applicant's first class session.

The Foreign Diploma/Transcript Evaluation results must have an official seal from the evaluator certifying that the diploma/transcript is at least equivalent to a high school diploma.

Technology and Equipment Requirements

All students may access the computer rooms onsite at the campus to conduct academic activity. Each campus is equipped Wi-Fi and computer rooms that allow access to the internet.

All applicants that apply for admission into Hybrid programs must be able to access technology and the internet. On the first day of class, Hybrid students are expected to attend an on-campus Gateway to Success class/orientation.

Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. The institution's Learning Management System (LMS) uses a web-based system that require a standard web browser.

For ACCSC Campuses: In addition, each student must successfully pass a Digital Readiness Assessment (DRA), prior to enrolling. The DRA is designed to help the school and student understand if they are able to successfully take courses in an online / hybrid environment. Each program at the school is offered in a hybrid learning environment and the student will be required to access and understand the school's Learning Management System (LMS).

Online Student Identity Authentication and Privacy

The Electronic Student Database (ESD) for hybrid students is a restricted access and password protected electronic environment. Prior to entering the EDS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by UEI in accord with established institutional privacy and confidentiality policies with access provided only to agents of UEI who require immediate and necessary use of the information in order to fulfill the various academic activities of UEI. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the school. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Programs Preparing Graduates for a Field Requiring Licensure or Registration

UEI College takes reasonable steps to help ensure you are eligible for licensure or registration if you choose a program that prepares you for a field where licensure or registration is required. There are numerous eligibility requirements for licensure, depending on the field. You are encouraged to review these requirements and do further research if you have any concerns regarding your eligibility. You should discuss any concerns with your Admissions Representative and/or the Director of Education. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate. For licensure, certification, or registration requirements for each program, please see the supplement Insert-C in this catalog.

Vaccination Policy

For Allied Health programs offered by UEI Colleges which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining and having the student sign the applicable vaccination disclosure.

Transfer of Credit Policy

UEI College may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. The school will provide guidance, a transcript, catalog, syllabus, and course descriptions for any student interested in transferring to another institution. Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Director of Education.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope, and length to UEI courses will be considered for credit.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. For transfer students from a non-IEC owned institution, only training courses with a grade of C or 2.0 or above will be considered for credit.
6. Transfer students from an IEC owned institution are eligible for transfer of credits for all courses within the last 3 years that had earned a passing grade.
7. UEI students transferring from one ACCET accredited UEI location to another ACCET accredited UEI location, into the same program, will have their letter grades transferred to the new UEI location.

8. UEI students transferring from one ACCSC accredited UEI location to another ACCSC accredited UEI location, into the same program, will have their grades transferred to the new UEI location as "TC" transferred credit.
9. Credit by examination, prior work experience, prior learning experience, credit for prior experiential learning, military service, internships, or practicum is not accepted.
10. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system. *For ACCSC Campuses: For students transferring from another UEI school, at least 25% of the credits required for a program must be earned from the school awarding the credential.*

    Students seeking to transfer into a California dental program from an out-of-state institution will not be eligible to receive transfer credit for the following modules: DA110, DA120, DA130, and DA150. In accordance with the Dental Board of California Dental Practice Act regulations, students must provide proof of certificates issued in California and complete required minimum standards of skills or procedures within the state. For transfer students from a non-IEC owned institution, only training courses with a grade of C or 2.0 or above will be considered for credit.

    The Dental Board of California requires the completion of specific minimum standards of clinical procedures and skills within the state of California, and proof of completion of required training through California-issued certifications. These requirements are non-waivable and apply to all students transferring into a UEI dental program in California, regardless of prior coursework completed outside the state. Students interested in transferring into a California dental program should consult with the Director of Education prior to enrollment to ensure compliance with all program-specific requirements.
11. Students transferring from another UEI campus or other non-UEI institutions may be granted credit for all passing courses, based on the criteria described in Step No. 4.
12. All decisions made by the Director of Education regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
13. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
14. All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.
15. Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at UEI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or 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 credits, diploma, or certificate that you earn at this institution are 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 UEI College to determine if your credits, diploma, or certificate will transfer.

The school will provide guidance, a transcript, catalog, syllabus, and course descriptions for any student interested in transferring to another institution.

English as a Second Language (ESL) Instruction and English Language Proficiency Information

UEI College does not offer ESL instruction and does not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English. An applicant's Proof of Graduation (POG) in the form of a transcript or diploma or proof of high school equivalency will indicate English proficiency.

Pregnancy

The program you enroll in may be physically demanding. As a student in that program, you are expected to participate in all lab sessions to earn lab grades in your modules. Failure to do so will result in a failing grade for the module(s) and/or being dropped from the program. In the event a student is pregnant at time of enrollment or becomes pregnant during the program, the lab requirement will not be waived. The pregnant student must provide a doctor's note of release as a condition to participate in lab work. A pregnant student will not be permitted to participate in the required lab work without a doctor's release. The school will take reasonable steps to accommodate a pregnant student who has provided the school with a doctor's release. Additionally, in the event the baby is delivered during your enrollment period, the school will require a doctor's note of release to return to lab work. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school's administration prior to the leave.

Articulation Agreements
UEI College does not currently have articulation agreements with other institutions.

Program Tuition and Fees

There is no registration fee for any program. Any tuition paid will be returned to all students who cancel their enrollment within seven (7) days from the date the enrollment agreement was signed or attendance in the first class session, whichever is later. In the event where the school cancels the program, any tuition paid by the student will be refunded.

Students may incur the fees during their period of enrollment which include the following:

Additional copies of Official Transcripts	$30
Additional Official Diploma	$30
Additional unofficial transcripts	$5
Education Verification	$2
*Late Payment fee	$10
Replacement of Student ID card	$3
Graduation ceremony fee	$40
Uniform-replaced/lost:	
Business Office Administration (BOA)	$17
Polo	$14
Scrubs Set	$14
Loan Origination Fee(s)	Varies
Late Interest Accrual Fee(s)	Varies

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants, or scholarships. Please see the tuition table of this catalog, for your program tuition.

*Assessed each month the account remains delinquent. This fee may also be assessed for delinquent institutional and recourse loans.

There are no additional charges/fees for repeating a module, make-up work, special testing, equipment, licensure examinations or other school services.

Student Tuition Recovery Fund Disclosure (STRF)
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 North Market, Suite 225, Sacramento, CA. 95834, (916) 431-6959 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 non-collection 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.

Books and Supplies
All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated, or not returned timely will be replaced at the student's expense.
Students may elect to purchase their own books from outside of the institution and opt-out of receiving books from the institution.

Transportation costs
Local transportation costs are estimated at $102.00 per month and may vary in specific areas. There are no fees for parking.

Delinquent Accounts
Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies. If a student's account is over 120 days delinquent, the account is sent to UEI's internal collection department. If the student's account is still delinquent after eight months, the account is deferred to an outside collection's agency.

Arbitration Agreement
Arbitration and Class Action Waiver Disclosure: UEI College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration, or any internal dispute resolution process offered by the school prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Student Hotline at 866-591-8588.

Federal Financial Aid Information
Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance, you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number
4. Maintain satisfactory academic progress while attending school.
5. Sign a statement that certifies that you will use your federal student aid for education purposes only.
6. Not be in default on any federal student loans or owe any money on any federal student grant program.
7. Effective July 1, 2012 – Must have a high school diploma or General Education Certificate (GED).

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

Financial Aid Programs
The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program:

Federal Pell Grant
A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)
Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan
Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan
Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

Direct Parent Loan for Undergraduate Students (PLUS)
PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education**.** If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Institutional Aid Programs

Scholarship Eligibility and Awarding Policy
The purpose of the UEI College Scholarship Program is to provide additional financial assistance to students pursuing a diploma/degree in their chosen program of study.
Scholarship Eligibility Requirements
1) Applicant must be an active/future student attending a UEI College Campus.
2) All applicants must complete the UEI College Scholarship application and provide all forms applicable to the Campus Student Financial Services Department.

Scholarship Terms and Conditions
1) All Institutional Scholarships will be credited to the student's account upon graduation.
2) Students may apply and be eligible to receive a maximum of two Institutional Scholarships.

3) Institutional Scholarships are non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for the Institutional Scholarship(s).

4) In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.

5) Students who are enrolled as an agency enrollment are not eligible to participate in the Institutional Scholarship program.

6) The School has sole discretion to determine whether a student meets and is eligible for an Institutional Scholarship in accordance with these terms and conditions.

7) Awards are subject to funds availability.

Institutional Scholarship Programs

Opportunity or Aid Assist Scholarship ($750/$1,000)
This scholarship is offered to students with financial need based on their Student Aid Index (SAI)
• Opportunity Scholarship ($750) for students with SAI ≤ 5,000

• Aid Assist Scholarship ($1,000) for students with SAI > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student's funding plan.

*** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor's degree or ineligible for Pell Grant regardless of SAI.*

Military Family Scholarship ($500)
This scholarship is offered to eligible Veterans, active-duty military, reservists and/or dependents/spouse of an eligible Veteran.
NOTE: Must obtain a copy of Certificate of Eligibility or DD214 or military documents which includes character of service.

Closed School Transfer Scholarship
This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.

- Student must have completed less than 50% of a program at prior school
- Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student's account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This

scholarship cannot be combined with any other institutional scholarship.

Access to Education Scholarship $9,900 (Bakersfield, Chula Vista, Reseda, Fresno, Gardena, Garden Grove, Huntington Park, Ontario, Oceanside, Riverside, Sacramento, Stockton, and West Covina Campuses ONLY)
This scholarship is offered to students who do not have traditional access to higher education funding the opportunity to attend UEI programs. This scholarship is only available to students who are of legal status in the United States who are not eligible for traditional education funding sources. You must provide a valid work permit for the United States. Acceptable documentation is unexpired work only social security card, US Employment Authorization Card, USA Visa docs.
NOTE: Student is not eligible for any other scholarship with Access to Education Scholarship.

Back to School Scholarship ($2,000)
This scholarship is offered to students who dropped from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study to qualify. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who return to school and qualify for re-entry.

Other Available Financial Assistance Programs

UEI Institutional Installment Payment Program
This program is available to students who need additional financial assistance for tuition and fees. The minimum amount is $500 with repayment terms between 12 to 60 months. Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Veterans Benefits
The GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill

Agency Programs
Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Academic Standards

Delivery Method
The institution is approved to offer programs through residential, Hybrid delivery. Under residential delivery, all courses in a program are held at the campus. Hybrid programs consist of online lecture and on ground lab. Instructors are required to respond within 48 business hours to students' online work, projects, and discussion boards.
Externship courses are offered residentially (on-ground). Refer to the program outline for details for each program delivery method.
Title 38 beneficiaries are not eligible for hybrid modality at all campuses.

Definition of a Module

All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Dental Assistant, Heating,

Ventilation and Air Conditioning, Electrician Technician and Welding programs, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

Definition of a Clock and Credit Hour

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours which includes approved outside/homework hours.
The credit conversion for financial aid credits is 30 Clock Hours to 1 Semester Credit.

Published Program Length
Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.
Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks, or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student's start date to the student's graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or is required to repeat a class.

Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal a grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

Make-up Work

Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

Graduation Requirements

To be eligible for graduation and receive a diploma the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and current with all financial obligations to the school.

If a student is not current with all financial obligations, the student will not receive their diploma and tool kits/supplies upon graduation.

Transcript Policy

Upon successful completion of his/her educational program, each eligible student (as noted above) will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school's website: https://www.uei.edu/

Attendance Policy

Attendance Requirements

UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy. Additionally, all students in a hybrid program are expected to submit completed academic activities for the online portion of the program.

Present – For residential programs and the residential portion of Hybrid programs, student was physically present in class when attendance was taken.

For the online portion of Hybrid programs, students must attend their ZOOM session in order to earn 1 hour of attendance. The remaining hours will be earned upon completion of an academic activity in the LMS.

Absent - For residential programs and the residential portion of Hybrid programs, student was not physically present in class when attendance was taken.

For the online portion of Hybrid programs, students are marked absent if do not attend the ZOOM session and no academic activity is completed and submitted for more than (7) Consecutive calendar days.

Student Attendance Record Monitoring

Students are required to check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student's attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student's right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student's academic good standing.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class (the first missed academic activity in the online portion of the program) to discuss and implement actions and options to remedy absenteeism.

Student attendance will also be monitored each module. At the end of a student's module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student's current cumulative attendance rate.

ACCET-Accredited Schools: If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failing grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as "tardy" or "leaving early" as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. "Extenuating circumstances" must be supported by verifiable documentation and are defined as the following:

a) Death of an immediate family member

b) Medical emergency of the student or an immediate family member
c) Military assignment
d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)

Students who have failed a module due to attendance must be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

Cumulative Attendance Progress *(ACCET-Accredited Schools Only)*
A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program. Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The +action plan and progress timeline to ensure that the student will have achieved the minimum attendance requirement by the end of the didactic portion of the program and/or by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.
An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Overall Cumulative Attendance for the Program

ACCET-Accredited Schools: Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

All Schools: Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

14 Days of Absences
If a student is absent from both a lab activity and an online attendance taking activity (student must attend both of these activities at least once) for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

14 Days of Absences (Welding Only)
If a student is absent from a lab activity or an online attendance taking activity (student must attend one of these activities at least once) for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

Tardy
If a student is tardy for class, as defined below:
Tardy - (Residential Programs and Residential Portion of Hybrid Programs) Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15-minute increment as follows:

- 01-07 minutes of every 15-minute period is round down to nearest 15 min increment.
- 08-14 minutes of every 15-minute period is round up to nearest 15 min increment.

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students, and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may also locate their own site. In such an event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to non-attendance. Externships are held at approved off-campus sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites.

If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days *(as described in the attendance policy)* will be dropped from the program.

Leave of Absence (LOA)

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.)*
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

An approved LOA will change a student's projected graduation date, and the student will be notified of the change noted on their monthly progress report and noted on the student status change request form.

Intent to Return

If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student's first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student's failure to return from an Intent to Return may have on the student's loan repayment terms, including the expiration of the student's grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Student must be physically present in class when attendance was taken. For the online portion of Hybrid programs, students are marked present upon completion of an academic activity.
10. Existing Financial Obligations remain in effect during an Intent to Return period.
11. Students who fail to return to class on their scheduled Intent to Return returned date are dropped from the program.
12. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

Re-admission Policy

A student who has withdrawn or has been terminated may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program. Students will not be

able to be re-admitted into the same program if they are not a High School graduate or GED holder if it has been over 180 days from their last date of attendance.

Satisfactory Academic Progress (SAP)

To be eligible for graduation, a student must successfully complete and pass all modules and achieve a cumulative GPA of 2.0 by the time he/she completes the program. To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length.

Satisfactory Academic Progress is measured according to an SAP evaluation schedule as specified in the Required Completion Rate charts included in this policy. SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

Academic Advisement

Academic advising is provided to students throughout their program, based on individual needs. Students not meeting Satisfactory Academic Progress ("SAP") requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

Grading System

UEI College grading scale in effect for modules starting on or after 9/26/2022:

Percent Range	Letter Grade	Grade Points
96-100	A	4.0
90-95	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
76-79	C+	2.3
70-75	C	2.0
66-69	C-	1.7
63-65	D+	1.3
60-62	D	1.0
0-59	F	0

Instructors will input student's unit grades in the LMS for online/hybrid programs and the automated grade portal for residential programs at least weekly but no later than the end of the next business day following the end of the unit.

Students who do not achieve a letter grade of "D+" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated into the cumulative GPA. Until the module is repeated, the "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress ("SAP").

To achieve the required cumulative GPA of 2.0, students may be required to repeat a previously passed course. Students are not charged for repeats and will only receive financial aid for the 1st attempt. Students must successfully achieve a minimum cumulative GPA 2.0 upon completion of all didactic classes to be eligible for externship. All programs require a minimum cumulative GPA of 2.0 for graduation.

UEI College grading scale in effect for modules starting on or before 9/26/2022:

Percent	Letter Grade	Grade Point Average
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

Students who do not achieve a letter grade of "C" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

TC Transfer Credit
AF Attendance Fail
LS Leave of Absence during module (Attendance in module is less than 25% of scheduled module hours)
L Leave of Absence during module (Attendance in module is more than 25% of scheduled module hours)
WS Withdrawn (Attendance in module is less than 25% of Scheduled module hours)
W Withdrawn (Attendance in module is more than 25% of scheduled module hours)
EW An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls after the seventh (7) day but before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog.

In addition, a student who does not achieve a minimum of 50.00% lab attendance for scheduled lab days by the fourteen (14) consecutive calendar days from the start date will be an early withdrawal from the program.

Required Grades

Students must complete and pass all modules and achieve a cumulative 2.0 grade point average upon completion of the program to be eligible for graduation. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Grade Changes and Repeats

Within 24 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. The grade entry due date is 24 business hours following the last day of the module.

Any change to a final module grade must be completed within seven (7) calendar days after the grade entry due date. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

The effect of withdrawals or module failures will change a student's projected graduation date, and the student will be notified of the change noted on their monthly progress report and when a student has a failed a module, they receive an auto generated email with an updated class schedule and updated projected graduation date.

Satisfactory Academic Policy

I. Satisfactory Academic Progress:

To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

II. Evaluation of Students' Satisfactory Academic Progress:

For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program length. At each evaluation point, the student's cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted.

The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.

For academic purposes, student progress is monitored at the end of each module. *Students who have failed a module will be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative academic requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan*. Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination.

The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

SAP Standards 8-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 8 modules)	62.5%	1.75
Maximum Timeframe (150%, typically 12 modules)	67%	2.0

SAP Standards 9-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 9 modules)	66.7%	1.85
Maximum Timeframe (150%, typically 13 modules)	67%	2.0

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in in order to graduate.

SAP Sanctions

FA Warning: If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.

SAP Termination: If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.

FA Probation: If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.

Conditions for Probation:

1. Student must appeal to be placed on probation.
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted.
3. In rare instances, the Academic Plan may exceed MTF based on a case-by-case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Appeal Procedure
If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student's financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

How Different Grades and Statuses Count in the SAP Measurements
Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
Withdrawals: A module from which a student withdraws and receives the grade "W" or "WS" will be included as an attempted module in calculation of pace of completion and MTF to complete the program but will not impact the GPA. The "EW" grade does not have a SAP impact.
Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA.
Incomplete grades are not given at the institution.

Re-entry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student's financial aid eligibility.
If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the `reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation point.

Cancellation and Refund Policies

Student Right to Cancel:

California Education Code Section 94919 (d) provides that the student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. In accordance with California Education Code Section 94919(d), the institution's policy is that all new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

In accordance with California Education Code Section 94919(b), Students shall notify the school in writing of the cancellation of their enrollment agreement ("Notice of Cancellation"). If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid. A student may cancel the enrollment agreement in the event the school cancels the program. All monies paid will be returned to the student within thirty (30) days after either the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement as described below.

In addition to the California Education Code cancellation requirements above, new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will also be considered a Cancelation. Cancellations that occur under the conditions above are

assigned the following cancel status codes in the Electronic Student Database:

1. "Cancel" status is assigned to cancellations that occur until midnight of the seventh (7) day from the scheduled start date of the first module.

2. "Early Withdrawal" (EW) status is assigned to cancellations for new students with an LDA after the seventh (7) day but before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module. The determination date for "EW" will fall on the 14th absent consecutive calendar day from the student's LDA, not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the "EW" status will be automatically assigned by Electronic Student Database.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. Additionally, all tuition paid by the student will be refunded.

Cancellation Initiated by the Institution:

There are conditions in which a cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only). The following conditions may result in a cancelation initiated by the institution:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. The tuition paid will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed at the following locations: Bakersfield, Fresno, Gardena, Riverside and Sacramento.

In the event an enrolled applicant is rejected, the school cancels the program, a student cancels his/her enrollment during the cancelation period or is a no show/never starts the program, all tuition paid by the student will be refunded.

All new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status "Early Withdrawal" (EW). The determination date for "EW" will fall on the 14th absence consecutive calendar day from the student's LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays. In addition, a student who does not achieve a minimum of 50% lab attendance for scheduled lab days by the fourteen (14) consecutive calendar days from the start date will be early withdrawal from the program.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:

In the event of withdrawal from the program by the Student or termination by the school, the school will use the Institutional Refund Policy.

Institutional Refund Policy

You have the right to withdraw from a course of instruction at any time.

Students shall notify the school in writing of their withdrawal from the program. Acceptable methods of delivery of a student's notice to withdraw are by email or completing Change of Status Form with a school representative. A notice of withdrawal may be delivered to the following school officials: Director of Education, Campus President, or Director of Student Finance. The date that the notice to withdraw is considered effective is the date the writing is received by the institution.

The institution has the right to withdraw a student after the cancellation period for the following reasons:

1. Not meeting minimum attendance requirements.
2. Not meeting minimum Satisfactory Academic Progress
3. Violation of the Student Code of Conduct.
4. Not returning from Leave of Absence
5. Not having been placed on an externship site within 14 days *(as described in the attendance policy).*

The effective date of the notice of withdrawal by the institution is the date of the notice, however if an institution withdraws a student for lack of attendance, the date of notice to withdraw shall be the student's last date of attendance.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

Scheduled hours in period of enrollment up to student's LDA
_____ = Percentage of period of enrollment attempted
Total hours in the period of enrollment

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the

institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution
IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

Return of Title IV Funds

The U.S. Department of Education maintains a "return of Title IV Funds" policy for students who receive Federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.

The federal policy for "return of title IV Funds" defines that a student who has attended up through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

Number of calendar days elapsed* from start date of the enrollment period to the last date attended
_____
Number of calendar days in the period of enrollment

= Percentage of Title IV Funds Earned**

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned. Total disbursed minus earned equals the federal funds that must be returned to the funding program
*Presuming the student attended sixty (60%) percent of

all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.
** Rounded to the nearest whole number

To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.

Order of Refund
The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

Withdrawal Date:
The withdrawal date for a student who officially or unofficially withdraws from school is the student's last date of attendance. The withdrawal date for a student who fails to return from a leave of absence (LOA) is the last date of attendance prior to the start of the LOA.

Date of Determination (DOD)
The DOD is the date used to determine the timeliness of the return of unearned title IV funds.
The DOD is the earliest of the following three (3) dates:

1. Date the student provides official notification of intent to withdraw;
2. The date the student failed to comply with one of the school's published attendance/academic policies;
3. 14 calendar days from the student's last date of attendance.

Course and Program Changes
UEI College has the right, at its discretion, to make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving the students' educational experience. UEI College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When ongoing federal, state, or accreditation changes occur which affect students currently in attendance, UEI College is required to make appropriate changes.

Student Services

Student Academic Advisement

UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, childcare, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of Education for information on academic advisement, counseling referrals, and professional and academic development.

Career Services

The school maintains a policy of providing job placement assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does provide assistance with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up. Please contact the Director of Career Services for additional information on job placement services.

Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

Student Appreciation and Recognition

UEI College believes that student success is our success, and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, high academic achievement, serving as a Student Mentor or School Ambassador, and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

Student Mentoring

UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude, attendance, grades, and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

Learning Resources

Based on course offerings, campuses provide ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/ DVDs and volumes housed on campus. Hybrid and residential students can access learning resources remotely using a computer/smart device with internet connection. Access to the learning resource center is between the hours 8am - 8pm Monday through Friday (hours vary by campus). Online library resource is available 24/7.

Attendance and Leaves of Absence

UEI College maintains policies related to attendance monitoring and leaves of absence (LOA). The school regularly monitors student attendance and notifies students of their attendance progress in each module. For detailed information regarding attendance requirements and LOAs please refer to the Attendance Policy section and Leave of Absence section of this catalog. Students with questions regarding attendance or LOAs should contact the Director of Education.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Student Hotline", send an email to studenthotline@ieccolleges.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Student Hotline
International Education Corporation
38 Technology Drive, Suite 100
Irvine, CA 92618

In the event the complaint or concern has not been resolved at the school level or by the Company's Student Hotline: A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

A student may contact the Bureau with any grievance prior to an internal grievance procedure.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, or by visiting www.osar.bppe.ca.gov

Additionally, a student may consider contacting the school's accrediting agency as follows:

For ACCET-accredited schools:
A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET):

CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.
Email: complaints@accet.org
Website: www.accet.org

Online Complaint Submission Form

For ACCSC-accredited schools:
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC complaint Form. The complaint(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

GED Referral Program
Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus.

Student Record Retention
UEI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student transcripts will be maintained indefinitely.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

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

With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

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

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying

the part of the record that he or she believes should be amended and the basis for why it should be amended.
If the school decides not to amend the record, it will notify the student in writing of the decision and the student's

right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade, or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.
There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

• To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

• To accrediting organizations to carry out their accrediting functions.

• To parents of an eligible student if the student is a dependent for IRS tax purposes.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as "directory information."

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
• To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

As stated above, FERPA permits institutions, within established guidelines, to disclose "directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address
- Date and place of birth
- Enrollment status
- Dates of attendance and graduation
- Field of study
- Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following

office of the U.S. Department of Education that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

Crime Awareness and Campus Security

Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

Emergency preparedness information, information regarding UEI College's written emergency preparedness plan and student safety and well-being may be obtained at https://www.uei.edu/about-us/campus-safety/

Housing

The institution **has no responsibility to find or assist a student in finding housing** does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near all campuses. Per the California Student Aid Commission statistics for 2024-2025, average housing costs are $1,637.00 per month. Per the California Student Aid Commission statistics for 2025-2026, average housing costs are $1,691.00 per month.

UEI College campuses included in this Catalog offer the following programs. Not all programs are offered at all locations.

Campus and Program Chart

	Automotive (AUTO)	Business Office Administration (BOA)	Criminal Justice (CJ)	Electrician Technician	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Medical Office Specialist (MOS)	Dental Assistant (DA)	Pharmacy Technician (PT)	Heating, Ventilation and Air Conditioning (HVAC)	Welding
Garden Grove	X	X[1]	X	X	X	X		X		X	
Bakersfield	X		X	X	X	X		X		X	
Chula Vista	X	X[1]	X	X	X		X	X		X	
Reseda		X[1]		X	X	X		X		X	
Fresno			X	X	X			X	X	X	
Gardena	X	X[1]	X	X	X	X		X		X	X[1]
Huntington Park		X[1]	X	X	X		X	X		X	
Ontario		X[1]	X1	X	X		X	X		X	
Riverside		X[1]		X	X	X		X		X	
Oceanside	X	X[1]	X	X	X		X	X		X	
Sacramento	X			X	X	X		X		X	
Stockton	X	X[1]		X	X		X	X		X	
West Covina	X	X[1]	X[1]	X	X	X		X		X	

X[1]= Currently not enrolling
X = Currently Offering

Automotive Technician

Automotive Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

The Automotive Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, tune-up, and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair, and safety procedures.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment. A diploma will be awarded upon graduation.

Career Outcomes (SOC Codes: 49-3023.00)
This program prepares students for entry-level positions such as: Automotive Drivability Technician, Automotive Mechanic, Automotive Service Technician, Automotive Technician, Diagnostic Technician, Lube Tech (Lubrication Technician), Mechanic, Quick Service, Technician, Service Technician, Auto Technician, Automobile Technician, Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
AT 110	Engine Theory and Systems	80	4.0
AT 120	Electrical Theory and Diagnosis	80	4.0
AT 130	Engine Performance and Ignition Systems	80	4.0
AT 140	Fuel Systems and Emission Control	80	4.0
AT 150	Steering, Suspension and Passenger Comfort	80	4.0
AT 160	Brake Systems	80	4.0
AT 170	Manual Transmissions	80	4.0
AT 180	Automatic Transmissions	80	4.0
AT 190	Preventative Maintenance and Hybrid Technology	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Business Office Administration

Business Office Administration
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objectives
Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and QuickBooks, along with gaining a basic understanding Customer Service, knowledge of Communication, Organization and Accounting skills.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)
This program prepares students for positions such as: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant, Clerk Specialist, Office Technician, Administrative Assistant, Secretary, Office Coordinator, Office Manager, Receptionist, Bookkeeper.

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	MS Excel Fundamentals	80	4
BA 130	Spreadsheets for Finance	80	4
BA 140	Business Applications	80	4
BA 150	Office Administration	80	4
BA 160	Customer Service & Ethical Business Practices	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
BA 110	Accounting Principles	80	4
BA 120	MS Excel Fundamentals	80	4
BA 130	Spreadsheets for Finance	80	4
BA 140	Business Applications	80	4
BA 150	Office Administration	80	4
BA 160	Customer Service & Ethical Business Practices	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Criminal Justice

Criminal Justice
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
The objective of the Criminal Justice diploma program is to prepare students to successfully enter the workforce in a variety of entry-level positions in the field of criminal justice and/or security. Upon completion of the program students will have a thorough understanding of the legal system in the U.S., as well as a solid grounding in the operational expectations and standards found in various law enforcement and security agencies. Graduates will be proficient with many of the technical skills commonly utilized in the criminal justice environment as well as developing the professional demeanor and workplace behaviors expected of entry-level employees.
The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 33-9032.00)
This program prepares students to successfully enter the workforce in a variety of entry-level positions, such as: Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, Security Officer, Hotel/Retail Loss Prevention Specialist Agent, Emergency Dispatcher, Retail Security Officer

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
CJ 110	Private Security	80	4.0
CJ 120	Corrections	80	4.0
CJ 130	Crime Scene Technology	80	4.0
CJ 140	Investigations and Surveillance	80	4.0
CJ 150	Legal Studies for Justice and Security	80	4.0
CJ 160	Homeland Security and Terrorism	80	4.0
CJ 170	Criminology	80	4.0
CJ 180	Gangs and Drugs	80	4.0
CJ 190	Communications for Security Professionals	80	4.0
Totals		**720 Clock Hours**	**36.0 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Dental Assistant

Dental Assistant
Diploma

Instructional Weeks: 34
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and in- Residence*

Program Objective
Students are trained in clinical, radiographic, and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Prior to going on externship students will be required to perform and document a minimum of 11 clinical patient skill assessment procedures throughout the dental program, but prior to going onto externship. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes. A diploma will be awarded upon graduation. Registered Dental Assisting (RDA) certification is not a requirement for graduation from UEI or employment as a dental assistant in California; however, the option to sit for this certification is available for those graduates wishing to pursue the RDA credential five months after graduation.

**For pre-clinical and clinical procedures, the maximum student teacher ratio is 6:1.

Career Outcomes (SOC Code: 31-9091.00)
Dental Board of California Approved Courses: Infection Control, Radiology, Pit & fissure, Coronal Polishing
This program prepares students for an entry-level dental assisting position such as: Dental Assistant (DA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Surgical Dental Assistant, Orthodontic Technician.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
DA 110[2]	Dental Science/Medical Emergencies	90	4.5
DA 120	Dental Anatomy and Physiology	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/Administrative Assistant	90	4.5
DA 190	Externship	170	3.5
	Totals	**800 Clock Hours**	**35.0 Semester Credit Units**

[1]An additional 90 hours of outside work is assigned for each didactic module.
[2]All students must begin the program in Module DA 110.

*All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

** Applies only to programs approved by the Dental Board of California.

Electrician Technician

Electrician Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence**

Program Objective
The Electrician Technician program offers an industry recognized curriculum providing the basic knowledge and skills in applied electrical theory; residential, commercial, and industrial wiring; blueprint reading; estimating; and building codes, motor controls, Programmable Logic controls, Low voltage application and solar and Photovoltaic systems. Proper safety practices in the use of test equipment and hand and power tools are also stressed. Students gain valuable on-site electrical experience through wiring mock stations simulating real life experience.
The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Students receive a Department of Industrial Relations (DIR) Division of Labor Standards Enforcement (DLSE) Training Card during the program. The DIR-DLSE Electrician Trainee Card is a requirement for electricians who work in the state of California. A diploma will be awarded upon graduation

Career Outcomes* (SOC Code 47-2111.00, 49-2098.00)
This program prepares students for entry-level positions, such as: Electrical Troubleshooter, Electrician, Housing Maintenance Electrician, Industrial Electrician, Maintenance Electrician, Alarm Technician, Fire Alarm Technician, Home Security Alarm Installer, Install Technician, Installation Technician, Installer, Security Installation Technician, Security Installer, Security Technician, Service Technician, Electrician Apprentice.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
EL 110[2]	Basic Safety	80	4.0
EL 120[2]	Introduction to Electrical Theory	80	4.0
EL 130[2]	Flexible Cables/Conduit Bending and Raceways	80	4.0
EL 140	Residential Applications	80	4.0
EL 150	Commercial Applications	80	4.0
EL 160	Low Voltage Applications	80	4.0
EL 170	Motor and Industrial Motor Controls	80	4.0
EL 180	Programmable Logic Controls	80	4.0
EL 190	Solar Electric Applications	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]All students must complete modules EL 110, EL 120, and EL 130 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.
** All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Medical Assistant

Medical Assistant
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 31-9092.00)

This program prepares students for positions such as: Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Optometric Technician, Medical Assistant, Medical Office Assistant, Ophthalmic Technician, Clinical Assistant, Medical Records Clerk, Medical Lab Assistant, Medical Administrative Assistant

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Unit
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4
MA 120	Introduction to Anatomy & Physiology	80	4
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4
MA 140	Psychology and Special Senses	80	4
MA 150	Medical Management	80	4
MA 160	Clinical Medical Assisting Duties	80	4
MA 170	Pharmacology and Office Emergencies	80	4
MA 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Medical Billing and Insurance Coding

Medical Billing and Insurance Coding
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals, and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 29-2072.00)
This program prepares students for positions such as: Health Information Clerk, Health Information Specialist, Health Information Technician, Medical Records Clerk, Medical Records Coordinator, Medical Records Technician, Medical Billing and Coding Specialist, Medical Coder, Medical Biller

Program Outlines:

ACCET[1] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.55
Totals	**Clock Hours/Semester Credits**	**810**	**33.54**

ACCSC[2] Accredited Campuses

Module Course Number	Course Title	Clock Hours[3]	Semester Credit Units
MB 110	Insurance Billing	80	4
MB 120	Insurance Coding Principles	80	4
MB 130	Medical Law and Ethics	80	4
MB 140	Documentation and Records	80	4
MB 150	Medical Billing & Collections	80	4
MB 160	Insurance Practices	80	4
MB 170	Medical Office Procedures	80	4
MB 190	Externship	250	5.50
Totals	**Clock Hours/Semester Credits**	**810**	**33.50**

[1] ACCET campuses: Garden Grove (Anaheim), Chula Vista, West Covina, Huntington Park, Ontario, Oceanside (San Marcos), Stockton & Encino
[2] ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[3] An additional 80 hours of outside work is assigned for each didactic module.
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Medical Office Specialist

Medical Office Specialist
Diploma

Instructional Weeks: 36
Normal Time to Complete: 41
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
Upon completion of this program, students will be prepared for an entry-level position as a medical office specialist, administrative medical assistant, electronic health record specialist, medical records technician, and medical secretary. Students are trained in the health care fundamentals, including infection control, vital signs, patient rights, federal and state regulations, and emergency procedures, including CPR. Students are trained in the office management tasks, insurance processing, coding, and billing, bookkeeping, information processing, and medical records management. Students are trained in medical administrative procedures for ambulatory care facilities, medical clinics, dental offices, and hospitals. Anatomy, physiology, pathology, medication terminology professionalism, computer skills, and career development activities are integrated throughout the program.
The program is 36 weeks long and consists of eight modules. The eighth module is spent in a practicum consisting of 250 hours of on-the-job training at an approved ambulatory care or hospital facilities in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 43-6013.00)

This program prepares students for positions such as: Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist, Medical Secretary, Physician Office Specialist, Secretary, Unit Clerk, Unit Support Representative, Ward Clerk, Billing Coordinator, Health Unit Coordinator, Patient Coordinator, Unit Secretary, Admin Coordinator, Administrative Medical Assistant, Electronic Health Record Specialist, Medical Records Technician, Medical & Dental Biller, Medical Administrative Specialist, Medical Front Office Specialist.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MOS 110	Health Care Fundamentals	80	4.0
MOS 120	Medical Record Management	80	4.0
MOS 130	Medical Office Reception	80	4.0
MOS 140	Dental Office Procedures	80	4.0
MOS 150	Medical Insurance	80	4.0
MOS 160	Medical Office Finance	80	4.0
MOS 170	Office Management and Emergency Procedures	80	4.0
MOS 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Pharmacy Technician

Pharmacy Technician
Diploma

Instructional Weeks: 36
Normal Time to Complete: 42
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims and maintaining drug inventory.
The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The ninth module is spent in an externship consisting of 120 hours of on-the-job training at an approved extern employment site in the community. A diploma will be awarded upon graduation.

Career Outcomes (SOC Code: 29-2052.00)
This program prepares students for positions such as: Pharmacy Technician, Retail Pharmacy Technician, Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Registered Pharmacy Technician.
The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check. The California State Board of Pharmacy may take up to 45 days to process Pharmacy Technician applications.

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
PT 110	Hospital Procedures and Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Drug Administration and Information	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Additional Settings and OTC Medications	80	4.0
PT 180	Health Insurance & Billing	80	4.0
PT 190	Externship	120	2.5
	Totals	**760 Clock Hours**	**34.5 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Heating, Ventilation and Air Conditioning

Heating, Ventilation and Air Conditioning
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation, and air conditioning field, which includes selling, installing, and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Low GWP Refrigerant Safety Training & Certification. Obtaining an EPA Section 608 Certification is a graduation requirement for this program. The Low GWP Refrigerant Safety certification is not a program completion requirement but is strongly encouraged. A diploma will be awarded upon graduation.

Career Outcomes: (SOC Codes: 49-9021.00)
This program prepares students for entry-level positions, such as: A/C Tech (Air Conditioning Technician), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer), HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic), HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Tech (Heating, Ventilation, and Air Conditioning Technician), Refrigeration Mechanic, Refrigeration Operator, Refrigeration Technician (Refrigeration Tech), Service Technician (Service Tech), Engineering Specialist, HVAC Apprenticeship

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
HVC 130[2]	Basic Electricity, Motors and HVAC Controls	80	4.0
HVC 135[2]	Basic Refrigeration Theory and Application	80	4.0
HVC 140	Air Conditioning, Troubleshooting and Heat Pump Systems	80	4.0
HVC 145	Heating Systems	80	4.0
HVC 150	Duct Design, Blueprint Reading and Load Calculation	80	4.0
HVC 155	Commercial Refrigeration Systems	80	4.0
HVC 160	Specialized Commercial Equipment and Green Awareness	80	4.0
HVC 165	Regulation and Building Automation	80	4.0
HVC 170	Electrical and Mechanical Troubleshooting	80	4.0
Totals		**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]All students must complete modules HVC 130 and HVC 135 before entering any other module.
* All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Welding

Welding
Diploma
(ACCSC[1] Accredited Campuses)

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence**

Program Objective
The welding program provides students with training in various processes including Gas Metal Arc Welding (GMAW)-MIG, Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW)-TIG, Flux Cored Arc Welding, Oxyfuel Welding and Cutting and Pipe Welding. The content includes, but is not limited to, employability skills, safe and efficient work practices, blueprints reading, identifying metals and basic shop skills.
Lab activities are an integral part of this program and provide instruction in the various processes, use of current industry standards, practices, and techniques. This program involves a combination of hands-on lab work and related classroom instructions. While not required for employment, students will receive OSHA 10 safety training and CPR First Aid training.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting. A diploma will be awarded upon graduation.

Career Outcomes* (SOC Codes 51-4122.00, 51-4121.00)
The Welding program prepares the student for entry-level positions, such as: Assembly Line Brazer, Brazer, Fabrication Welder, Maintenance Welder, MIG Welder (Metal Inert Gas Welder), Solderer, TIG Welder (Tungsten Inert Gas Welder), Welder, Welder Fitter, Braze Operator, Finishing Technician, Mig Welder, Robot Operator, Spot Welder, Brazing and machine setters, Welder fitters and tenders.

Program Outline:

Module Course Number	Course Title	Clock Hours[2]	Semester Credit Units
WD 110[3]	Welding Principles and Safety	80	3.0
WD 120	Welding Blueprint Reading and Planning	80	3.0
WD 130	Gas Metal Arc Welding	80	3.0
WD 140	Shielded Metal Arc Welding	80	3.0
WD 150	Flux Cored Arc Welding	80	3.0
WD 160	Gas Tungsten Arc Welding	80	3.0
WD 170	Welding Alloys	80	3.0
WD 180	Oxy-Fuel Welding and Cutting Processes	80	3.0
WD 190	Metal Fabrication and Lay-out	80	3.0
	Totals	**720 Clock Hours**	**27 Semester Credit Units**

[1]ACCSC campuses: Bakersfield, Fresno, Gardena, Riverside & Sacramento
[2]An additional 40 hours of outside work is assigned for each didactic module.
[3]All students must complete module WD 110 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field
** All students are eligible to enroll in hybrid and residential programs however VA Education benefits are only payable in the approved in-resident modality

Diploma Course Numbering

Courses are listed using the following numbering system:

AT	Automotive Technician courses
BA	Business Office Administration courses
CJ	Criminal Justice courses
DA	Dental Assistant courses
EL	Electrician Technician
MA	Medical Assistant courses
MB	Medical Billing & Insurance Coding courses
MOS	Medical Office Specialist
PT	Pharmacy Technician courses

100—199..... First level courses
Legend for breakdown of hours: 00/00 lec/lab/extern
Lec: lecture hours; Lab: laboratory hours; Extern: Externship hours

Course Descriptions

Automotive Technician

Module 4.0 units 40/40 lec/lab
AT110 Engine Theory and Systems
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT120 Electrical Theory and Diagnosis
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT130 Engine Performance and Ignition Systems
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT140 Fuel Systems and Emission Control
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT150 Steering, Suspension and Passenger Comfort
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT160 Brake Systems
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing, and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT170 Manual Transmissions
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT180 Automatic Transmissions
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly, and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
AT190 Preventative Maintenance and Hybrid Technology
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow, and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *There are no prerequisites.*

Business Office Administration

Module 4.0 units 40/40 lec/lab
BA110 Accounting Principles
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students will gain proficiency in QuickBooks and basic bookkeeping functions. AR/AP, invoicing, collections, cash receipts, financial statements, balance sheets, reconciliations. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA120 MS Excel Fundamentals
In this module students will learn common uses of Excel in an office environment such as such as creating address books, mailing lists, inventory lists, and tracking expenses. Students will learn about functions, formulas, and charts. Students will identify problems and structure spreadsheets to solve and display a solution. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA130 Spreadsheets for Finance
This module introduces students to the financial functionality of Microsoft Excel how to apply those skills to business applications such as reporting, and the automation of accounting and financial tasks. Students will learn the differences between Google Sheets, and Microsoft Excel. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA140 Business Applications
In this module's students will be introduced to various office applications and use of the applications in a business environment to create documents, publications, and complete tasks that require the use of a word processor. Students will develop proficiency in Microsoft Word, Adobe Acrobat, and Google Apps, will be explored. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA150 Office Administration
This module includes practical training in basic business functions of office operations Working knowledge of office equipment, like multifunction printer's mailroom equipment, shredder, and projectors. Students will learn how to schedule and set up meetings, business travel and office inventory. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA160 Customer Service & Ethical Business Practices
In this module students will learn about effective customer service with internal and external customers. Students will develop proficiency in Microsoft Outlook, learn conflict resolution methods, structuring information, problem solving, general practices in business etiquette (avoiding controversial subjects, discrimination). *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
BA170 Communications
Students will learn the principles and styles of effective written and verbal business communications and group presentations. Students will develop proficiency in Microsoft PowerPoint, Skype, and typing skills and learn to effectively use graphical representation, concise language, impactful body language, and voice tone when presenting & communicating and text and phone etiquette. *There are no prerequisites.*

Module 5.55 units 250 extern hours
BA190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up.

Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 though 170

Module 5.50 units 250 extern hours
BA190 Externship (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 though 170

Criminal Justice

Module 4.0 units 40/40 lec/lab
CJ 110 Private Security
This course explores private security through an in-depth examination of the various operations conducted by private security professionals. Students explore the origin and history of private security and evaluate the business and ethical concepts involved in security. Potential civil and criminal liability issues as well as the legal powers of private security officers are covered. The fields of Private Security are compared and contrasted. In addition, students are trained on legal aspects, Patrol techniques, Report Writing, liability, and company requirements relating to the arrest of an individual utilizing the Department of Consumer Affairs' Powers of Arrest Training Manual. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 120 Corrections
This course explores the programs, services, facilities, and organizations responsible for managing people accused, or convicted, of committing crimes. Students will compare and contrast theories of corrections as well as develop practical skills in prisoner management. The difference between detention facilities, Jail facilities, and correctional facilities will be identified. Ethical and legal implications faced in corrections and detention systems will also be assessed. In addition, students are trained in the use of Handcuffs, ankle cuffs, Chemical Agents and how to apply, decontaminate, document, and report them. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 130 Crime Scene Technology
In this course students will practice and develop skills in basic forensic and crime scene processing activities that may be used to investigate crimes and accidents, or for other risk management related investigations on scene. Students will learn the fundamentals of recovering fingerprints, blood spatter, ballistics, crime scene sketching and incident scene protection and security. Also, collection, and preservation of evidence, as well as entomology and trace evidence and the importance of both. How to interview witnesses, search for suspects, make arrests, interrogate suspects, identify leads, and maintain a chain of custody. Emphasis is placed on communication skills, professional conduct and problem-solving skills that play a vital role when working at a crime scene. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 140 Investigations and Surveillance
This course teaches the fundamental details of how criminal investigations are conducted and what role, evidence, information, surveillance, and undercover operations play in them. Students will be introduced to commonly used tools, techniques, and methods of investigation, such as crime scene evidence, reports, and interrogations. Students will also learn to distinguish between different types of investigations depending on the kind of incident or crime. Students will progress from a simple trespass incident to an advanced robbery/ shooting investigation. Emphasis will be placed on workplace soft skills which are of particular importance in an investigation including effective communication with others, conflict resolution, problem solving, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 150 Legal Studies for Justice and Security
This course will introduce the student to the Criminal Law system. The student will gain an appreciation for the manner in which the criminal law is applied to uncover justice in our society. Students learn the classification of law, Part 1 crimes and the elements that define those laws and their statute of limitations. The student will learn Constitutional law including amendments, warrants, and their exceptions, as well as exigent circumstances. The student will explore case law and develop an understanding for "letter of the law" and "spirit of the law". The aspects of Liability and criminal liability will be discussed along with the defenses used against liability. The state of American Law, the court system, and the corrections system are covered, as are methods of measuring crime and victimization. Students will also consider new and emerging challenges for the criminal justice system. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 160 Homeland Security and Terrorism
This course is a study of the nature of terrorism, its past and present, and the measures being taken to fight and prevent it. Students learn the underlying reasons for terrorist activities, the methods used by terrorists, the sources of financing for terrorists, as well as the role of the media in terrorism. The terrorist activities of the past and the most current terrorist issues of today are examined. A detailed overview of the methods used to counter terrorism is also provided, with particular emphasis on Homeland Security. Students will learn the importance of Threat Assessment and how they are conducted. Throughout the course emphasis is placed on interpersonal skills such as communication with co-workers, superiors, and others, problem solving, and conflict resolution are typical within the workplace setting. In addition, students are trained on the observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 170 Criminology
This course focuses on the concepts and theories relating to the nature and extent of crime. This topic is examined in the context of the legal system as well as from the perspective of the victim. Students explore the psychology studies as well as the profiling of these defiant behaviors and lifestyles associated with crime. Students will understand the advantages and disadvantages of profiling human behavior and the causes of crime. Students will explore some of the dark sides to defiant crime behavior to distinguish between different types of defiant exotic crime. The role and function of the criminal justice system is also presented as it pertains to success to rehabilitation of these people and the eventual warehousing of many.
There are no prerequisites.

Module 4.0 units 40/40 lec/lab
CJ 180 Gangs and Drugs
This course focuses on gangs and their criminal activity in American society. The underlying reasons for the existence of gangs in society are explored as well as the strategies for preventing and eliminating them. Students also learn to distinguish between different types of street drugs associated with the gang subculture, explain the threats and dangers they pose, as well as identifying the connection with prison gangs and the law enforcement measures used to prevent their proliferation. An analysis of drugs in the workplace, their policy, and an explanation of the sociology and psychological effects of drug abuse. The enforcement options are also included along with ethical and legal implications faced in controlling gangs and their drug trade in corrections and the detention system. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
CJ 190 Communications for Security Professionals
In this course students learn the most important skills required in justice and security and that is communications. The various methods and means of communication are studied and practiced, including verbal and non-verbal. Students learn the communication techniques used in interviewing and interrogating criminals, suspects, and witnesses. The use of modern technology in communications is discussed, as well as the issue of communicating with special groups in terms of age and cultural diversity. Students will also learn the art of security emergency dispatching. Students will learn radio codes and how to operate a portable radio. Students will be exposed to handling domestic violence situations, missing persons, as well as Critical Incident situations. The use of modern technology in communication is discussed and practiced in lab, as well as special groups, age specific challengers and cultural diversity. *There are no prerequisites.*

Dental Assistant

Module 4.5 units 50/40 lec/lab
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession in the State of California. Career skills, basic keyboarding and computer skills taught relate to the dental office. *There are no prerequisites; however, all students must begin the DA program in this module.*

Module 4.5 units 50/40 lec/lab
DA 120 Dental Anatomy and Physiology
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral

camera. Students will practice placing and activating chairside whitening with a non-laser light curing device Introduction of tooth morphology, oral structures, and oral pathology are presented.
Prerequisite: Module DA110

Module 4.5 units 50/40 lec/lab
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. In order to successfully pass this module, students must conduct two bitewing and two full mouth x-rays utilizing manikins; and perform four clinical patient skill assessment evaluations.
Prerequisite: Module DA110

Module 4.5 units 50/40 lec/lab
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns.
Prerequisite: Module DA110

Module 4.5 units 50/40 lec/lab
DA 150 Preventative Dentistry
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. In order to successfully pass this module, students must perform the following: Coronal Polishing procedures on manikins and three clinical patients; and Pit and Fissure procedures on manikins and four clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.
Prerequisite: Module DA110

Module 4.5 units 50/40 lec/lab
DA 160 Dental Specialties
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments.
Prerequisite: Module DA110

Module 4.5 units 50/40 lec/lab
DA 170 Prosthodontics/Administrative Assistant
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office.
Prerequisite: Module DA110

Module 3.5 units 170 extern hours
DA 190 Externship
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 - 170

Electrician Technician

Module 4.0 units 40/40 lec/lab
EL110 Basic Safety
This course is an industry-designed course covering safety topics specific to the construction industry. This provides the electrical worker with instruction in general construction site safety, measurements, and formulas, use of hand and power tools, interpretation of blueprints, basic rigging techniques and methods used to move equipment and materials. In this course the student will be taught basic math for calculation and accurate measurements.
Additionally, this course provides students with training in OSHA 10 regulations and CPR for safety and health in the construction industry, as well as safe working practices for electricians servicing electrically live installations mandated by NFPA 70. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
EL120 Introduction to Electrical Theory
This course will provide instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. Also, this course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three phase motors, capacitor start/run motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
EL130 Flexible Cables/Conduit Bending and Raceways
This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. This course will provide hands-on applications in the installation of conduits in both metallic with other raceways commonly used in commercial electrical wiring. Students will perform the mechanics of bending to form different types of bends.
There are no prerequisites.

Module 4.0 units 40/40 lec/lab
EL140 Residential Applications
This course will provide instruction on various flexible conduits. It will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols, and prints, along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment.
Prerequisite: EL110, EL120, and EL130

Module 4.0 units 40/40 lec/lab
EL150 Commercial Applications
This course gives the student an introduction to commercial wiring methods and three phase electrical distribution systems. The course will help the student read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder, and branch circuit requirements. It also establishes the principles of proper maintenance and troubleshooting.
Prerequisite: EL110, EL120, and EL130

Module 4.0 units 40/40 lec/lab
EL160 Low Voltage Applications
This course provides an overview of the alarm, telecommunications, and entertainment electronics industries from a technician's perspective. It covers the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems. It also provides information and detail instruction for selecting, installing, testing, and terminating devices on various cables used in low voltage work.
Prerequisite: EL110, EL120, and EL130

Module 4.0 units 40/40 lec/lab
EL170 Motor and Industrial Motor Controls
This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. It will provide the students with a working knowledge of industrial motor controls.
Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include timers,
Start and stop switches, pressure, temperature, and other sensors along with many others that challenge today's electricians and instrumentation technicians.
Prerequisite: EL110, EL120, and EL130

Module 4.0 units 40/40 lec/lab
EL180 Programmable Logic Controls
This course introduces the students to the principles of solid-state control and examines various applications that are relevant to the electrician. It introduces the students to electricity and semiconductor fundamentals. Students will identify, test, and work with components that explain basic digital logic elements, flip-flops, shift registers and counter, the function and purpose of programmable logic

controllers (PLC), different numbering systems used in PLCs, and the hardware and software use in PLCs.
Prerequisite: EL110, EL120, and EL130

Module 4 units 40/40 lec/lab
EL190 Solar Electric Applications
This course provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture and hands on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy system's conceptual, mechanical, and electrical design, with an emphasis on wiring and electrical issues.
Prerequisite: EL110, EL120, and EL130

Heating, Ventilation and Air Conditioning

Module 4.0 units 40/40 lec/lab
HVC 130 Basic Electricity, Motors, and HVAC Controls
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. *Prerequisite None*

Module 4.0 units 40/40 lec/lab
HVC 135 Basic Refrigeration Theory and Application
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course. *Prerequisite: None*

Module 4.0 units 40/40 lec/lab
HVC 140 Air Conditioning, Troubleshooting and Heat Pump Systems
This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychometrics, residential and light commercial air conditioning equipment types, and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems. *Prerequisites: HVC 130, HVC 135*

Module 4.0 units 40/40 lec/lab
HVC 145 Heating Systems
This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting.
Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
HVC 150 Duct Design, Blueprint Reading, and Load Calculation
This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations.
Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
HVC 155 Commercial Refrigeration Systems
This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered.
Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
HVC 160 Specialized Commercial Equipment and Green Awareness
This course is designed familiarize students with the specialized refrigeration equipment principles that they will face in the industry and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness.
Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
HVC 165 Regulation and Building Automation
This course prepares students for the EPA Section 608 certification exam, which permits the handling and transporting of refrigerants. Content covers legacy refrigerants including HCFC-22 (R-22) and R-410A, as well as current low global warming potential (Low-GWP)

alternatives, including A2L refrigerants. Emphasis is placed on safe handling practices for both traditional and mildly flammable A2L refrigerants, compliance with EPA regulations under the AIM Act and Technology Transitions rules, and OSHA standards. The course also introduces building automation systems and modern controls used in building maintenance.
Students are prepared for the Low-GWP Refrigerant Safety certification.
Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
HVC 170 Electrical and Mechanical Troubleshooting
This course is designed to help the students, troubleshoot, and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer.
Prerequisites: HVC 130, HVC 135

Medical Assistant

Module 4.0 units 40/40 lec/lab
MA 110 Administrative Medical Assisting Duties
In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 120 Introduction to Anatomy & Physiology
During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 130 Office Environmental Safety, Infection Control and Laboratory
This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back-office check-in and checkout procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 140 Psychology and Special Senses
Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 150 Medical Management
This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body.

This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back-office check-in and checkout procedures. *There are no prerequisites.*

Module 5.55 units 250 extern hours
MA 190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110-170

Module 5.50 units 250 extern hours
MA 190 Externship (ACCSC Accredited Campuses)
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Prerequisite: Successful completion of modules 110-170

Medical Billing and Insurance Coding

Module 4.0 units 40/40 lec/lab
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations, and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice, and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems.
There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans, and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system, and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics, and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. *There are no prerequisites.*

Module 5.55 units 250 extern hours
MB 190 Externship (ACCET Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation, and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite Successful Completion of Modules 110-170

Module 5.50 units 250 extern hours
MB 190 Externship (ACCSC Accredited Campuses)
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation, and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite Successful Completion of Modules 110-170

Medical Office Specialist

Module 4.0 units 40/40 lec/lab
MOS 110 Health Care Fundamentals
In this module, the student will get an orientation to the medical office environment. The student will study professional behaviors and communications for the health care environment. Federal and state regulatory guidelines, including HIPAA, are also discussed. Students will learn basic skills needed for rooming patients, including interview techniques, vital signs, and infection control. The student will practice asepsis techniques, vital signs, and interviewing patients in the laboratory setting. The student will also work with electronic health record and MS Word. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 120 Medical Record Management
In this module, the student will learn the components of the medical record and important legal documents required from patients. Electronic medical records, along with medical office computerization, computer security, and system maintenance will be discussed. Students will learn about the paper medical record, filing systems, and maintaining paper records. The student will study the anatomy, physiology, pathology, and related medical terminology of the muscular and skeletal system. The student will practice filing methods, completing medical office required documents, electronic medical record scenarios, and MS Word and computer skills in the laboratory setting. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 130 Medical Office Reception
In this module, the student will get an orientation to the medical office receptionist position. The student will learn reception procedures, including telephone etiquette, methods to handle incoming calls, appointment scheduling, mail processing, and document creation. The student will study the anatomy, physiology, pathology, and related medical terminology of the senses and the circulatory and respiratory systems. The student will practice creating and maintaining appointment schedules, handling phone calls, processing mail, composing letters and documents and computer skills in the laboratory setting. The student will utilize MS Word and electronic health record during this course. In addition, computer

skills and principles of Skills for Workplace Success will be reviewed. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 140 Dental Office Procedures
In this module, the student will get an orientation to the dental reception procedures. The student will study dental basics, including dental anatomy, number systems, charting methods, and dental procedures. The student will learn dental specific activities, including telephone and scheduling management, patient and staff communication, computerized and paper record systems, inventory management, financial arrangements, and insurance processing. The student will practice dental receptionist duties and utilize dental practice management software. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 150 Medical Insurance
In this module, the student will learn the basics of medical insurance typically seen in the medical office. Types and sources of insurance, claim submission methods, federal legislation that impacts insurance and reimbursement procedures are discussed. Students learn concepts related to traditional fee-for-service plans, managed care procedures, Medicaid and Medicare regulations, military carriers, workers' compensation, and disability insurance. In the laboratory setting, the student will practice preparing claim submissions for various coverage. The student will practice using MS Excel and electronic health record. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 160 Medical Office Finance
In this module, the student will learn diagnostic and procedural coding, along with reimbursement systems and managing practice finances. The student will study bookkeeping procedures, banking activities and petty cash fund procedures. The billing process, account aging, and collection activities are discussed along with applicable federal legislation. The student will study the anatomy, physiology, pathology, and related medical terminology of the endocrine, integumentary, and nervous systems. The student will practice procedural and diagnostic coding, bookkeeping, and banking activities, collection procedures, and computer skills in the laboratory setting. The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
MOS 170 Office Management and Emergency Procedures
In this module, the student will learn the duties of an office manager and how to assist with emergencies in the medical office. CPR, first aid, OSHA safety precautions, emergency preparedness, and guidelines for providing emergency care are discussed. The student will learn how to maintain the office, provide routine maintenance to office equipment, perform inventory, and methods to monitor environmental safety. The student will study the anatomy, physiology, pathology, and related medical terminology of the digestive, urinary, and reproductive systems. The student will practice CPR and first aid procedures, emergency preparedness activities, and office management duties in the laboratory setting. The student will also work with electronic health record and MS Excel. *There are no prerequisites.*

Module 5.55 units 250 Externship Hours
MOS 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. In this module, the student will apply the knowledge and skills learned in the prior modules to real life experiences. The externship includes an experience in an ambulatory health care setting, focusing on duties of the administrative medical assistant with an emphasis on office duties, insurance processing, and billing procedures. The student will also learn employment seeking skills, including resume building, interviewing skills, and professional dress. This externship is a nonpaid experience. Satisfactory completion of practicum is required for graduation.
Prerequisite: Successful completion of modules MOS 110-170.

Pharmacy Technician

Module 4.0 units 40/40 lec/lab
PT 110 Hospital Procedures and Sterile Preparations
The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Identify and define the responsibilities and task in an institutional setting as well as identify different regulatory agencies, standards and procedures, automated dispensing systems, floor stock, hazard and nonhazardous IV preparations, tracking controlled substance, communication between Pharmacy and nursing staff in a hospital setting. Students will be able to differentiate between the various causes of medication errors and what causes them, necessity of reporting medication errors and the organizations/groups that track errors, list the five patient's rights. Students will also learn the major components of the hematological system and recognize drugs used to treat the conditions associated the hematological system. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 120 Internal Medicine
The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 130 Pharmacy Law
The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 140 Pharmacology and Compounding
The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 150 Drug Administration and Information
The module covers Dosage Forms and Routes, pharmacokinetics, pharmacodynamics, medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 160 Retail Pharmacy Procedures
The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 170 Additional Settings and OTC Medications
The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins, and minerals, and anti-inflammatory and antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital and retail procedures, and overall professionalism. *There are no prerequisites.*

Module 4.0 units 40/40 lec/lab
PT 180 Health Insurance & Billing
The module covers the basics of health insurance including how to handle insurance claims in pharmacy settings. Students will learn pharmacy billing in various pharmacy settings and how to expedite the handling and processing of online insurance claims. In addition, students will learn how to manage rejected claims, the differences between private insurance and managed care and how managed care options affect reimbursement. In addition, students will learn about the many types of managed care plans and government managed insurance programs, along with content about various prescription payment methods including the essentials of Medicare policies and regulations, payment, and reimbursement. *There are no prerequisites.*

Module 2.5 units 120 extern hours
PT 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110-180.

Welding

Module 3.0 units 20/60 lec/lab
WD 110 Welding Principles and Safety

This module introduces the students to the basic principles of Welding, the different welding processes, and employment in welding. The module will address workplace safety and safe operating procedures. Additionally, this module provides students with training in OSHA 10 regulations and CPR First Aid training. Students will be instructed on storing and moving equipment, shielding gasses, and storing fluids in a safe manner. This module also teaches the safe use of many welding tools and the different types of welding equipment. This course will cover the characteristics of hazardous wastes and its safe handling, storage, and disposal. *There are no prerequisites.*

Module 3.0 units 20/60 lec/lab
WD 120 Welding Blueprint Reading and Planning
This module teaches students the basic elements of a welding blueprint, which consists of drawings and welding symbols, and how to read them. The module introduces students to planning procedures including reading a working drawing, selecting materials and procedural steps. Students read and apply a drawing to a project. *Prerequisite: WD 110.*

Module 3.0 units 20/60 lec/lab
WD 130 Gas Metal Arc Welding
This module teaches students the gas metal arc welding (GMAW) or MIG welding process, including equipment, welding terms and safety procedures. Students will learn setup, operation and perform bead, single and multiple pass butt and tee, lap and outside corner welds in the flat, horizontal positions. Students will learn how to produce single V-groove butt joint welds in the vertical up, flat, and overhead position. Fillet lap and T-joint welds in the horizontal and vertical down position will be included. Students will also be able to utilize the spray transfer method to produce fillet lap joint welds in the flat and horizontal position and single V-groove welds in the flat position.
Prerequisite: WD 110.

Module 3.0 units 20/60 lec/lab
WD 140 Shielded Metal Arc Welding
This module teaches students the shielded metal arc welding (SMAW) process utilizing low-hydrogen (E-7018) and non-low-hydrogen (E-6010) electrodes, including, various welding equipment, welding terms and safety procedures. Students will learn how to strike and control arc to produce quality welds. Students will learn how to deposit a pad of beads in the flat position. Students will be able to produce lap joint fillet welds in the horizontal position and a padded plate of beads in the flat position. Students will learn how to produce fillet welds in lap and T-joints, stringer beads, and square-groove welds in butt joints using the shielded metal arc welding process. Multi-pass fillet welds in lap and T-joints will be covered. *Prerequisite: WD 110.*

Module 3.0 units 20/60 lec/lab
WD 150 Flux Cored Arc Welding
This module teaches students the flux cored arc welding (FCAW) process, including equipment, welding terms and safety procedures. Students will learn how to produce single-V-groove butt joint welds using self-shielded tubular electrode wire. Students will also produce fillet weld lap joints and single-V-groove butt joints with metal-cored wire and single-V-groove welds in butt joints.
Prerequisite: WD 110

Module 3.0 units 20/60 lec/lab
WD 160 Gas Tungsten Arc Welding
This module teaches students the gas tungsten arc welding (GTAW) process including equipment, terms, and safety procedures. Students will learn how to setup, adjust, and shut down gas tungsten arc welding equipment. Students will be able to deposit stringer beads in the flat position, produce fillet welds in lap joints, butt joints, corner joints, and tee joints.
Prerequisite: WD 110.

Module 3.0 units 20/60 lec/lab
WD 170 Welding Alloys
This module teaches the fundamental principles of joining ferrous and non-ferrous alloys, including equipment, welding terms and safety procedures. Students will learn how to use the correct tools and equipment for cutting and beveling joint during fabrication. Metallurgy will also be covered.
Prerequisite: WD 110.

Module 3.0 units 20/60 lec/lab
WD 180 Oxy-Fuel Welding and Cutting Processes
In this module students will be introduced to the oxy-fuel welding process and other less common processes along with their most common usages in the industry. Cutting processes along with their advantages and disadvantages will be described. Students will learn how to produce fillet welds in lap and T-joints, stringer beads, and square-groove welds in butt joints using the shielded metal arc welding process. Multi-pass fillet welds in lap and T-joints will be covered.
Prerequisite: WD 110.

Module 3.0 units 20/60 lec/lab
WD190 Metal Fabrication and Lay-out
This module introduces students to the principles and practices of metal fabrication including layout and design techniques, while emphasizing proper operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to basic design

techniques used to fabricate basic metal projects, measurement, basic shop math, and related trade applications. *Prerequisite: WD 110.*

Program Tuition

Program Tuition Tables

Program**	Student Tuition Recovery Fund+*	Tuition Charge	Total Charges for the Program [1, 2, 3]	Cost Per Credit
Automotive Technician	$0.00	$21,500.00	$21,500.00	$597.22
Business Office Administration Diploma	$0.00	$19,900.00	$19,900.00	$593.32
Criminal Justice Diploma	$0.00	$19,900.00	$19,900.00	$552.78
Dental Assistant Diploma	$0.00	$20,900.00	$20,900.00	$597.14
Electrician Technician	$0.00	$21,500.00	$21,500.00	$597.22
Medical Assistant Diploma	$0.00	$20,900.00	$20,900.00	$623.14
Medical Billing and Insurance Coding Diploma	$0.00	$19,900.00	$19,900.00	$593.32
Medical Office Specialist	$0.00	$19,900.00	$19,900.00	$593.32
Pharmacy Technician Diploma	$0.00	$19,900.00	$19,900.00	$568.57
Heating, Ventilation and Air Conditioning Diploma	$0.00	$21,500.00	$21,500.00	$597.22
Welding	$0.00	$21,500.00	$21,500.00	$796.30

+The State of California Student Tuition Recovery Fund (STRF)
Non- Refundable Fees
**** Not all programs are offered at all locations.***
[1] Total charges include the tuition, books, supplies, and uniforms.
[2] Total charges for a period of attendance and schedule of total charges for the entire educational program.

Academic Calendar
2026

Academic Calendars

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday		In Service	School Breaks		
A	01/12/2026 - Mon	02/09/2026 - Mon	02/09/2026 - Mon	01/18/2026 - Sun	01/26/2026 - Mon	01/19/26-Mon	MLK BIRTHDAY				
B	01/28/2026 - Wed	02/24/2026 - Tue	02/24/2026 - Tue	02/03/2026 - Tue	02/10/2026 - Tue						
A	02/11/2026 - Wed	03/10/2026 - Tue	03/10/2026 - Tue	02/17/2026 - Tue	02/24/2026 - Tue						
B	02/25/2026 - Wed	03/24/2026 - Tue	03/24/2026 - Tue	03/03/2026 - Tue	03/10/2026 - Tue						
A	03/11/2026 - Wed	04/08/2026 - Wed	04/07/2026 - Tue	03/17/2026 - Tue	03/24/2026 - Tue	04/03/26-Fri	SPRING HOLIDAY				
B	03/26/2026 - Thu	04/23/2026 - Thu	04/22/2026 - Wed	04/01/2026 - Wed	04/09/2026 - Thu	04/03/26-Fri	SPRING HOLIDAY				
A	04/09/2026 - Thu	05/06/2026 - Wed	05/06/2026 - Wed	04/15/2026 - Wed	04/22/2026 - Wed						
B	04/27/2026 - Mon	05/22/2026 - Fri	05/21/2026 - Thu	05/03/2026 - Sun	05/10/2026 - Sun						
A	05/11/2026 - Mon	06/08/2026 - Mon	06/08/2026 - Mon	05/17/2026 - Sun	05/24/2026 - Sun	05/25/26-Mon	MEMORIAL DAY				
B	05/28/2026 - Thu	06/24/2026 - Wed	06/24/2026 - Wed	06/03/2026 - Wed	06/10/2026 - Wed						
A	06/10/2026 - Wed	07/08/2026 - Wed	07/07/2026 - Tue	06/16/2026 - Tue	06/23/2026 - Tue	07/03/26-Fri	INDEPENDENCE DAY				
B	06/29/2026 - Mon	07/27/2026 - Mon	07/23/2026 - Thu	07/06/2026 - Mon	07/13/2026 - Mon	07/03/26-Fri	INDEPENDENCE DAY				
A	07/09/2026 - Thu	08/05/2026 - Wed	08/05/2026 - Wed	07/15/2026 - Wed	07/22/2026 - Wed						
B	07/29/2026 - Wed	08/25/2026 - Tue	08/25/2026 - Tue	08/04/2026 - Tue	08/11/2026 - Tue						
B	08/27/2026 - Thu	09/24/2026 - Thu	09/24/2026 - Thu	09/02/2026 - Wed	09/10/2026 - Thu	09/07/26-Mon	LABOR DAY				
B	09/28/2026 - Mon	10/23/2026 - Fri	10/22/2026 - Thu	10/04/2026 - Sun	10/11/2026 - Sun						
B	10/26/2026 - Mon	11/20/2026 - Fri	11/19/2026 - Thu	11/01/2026 - Sun	11/08/2026 - Sun						
B	11/23/2026 - Mon	12/23/2026 - Wed	12/22/2026 - Tue	12/04/2026 - Fri	12/11/2026 - Fri				11/25/26-Wed	11/29/26-Sun	BREAK
B	12/28/2026 - Mon	01/27/2027 - Wed	01/26/2027 - Tue	01/05/2027 - Tue	01/12/2027 - Tue	31/26, 1/1/27, 1/18/27	WINTER HOLIDAY				

Weekend:

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday	In Service	School Breaks		
WKND	01/24/2026 - Sat	02/20/2026 - Fri	02/20/2026 - Fri	01/30/2026 - Fri	02/06/2026 - Fri					
WKND	02/21/2026 - Sat	03/20/2026 - Fri	03/20/2026 - Fri	02/27/2026 - Fri	03/06/2026 - Fri					
WKND	03/21/2026 - Sat	04/24/2026 - Fri	04/24/2026 - Fri	03/27/2026 - Fri	04/03/2026 - Fri			04/04/2026 - Sat	04/10/2026 - Fri	BREAK
WKND	04/25/2026 - Sat	05/22/2026 - Fri	05/22/2026 - Fri	05/01/2026 - Fri	05/08/2026 - Fri					
WKND	05/23/2026 - Sat	06/19/2026 - Fri	06/19/2026 - Fri	05/29/2026 - Fri	06/05/2026 - Fri					
WKND	06/20/2026 - Sat	07/24/2026 - Fri	07/24/2026 - Fri	06/26/2026 - Fri	07/03/2026 - Fri			07/04/2026 - Sat	07/10/2026 - Fri	BREAK
WKND	07/25/2026 - Sat	08/21/2026 - Fri	08/21/2026 - Fri	07/31/2026 - Fri	08/07/2026 - Fri					
WKND	08/22/2026 - Sat	09/18/2026 - Fri	09/18/2026 - Fri	08/28/2026 - Fri	09/04/2026 - Fri					
WKND	09/19/2026 - Sat	10/16/2026 - Fri	10/16/2026 - Fri	09/25/2026 - Fri	10/02/2026 - Fri					
WKND	10/17/2026 - Sat	11/13/2026 - Fri	11/13/2026 - Fri	10/23/2026 - Fri	10/30/2026 - Fri					
WKND	11/14/2026 - Sat	01/08/2027 - Fri	01/08/2027 - Fri	11/20/2026 - Fri	12/11/2026 - Fri			11/21/2026 - Sat	12/04/2026 - Fri	BREAK
								12/19/2026 - Sat	01/01/2027 - Fri	BREAK

UEI COLLEGE

Bakersfield Campus Faculty / Staff List

Executive Director: **Dr. Krysten Stone, Ed. D**

Admissions
Director of Admissions: Erika Soltero

Operations Administrator: Loana Howell

Career Services
Senior Director of Career Services: Erica Betancourt
Associate Director of Career Services: Elwin Rios

Registrar: Makalah Bivens

Education
Interim Director of Education: Tasha Armstead
Associate Director of Education: Scot Kimble
Associate Director of Student Affairs: Sheila Lopez

Student Financial Services
Director of Student Finance: Jennifer Baker
Associate Director of Student Finance: Alicia Sweaney

Faculty

Automotive Technician

Gilberto Galvan - (Full Time)
Degree/Certifications: N/A
Professional Experience: 20 years
Manuel Aragoneses - (Full Time)
Degree/Certifications: N/A
Professional Experience: 4 years
Richard Boyd - (Full Time)
Degree/Certifications: N/A
Professional Experience: 5 years
Clemente Ramos - (Part Time)
Degrees/Certifications: N/A
Professional Experience: 4 years
Maine Numi - (Part Time)
Degrees/Certifications: N/A
Professional Experience: 12 years
Luis De La O - (Part Time)
Degrees/Certifications: N/A
Professional Experience: 5 years
Alfonso Moreno – (Part Time)
Degrees/Certifications: N/A
Professional Experience: 11 years

Business Office Administration

Jesse Dillon - (Part Time)
Azusa Pacific College: MA Organizational Management
Professional Experience: 20 years

Criminal Justice

Otis Whinery - (Part Time)
Bakersfield College: AA Criminology
Certifications: BSIS
Professional Experience: 34 years
Mark Williams - (Substitute)
Certifications: BSIS
Professional Experience: 13 years
Robert Espinoza - (Part Time)
Capella University: Doctor of Psychology
Capella University: MA Public Administration
California State University Bakersfield: BA Criminal Justice
Bakersfield College: AA Administration of Justice
Certifications: N/A
Professional Experience: 15 years

Dental Assistant

Cynthia Sanchez-Guzman (CDC)
San Joaquin Valley College: Dental Assistant Diploma
Certifications: RDA
Professional Experience: 32 years
Priscilla Medina - (Full Time)
Degree/Certifications: N/A
Certifications: RDA
Professional Experience: 17 years
Regina Rosales Kehagias (Part Time)
San Joaquin Valley College: Dental Assistant Diploma
Certifications: RDA
Professional Experience: 20 years
Bryanna Brooks (Full Time)
UEI College: Dental Assistant Diploma
Certs: RDA
Professional Experience: 3 years
Francine Rendon (Full Time)
UEI College: Dental Assistant Diploma
Certs: RDA
Professional Experience: 4 years
Gina Couch (Part Time)
Taft College A, A., Liberal Arts
Taft College, A.S., Criminal Justice
San Joaquin Valley College Certificate in Dental Assisting
Certs: RDA
Professional Experience: 8 years

Heating Ventilation & Air Conditioning

Roel Rodriguez - (Full Time)
San Joaquin Valley College: AS degree in HVAC
Certifications: EPA Certified
Professional Experience: 7 years
James Ramirez - (Full Time)
San Joaquin Valley College: AS degree in HVAC
Certifications: EPA Certified
Professional Experience: 17 years
Benjamin Ossai - (Full Time)
Bakersfield College, AS Degree in HVAC
University of Washington, BA Degree in American Ethnic Studies
Certifications: EPA Certified
Professional Experience: 4 years
Felipe Grahiola - (Full Time)
Certifications: EPA Certified
Professional Experience: 8 years

UEI COLLEGE

Russel Litch - (Full Time)
Perfect Technician Academy: HVAC-R Diploma
Certifications: EPA Certified
Professional Experience: 4 years
Juan Flores- (Part Time)
UEI College HVAC -Diploma
Certifications: EPA Certified
Professional Experience: 6 years
Jim Peters- (Full Time)
UEI College HVAC -Diploma
Certifications: EPA Certified
Professional Experience: 4 years
Roger Allen- (Full Time)
Certifications: EPA Certified
Professional Experience: 30 years

Medical Assistant

Victor Juarez - (Full Time)
Regional Occupational Center: Medical Assistant Certificate
Professional Experience: 8 years
Carrie Young - (Full Time)
Santa Barbara Business College: Medical Assisting Diploma
Professional Experience: 24 years
Jeniffer Tafao- (Part Time)
Taft College: AA Degree in Communication
Professional Experience: 15 years
Johnnie Portis - (Full Time)
Degrees/Certifications: N/A
Professional Experience: 17 years
Chantal Abarca – (Substitute)
Degrees/Certifications: N/A
Professional Experience: 9 years
Sarah Mora- (Part Time)
Degree/Certifications: N/A
Professional Experience: 17 years
Bethany Delaney- (Part Time)
Degree/Certifications: N/A
Professional Experience: 5 years
Francisa Lohmann – (Part Time)
Maric College Medical Assistant Program Diploma
Professional Experience: 23 years

Medical Billing & Insurance Coding

Alexandria Childers - (Part Time)
Degree/Certifications: N/A
Professional Experience: 15 years
Simran Mahal - (Full Time)
Degree/Certifications: N/A
Professional Experience: 15 years
Sarah Mora- (Part Time)
Degree/Certifications: N/A
Professional Experience: 17 years
Tambra Walker- (Substitute)
Degree/Certifications: N/A
Professional Experience: 30 years

Electrical Technician

Gary Pope - (Part Time)
Degree/Certifications: N/A
Professional Experience: 41 years
Todd Clinton- (Full Time)
Degree/Certifications: N/A
Professional Experience: 28 years
George Irimia - (Full Time)
Degree/Certifications: N/A
Professional Experience: 9 years
Jimmy Telan - (Full Time)
Degree/Certifications: N/A
Professional Experience: 11 years
Christopher West - (Full Time)
Degree/Certifications: N/A
Professional Experience: 7 years
Hyrum Herrera - (Full Time)
Southern California Institute of Technology: BS Degree in Electrical Engineering
Certifications: General Electrician
Professional Experience: 8 years
Nicolas Farley - (Full Time)
Degree/Certifications: General Electrician
Professional Experience: 8 years
Dennis Keehn - (Substitute)
Degree/Certifications: N/A
Professional Experience: 10 years
Gregory Martinez - (Full Time)
Degree/Certifications: N/A
Professional Experience: 7 years
Jacob Wanamaker – (Part Time)
Degree/Certifications: N/A
Professional Experience: 10 years

UEI COLLEGE

Chula Vista Campus Faculty / Staff List
Campus Executive Director: **Serica Martinez-Ervin**

Admissions
Director of Admissions: Aracely Yankajtis
Associate Director of Admissions – Monica Lopez

Operations Administrator
Cynthia Muennich

Registrar
Oscar Navarro

Career Services
Director of Career Services: Claudia Meyer
Associate Director of Career Services: Ronda Gordon

Education
Director of Education: Karla Lara
Associate Director of Education: Richard Luis
Associate Director of Student Affairs: Yvette Smith

Student Financial Services
Director of Student Finance: Open
Associate Director of Student Finance: Kaytee Harp

Faculty

Automotive Technician

Stephen Keevil
Degree/Certification: Miramar College- Associate's in science administration of justice
Certs: ASE Certified, Tune up and emissions control systems
Professional Experience: 35 years

Eric Benner
Professional Experience: 36 years

Adan Martinez
Professional Experience: 9 years

Luis Martinez
Professional Experience: 6 years

Jose Sainz
Degree/Certifications: San Diego City College-Automotive Technician
Certs: ASE
Professional Experience: 7 years

Jorge Talamantes
Professional Experience: 7 years

Adam Lossing
Degree / Certification: ASE, BAR
Professional Experience: 13 years

Criminal Justice

Jose Bielma
Professional Experience: 37 years

Dental Assistant

Patricia Humphrey
Degree/Certifications: ROP-Dental Assistant Diploma
Certs: RDA
Professional Experience: 19 years

Angelica Ivey
Degree/Certifications: Bryman College-Dental Assistant Diploma
Certs: RDA
Professional Experience: 20 years

Zelma Leon
Certs: RDA
Professional Experience: 12 years

Beatriz Sanchez
Degree/Certifications: Concorde Career Institute-Dental Assistant Diploma
Certs: RDA
Professional Experience: 17 years

Alexandra Simental (CDC)
Degree/Certifications: UEI College-Dental Assistant Diploma
Certs: RDA
Professional Experience: 20 years

Erika Javier
Certs: RDA
Professional Experience: 20 years

Electrician Technician

Enrique Carrillo
Certs: Electrical Journeyman
Professional Experience: 5 years

Richard Gomez
Professional Experience: 25 years

Richard Gutierrez
Professional Experience: 12 years

Charles Benker
Certs: Residential Electrician
Professional Experience: 6 years

Valentin Valdez
Degree/Certifications: University of Phoenix-BS Business Administration
Professional Experience: 15 years

Sebastian Sanchez
Degree/Certificates: San Diego City College-Electricity
Professional Experience: 5 years

Chase Gordon
Professional Experience: 5 years

Jose Francisco Cuevas
Professional Experience: 24 years

Mario Alonzo Leon Jr.
Professional Experience: 4 years

Daniel Mesa
Professional Experience: 10 years

Edward Ochoa
Professional Experience: 30 years

Shane Uriarte
Professional Experience: 21 years

UEI COLLEGE

Heating, Ventilation and Air Conditioning

Ammar Aldulaimi
Certs: ESCO: EPA 608, 410A
Professional Experience: 12 years

Jimmy Morales
Degree/Certification: The Refrigeration School: Associates—Mechanical Maintenance Engineering
Certs: EPA 608
Professional Experience: 5 years

Roman Sanchez
Certs: EPA 608 Universal
Professional Experience: 5 years

Jose Perez
Certs: EPA Universal
Professional Experience: 20 years

Heating, Ventilation and Air Conditioning (Continued)

Eduardo Escamilla
Certs: EPA 608 II, BLS
Professional Experience: 22 years

Nicholas Prusinowski
Certs: EPA 608, BLS
Professional Experience: 13 years

Mauricio Reyes
Certs: EPA 608, BLS
Professional Experience: 7 years

Edward Singh
Certs: EPA 608, BLS
Professional Experience: 20 years

Sergio Lopez
Certs: EPA Universal
Professional Experience: 20 years

Medical Assistant

Ana Lujano
Degree/Certifications: Kaplan College-Medical Assistant Diploma
Degree/Certifications: American Medical Technologist-RMA
Degree/Certifications: Career Education Colleges and Universities-Certified Higher Education Professional
Professional Experience: 18 years

Patricia Junquera
Certs: Certified Clinical Medical Assistant / BLS
Professional Experience: 27 years

Gamaliel Marroquin
Degree/Certifications: California Commission on Teacher Credentialing-Health Science & Medical Technology
Professional Experience: 10 years

Daysi Consuegra
Degree/Certification: UEI College—Medical Assistant Diploma
Cert: Medical Assistant, CPR
Professional Experience: 16 years

Brayan Martinez
Degree/Certification: UEI College-Medical Assistant Diploma
Cert: BLS
Professional Experience: 4 years

Priscilla Rust
Degree/Certification: UEI College-Medical Assistant Diploma
Cert: BLS
Professional Experience: 4 years

David Rose
Degree/Certificate: Naval Hospital Corps School— Emergency Medicine and Nursing
Cert: BLS
Professional Experience: 15 years

Medical Office Specialist

Julia Kau'we
Degree/Certifications: UEI College-Medical Assistant Diploma
Degree/Certifications: Career Education Colleges and Universities-Certified Higher Education Professional
Certs: CMA (NHA)
Professional Experience: 17 years

Joanne Warila
Degree/Certification: Maric College of Medical Careers-Medical Assistant, Mesa College– X-ray Technician
Cert: Medical Assistant, X-ray, CPR, BLS
Professional Experience: 30 years

Dennise Toledo
Degree/Certification: UEI College—Medical Assistant Diploma
Cert: Medical Assistant, CPR
Professional Experience: 10 years

UEI COLLEGE

Fresno Campus Faculty / Staff List
Campus President/Executive Director: **Ada Clower**

Admissions
Director of Admissions: **Jose Gutierrez**
Operations Administrator: **Maria Coley**

Career Services
Director of Career Services: **Michael Credille**
Associate Director of Career Services: **Lorena Gudino**

Education
Director of Education II: **Cari Stockdale**
Associate Director of Education: **Michael Lee**
Associate Director of Student Affairs: **Matthew Carter**

Registrar III: **Matthew Herrera**

Student Financial Services
Director of Student Finance: **Jennifer Chalk-Trevarrow**

Faculty

Pharmacy Technician

Laurel Dyckman (FT)
SJVC: AS Pharmacy Technician
Professional Experience: 7 years
Rachel Juarez (FT)
UEI College Fresno Pharmacy Technician
Professional Experience: 6 years
Shulina Draper (FT)
Professional Experience: 10 years

Medical Assistant

Erika Razo (FT)
Kaplan College-Medical Assistant
Fresno Adult School-Medical Front Office
Professional Experience: 6 years
Alma Lopez (FT)
SJVC-Medical Assistant
Professional Experience: 6 years
Brittney Steiner (FT)
Heald College-AS Degree in Front Office & Medical Assisting
Professional Experience: 14 years
Joseph Cornell (FT)
SJVC Fresno MA Diploma
Professional Experience: 10 years
Samantha Lee (PT)
Galen College CMA
Professional Experience: 13 years
Brandie Skinner (FT)
Professional Experience: 16 years
Joshua Griffin (PT)
SJVC AS Clinical Medical Assisting
Professional Experience: 10 Years
Lashaye Rodriguez-Lyons (FT)
SJVC AS Clinical and Administrative Assisting
Professional Experience: 23 Years

Heating Ventilation and Air Conditioning

Louie Lopez– Senior Instructor (FT)
IOT-HVAC Certification
Professional Experience: 6 years
Joel Oats (FT)
UEI College -HVAC Technician Certification
Professional Experience: 20 years
Juan Renobato (PT)
Fresno City College-HVAC Technician Certification
Professional Experience: 24 years
Spenser Arvizo (FT)
SJVC– AS HVC
Professional Experience: 7 years
Samuel Redner (FT)
UEI College -HVAC Technician Certification
Professional Experience: 6 years
Stephen Lortongsy (FT)
Institute of Technology-HVAC Technician Certification
Professional Experience: 9 years
Robert Ramirez (FT)
Professional Experience: 19 years
Caleb Sherrod (FT)
UEI College Fresno: HVAC Technician Certification
Professional Experience: 3 years
Jason Thacker (FT)
SJVC AS HVC
Professional Experience: 14 years
Dustin Hardin (FT)
Fresno City College- HVAC/R Technical Program
Professional Experience: 7 Years
Blake Kennedy (FT)
Professional Experience: 7 Years
Jospeh Torres (PT)
Professional Experience: 6 Years

Dental Assistant

Sherise Decanio (CDC) (FT)
Galen College-Dental Assistant Certificate
Professional Experience: 20 years
Noah Replogle (FT)
SJVC-Registered Dental Assistant
Professional Experience: 21 years
Tasha Landcraft (PT)
Brightwood College-Dental Assistant Diploma
Professional Experience: 15 years
Tanya Jimenez (FT)
SJVC-Dental Assistant Certificate
Professional Experience: 8 years
Jelissa Lias (PT)
Professional Experience: 9 years
Jose Lopez Avila (PT)
Brightwood College Diploma
Professional Experience: 9years
Tarantino, Geena (FT)
Milan Institute– Dental Assistant Certificate
Professional Experience: 7 years
Victoria Inostroz (PT)
UEI College Dental Assistant Certificate
Professional Experience: 8 years
Rogelio Gonzalez (PT)
UEI College Fresno-DA Certificate
Professional Experience: 11 Years
Ulises Martinez (PT)
Professional Experience: 13 Years

Criminal Justice

Jason Prichard (FT)
University of Phoenix: BS Criminal Justice Admin
Professional Experience: 19 Years
Jonathan Anger (FT)
Fresno City College: AS Criminology
Professional Experience: 32 years
Christopher Hulsey (PT)
Professional Experience: 22 years

Electrician Technician

Trevor Callaham (PT)
Apprenticeship Service Association (Affiliated member)
Professional experience: 20 years
Alvaro Lemus (FT)
Fresno City College: Electrical Systems
Professional Experience: 5 years
Marcos Hernandez (FT)
Professional Experience: 8 years
Joseph Black (FT)
Professional Experience: 20 Years
Carlos Fernandez (PT)
Joint Apprenticeship Electrical Apprenticeship Program
Professional Experience: 23 years
Elias Lopez (FT)
Professional Experience: 7 years
Atanacio Delgado (FT)
Professional Experience: 8 years

Garden Grove Campus Faculty/Staff List

Campus President/Executive Director: **Derron Putnam**

Admissions
Director of Admissions: Open

Business Office Manager
Will Arreola

Career Services
Director of Career Services: **Ivan Gavidia**

Operations Administrator:
Ria Cordova

Education
Director of Education: Open
Associate Director of Education: **Jeff Andrews**
Associate Director of Student Affairs: **Karen Lane**
Student Services Coordinator: Open

Registrar
Leslie Fernandez

Student Financial Services
Director of Student Finance: **Jeanett Ramirez**

Faculty

Business Office Administration

Atencio-Nagle, Lorena (FT)
Degree/Certifications: B.A. Business Administration Engineer
Professional Experience: 20 years

Edward Luna (SUB)
Degree/Certifications: A.A. degree in Admin of Justice-San Bernardino Valley College
Degree/Certifications: Certificate in Paralegal Studies– MTI College
Degree/Certifications: Diploma in Business Office Administration– UEI College
Professional Experience: 30 years

Dental Assistant

Martha Flores, Campus Department Chair (FT)
Certs: RDA Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 27 years

Joeimee Hugo (FT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR, Orthodontic Assistant License
Professional Experience: 18 years

Jessica Ortega (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 19 years

Mishell Araujo (FT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 11 years

Phillipa Palacio (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 19 years

Jon Nagamine (Sub)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 8 years

Charlena Hernandez (PT)
Certs: RDA, Coronal Polishing, X-ray license, Pit & Fissure Sealant, CPR
Professional Experience: 5 years

Medical Assistant

Joseph Alvarez (FT)
Degree/Certifications: LVN - Bryman Vocational School;
Certs: CPR
Professional Experience: 35 years

Susan Herrera (FT)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 9 years

Cesar Castellanos (FT)
Degree/Certifications: Medical Assistant Diploma–Donald Vocational School

Certs: CPR
Professional Experience: 34 years

Joel Gutierrez (PT)
Degree/Certifications: Medical Assistant Diploma-Charles R Drew University
Certs: CPR
Professional Experience: 34 years

Jose Hernandez (Sub)
Degree/Certifications: Medical Assistant Diploma–National Education Center
Certs: CPR
Professional Experience: 30 years

Jennifer Roush (Sub)
Degree/Certifications: Medical Assistant Diploma—Wyotech
Certs: CPR
Professional Experience 15 years

Sabrina Lai (Sub)
Degree/Certifications: Clinical Medical Assistant—California State University
Professional Experience: 8 years

Medical Billing and Insurance Coding

Dana Taffolla (PT)
CMOM, CPCS
Certs: Medical Billing Certification, CPR
Professional Experience: 17 years

Crist Patricio Camacho (PT)
Degree/ Certifications: MBIC Diploma—American College
Certs: Medical Billing Certification, CPR
Professional Experience: 5 years

Delilah Slankard (Sub)
Degree/Certifications: Medical Biller—Whittier Adult School
Professional Experience: 33 years

Heating, Ventilation & Air Conditioning

Kevin Alvarado (FT)
Degree/Certifications: HVAC Technician Certificate-The HVAC School
Certs: EPA Universal
Professional Experience: 10 years

Samuel Ayala (FT)
Certs: EPA Universal
Professional Experience: 19 years

Effective: 10/28/2026

UEI COLLEGE

Manuel Marron (FT)
Certs: EPA Universal
Professional Experience: 7 years

Ramon Heredia (PT)
Certs: EPA Universal
Professional Experience: 27 years

Mitch Medina (FT)
Certs: EPA Universal
Professional Experience: 27 years

Raymond Jackson (PT)
Certs: EPA Universal
Professional Experience: 11 years

Josiah Luna (PT)
Certs: EPA Universal
Professional Experience: 6 years

Travis May (FT)
Degree/Certifications: HVAC/R Technology Diploma-Brownson Technical School Inc.
Degree/Certifications: Electrician Technician Diploma-UEI College
Certs: EPA Universal
Professional Experience: 13 years

Electrician Technician

Gary Chavarria (FT)
Certs: Electrical Journeyman
Professional Experience: 37 years

Michael Brown (FT)
Certs: Electrician
Professional Experience: 13 years

Adolfo Casillas (FT)
Degree/ Certs: Electrician
Professional Experience: 20 years

Oscar Heredia (FT)
Certs: Foreman/Electrician
Professional Experience: 24 years

William Evans (FT)
Certs: Electrical Journeyman
Professional Experience: 13 years

Scott Grant (FT)
Certs: Electrical Journeyman
Professional Experience: 25 years

Zachary Boy (FT)
Certs: Electrician, CPR
Professional Experience: 6 years

Christopher Guerrero (FT)
Certs: Electrician, CPR
Professional Experience: 5 years

Adam Reinke (Sub)
Journeyman, CPR
Professional Experience: 10 years

David Church (PT)
Journeyman, CPR
Professional Experience: 28 years

Viniquia Reed (FT)
Journeyman,
Professional Experience: 10 years

Vincent Clemmons (FT)
Journeyman,
Professional Experience: 10 years

Automotive Technician

Victor Ambriz (Sub)
Degree/Certifications: AOS degree in Automotive Technology-Universal Technical Institute
Professional Experience: 17 years

Jose Lopez (Sub)
Degree/Certifications: Diploma in Automotive Technology-Universal Technical Institute
Professional Experience: 7 years

Carlos Santiago (FT)
Degree/Certifications: B.S. in Mechanical Technology and Business - Southern Illinois University
Professional Experience: 25 years

Jennifer Couch (FT)
Degree/Certifications: Automotive Technician Diploma—UEI College
Professional Experience: 6 years

Miguel Viramontes (Sub)
Degree/Certifications: Automotive Technician
Professional Experience: 6 years

Juan Carlos Garcia (Sub)
Degree/Certifications: Automotive Technician
Professional Experience: 24 years

Salvador Rodriguez (PT)
Degree/Certifications: Automotive Technician – Fullerton College
Professional Experience: 15 years

Alfredo Gomez (PT)
Degree/Certifications: Automotive Technician – Long Beach City College
Professional Experience: 27 years

UEI COLLEGE

Gardena Campus Faculty / Staff List

Campus President: **Frederick Holland**

Admissions
Director of Admissions: **Paul Sallenbach**
Associate Director of Admissions: **Ronald Simms**

Career Services
Director of Career Service: **Dr. Kathryn Curameng**
Associate Director of Career Services: **Claudia De La Garza**

Financial Services
Director of Financial Services: **Nancy Rivera**

Education
Director of Education: **Dr. Wanda Miranda**
Associate Director of Education: **Dannie Kamack**
Associate Director of Student Affairs: **George Sims**
Student Service Coordinador: **Donovan Allen**

Registrar
Registrar: **Sara Rodriguez**

Faculty

Automotive Technician

Edik Galstjan- FT
ITT Technical Institute: Associates in Electronics Engineering
Professional Experience: 36 years

Dominic Barrett-PT
UEI College: Automotive Technician Diploma
Professional Experience: 12 years

Dominick Quinto-FT
Professional Experience: 15 Years

Erick Felix-FT
UEI College Automotive Technician Diploma
Professional Experience**:** 5 years

Raul Ramirez-FT
UEI College Automotive Technician Diploma
Professional Experience: 8 Years

Criminal Justice

Antquon James-PT
Professional Experience: 13 years

Dental Assistant

Dr. Dennis Garcia CDC-FT
Unciano College of Dentistry: Doctor of Dental Medicine
Professional Experience: 27 years

Maria Del Pilar Unzueta-FT
Certs: RDA, CPR
Professional Experience: 20 years

Roberto Robles-PT
Certs: RDA, CPR
Professional experience: 7 years

Elva Solorio-FT
Certs: RDA, CPR
Professional experience: 18 years

Monica Cornista-PT
Certs: RDA
Professional experience: 14 years

Heating, Ventilation Air Conditioning

John Parker-FT
Cert: EPA 608
Professional Experience 25 years

Manuel Everardo-FT
Cert: EPA 608
Professional Experience: 3 years

David Ramos-PT
Cert: EPA 608
Professional Experience 25 years

Medical Assistant

Yojana Morataya-FT
Concorde Career College: Medical Assistant Diploma
Cert: CPR
Professional Experience: 21 years

Marcia Lane-FT
Cert: CPR
Professional Experience: 32 years

Candise Finley-FT
Cert: CPR
Professional Experience: 4years

Kimberly Vasquez-PT
UEI College Medical Assistant Diploma
Cert: CPR
Professional Experience: 3 years

Medical Billing and Insurance Coding

Maria Gonzalez-FT
UEI College: Medical Billing and Coding Diploma
Cert: CPR
Professional Experience: 14 years

Seminolia Lamar-PT
Professional Experience: 25+ years

Welding

Leonard Terrazas-FT
Rio Hondo College: AS degree in Welding Technology
Professional Experience: 22 Years

Fernie Tafoya-PT
Professional Experience: 8 years

Samuel Marquez-FT
LA. City Certified Welder
Professional Experience: 20+ years

Electrician Technician

Randy Fea-FT
Tucson College: Electrical Technician Diploma
Cert: CPR
Professional Experience: 14 years

Roberto Martinez-FT
Professional Experience: 23 years

Paul Willardsen-FT
Professional Experience: 37 years

Christopher Duncan-FT
Cert: CPR
Professional Experience: 5 Years

Hector Lopez-PT
Cert: CPR
Professional Experience: 11 Years

Jerome Moss-FT
Cert: CPR
Professional Experience: 20 years

Eric Hernandez-PT
Professional Experience: 16 years

UEI COLLEGE

Huntington Park Campus Faculty / Staff List

Campus President/Executive Director: **John Esprio**

Admissions
Director of Admissions: Open
Associate Director of Admissions: **David Pavone**
Associate Director of Admissions: **Claudia Santizo**

Operations Administrator: **Betty Alvarez**

Education
Director of Education: **Laura Barrientos**
Associate Director of Education: **Brendalyth Alvarez**
Associate Director of Student Affairs**: Erica Bolanos**
Student Services Coordinator**: Yesenia Florez**

Dental Assistant Program Chair: **Dominikie Watley**

Career Services
Director of Career Services: **Daniela Cosio**
Associate Director of Career Services: Open

Registrar
Senior Registrar: **Karla Martinez**

Student Finance:
Director of Student Finance: **Erika Lomeli**
Associate Director of Student Finance**: Grecia Alvarado**

Faculty

Criminal Justice

Thomas Wade – part time
Degree/Certifications: MBA, master's degree in public administration management- UOP
Professional Experience: 39 years

Dental Assistant

Miriam Middleton- part time
Degree/Certifications: Dental Assistant Diploma-Bryman College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, X-Ray License, CPR
Professional Experience: 25 years

Kayla Carter – full time
Degree/Certification: Dental Assistant Diploma– Everest College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, CPR, Radiology, X-Ray License
Professional Experience: 10 years.

Deborah Cornejo – full time
Degree/Certification: Dental Assistant Diploma-Hacienda La Puente Adult Education
Certs: RDA, Coronal Polish, Pit & Fissure Sealant.
Professional Experience: 27 years

Anthony Urrea – full time
Degree/Certification: Dental Assistant Diploma-UEI College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Extended Functions, CPR
Professional Experience: 12 years

Dominikie Watley - full time
Degree/Certification: Dental Assistant Diploma-UEI College
Certs: RDA, Coronal Polish, Pit & Fissure Sealant, Extended Functions, CPR
Professional Experience: 11 years

Medical Assistant

Marco Ortiz – part time
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 15 years

Yvonne Diaz – full time
Degree/Certifications: Medical Assistant Diploma-Bryman College
Certs: CPR, CPT
Professional Experience: 25 years

Ruth Montoya – full time
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 24 years

Liliana Renteria - part time
Degree/Certifications: Medical Assistant Diploma-UEI College
Phlebotomy Technician Program, License 3/2026
Certs: CPR
Professional Experience: 6 years

Marisela Lara – part time
Degree/Certifications: Medical Assistant Diploma-American Career College
Certs: CPR
Professional Experience: 18 years

Arminee Rogel – part time
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 15 years

Medical Office Specialist

Yvonne Diaz – full time
Degree/Certifications: Medical Assistant Diploma-Bryman College
Certs: CPR, CPT
Professional Experience: 25 years

Heating, Ventilation and Air Conditioning

Darren Jamison – full time
Degree/Certifications: HVAC Technician-National Comfort Institute.
Degree/Certifications: Business-Cal Poly Pomona
Certs: EPA
Professional Experience: 24 years

Alvin Byrd - full time
Degree/Certifications: HVAC Technician Diploma– Florida Career College
Certs: EPA
Professional Experience: 13 years

Armando Gomez – part time
Degree/Certifications: HVAC Technician-LA Trade Technical College
Certs: EPA
Professional Experience: 25 years

Jorge Garcia – part time
Degree/Certifications: HVAC Technician UEI College
Certs: EPA,
Professional Experience: 5 years

Electrician Technician

Gilbert Medina - full time
Degree/Certifications: AA Electrical Construction & Manit
Certificate of Completion, LA Trade Tech
Professional Experience: 16 years

David Williams – full time
Degree/Certifications: Electrician Construction & Maintenance Certificate, WyoTech
Professional Experience: 8 years

Jose Castillo - part-time
Degree/Certifications: AA East LA College
Professional Experience: 11 years

Edgar Hernandez – part time
Degree/Certifications: Electrician Construction & Maintenance Certificate, ABC Electrical
Long Beach
Professional Experience: 22 years

Andres Diaz - full time
Degree/Certifications: Certified Electrician
Professional Experience: 24 years

Martin Jimenez - part time
Degree/Certifications: Associate of Science, LA Trade Technical College
Professional Experience: 11 years

Hugo Lomeli - full time
Degree/Certifications: CPR Certified
Professional Experience: 11years

Hector Garcia - part time
Degree/Certifications: Residential Electrician 1, 2, 3 and State Wireman Certified, CPR Certified
Professional Experience: 14 years

Oscar Cabrera - part time
Degree/Certifications: NFPA 70E, OSHA30, CPR Certified
Professional Experience:10 years

Effective: Q4 2026-10/30/2026

Oceanside Campus Faculty / Staff List

Campus Executive Director: Jaclyn Marquez

Admissions
Director of Admissions: **Amber Colcol**

Operations Administrator: Mia Trombino

Registrar: Carolina Hernandez

Director of Student Finance**: Vanessa Figueroa**

Education
Director of Education: **Maribel Ramos**
Associate Director of Education: **Danny Villa**
Associate Director of Student Affairs**: Victoria Castillo Mercado**

Career Services
Director of Career Services: **Linda Berry**

Automotive Technician

Joseph Piraino Full-Time
Universal Technical Institute: AOS degree in Automotive/Diesel
Professional experience: 26 years

Jose Zamora Full-Time
Professional experience: 18 years

Jose Mendoza Part-Time
UEI College: Automotive Technician Diploma
Professional experience: 4 years

Justin Lohner Full-Time
Professional Experience: 20 years

Electrician Technician

Nicholas Tillman Full-Time
Certs: CPR
Professional experience: 10 years

Michael Aguilar Full-Time
Professional experience: 17 years

David Redfern Part-Time
Certs: CPR
Professional experience: 17 years

Earl Kent Part-Time
Certs: CPR
Professional experience: 8 years

Wilfredo Marquez Full-Time
Certs: CPR
Professional experience: 9 years

John Wilshire Part-Time
Professional Experience: 3 years

JT Strasser Part-Time
Professional Experience: 14 years

Criminal Justice

Roderick Schwend Full-Time
American InterContinental University BA in Human Resources
Professional Experience: 23 years

Juan Laguna Full-Time
Professional Experience: 20 years

Dental Assistant

Criystal Carbajo Full-Time
Certs: RDA, Coronal Polish, CPR
Professional experience: 6 years

Alexis Horowitz Full-Time
Certs: RDA, Coronal Polish, CPR
Professional experience: 22 years

Richard Flores Part-Time
Certs: RDA, Coronal Polish. CPR
Professional Experience: 15 years

Mariza Hernandez Part-time
Certs: RDA, Coronal Polish, CPR
Professional Experience: 20 years

Medical Assistant

Rito Yanez Full-Time
Certs: CPR
Professional experience: 5 years

Michelle Bryant Full-Time
Certs: CPR
Professional Experience: 5 years

April Luna Full-Time
Certs: CPR
Professional Experience: 15 years

Heating Ventilation and Air Conditioning

Justin Debondt Full-Time
Universal Technical Institute: A.S. degree in HVAC
Certs: EPA Universal, 609, 410A, Hydrocarbon Refrigerant
Professional experience: 11 years

Katie Davis Full-Time
Certs: EPA Universal
Professional experience: 8 years

Edgar Arenas Part-Time
Certs: EPA Universal
Professional experience: 21 years

Bryon Lucas Full-Time
Certs: EPA Universal
Professional experience: 41 years

Alfred Bradley Part-Time
Certs: EPA Universal
Professional Experience: 4 years

Amber Champlin Part-Time
Certs: EPA Universal
Professional Experience: 3 years

Medical Office Specialist

Rito Yanez Full-Time
Certs: CPR
Professional experience: 3 years

Effective: 10/14/2026

UEI COLLEGE

Ontario Campus Faculty / Staff List

Campus President: **Vincent Tweed**

Admissions
Director of Admissions: **Cristina Barajas**

Operations Administrator
Claudia Viramontes

Career Services
Director of Career Services: **Nicole Pinillos**

Student Financial Services
Director of Student Finance: **Liliana Hoang**

Education
Director of Education: **Virginia Hughes**
Associate Director of Education: **Sasha Bracamonte**
Associate Director of Student Affairs: **Susana Rubio**

Registrar
Senior Registrar: **Berenisa Rosas**

Payment Specialist
Jennifer Garcia

Faculty

Criminal Justice

Rolland Joiner (PT)
National University: MBA Teaching
Professional Experience: 23 years

Carlos Vasquez (PT)
UCR: A.A degree in Liberal Studies, B.S. degree in Sociology
Professional Experience: 26 years

Dental Assistant

Sandra Keb - Campus Department Chair (FT)
UEI College: Dental Assistant Diploma
Certs: RDA, Coronal Polishing, X-Ray license, Pit & Fissure Sealant, BLS Instructor
Professional Experience: 22 years

Claudia Povero (PT)
UEI College: Dental Assistant Diploma
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 40 years

Michelle Claustro (FT)
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 26 years

Diana Hurtado (PT)
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 11 years

Briana Marquina (PT)
Certs: RDA, X-Ray, Coronal Polishing, Pit & Fissure Sealant, BLS
Professional Experience: 5 years

Electrical Technician

Albert Terrazas (FT)
Certs: BLS Instructor
Professional Experience: 15 years

Daniel Allen (FT)
Certs: BLS Instructor
Professional Experience: 8 years

Cameille Brisco (FT)
Certs: BLS Instructor
Professional Experience: 10 years

Tony Speed (FT)
Certs: BLS Instructor, C-10 license
Professional Experience: 20 years

Alex Macias (PT)
Certs: BLS Instructor
Professional Experience: 22 years

Mario Saldana-Lopez (FT)
Certs: BLS Instructor
Professional Experience: 7 years

James Martinez (FT)
Certs: BLS Instructor
Professional Experience: 5 years

Heating, Ventilation and Air Conditioning

Joseph Cook (PT)
UEI College: HVAC Diploma
Professional Experience: 18 years

Thomas Booth (FT)
UEI College: HVAC Diploma
Certs: EPA 410A
Professional Experience: 7 years

Michael Gonzales (PT)
UEI College: HVAC Diploma
Certs: EPA 410A
Professional Experience: 10 years

Juan Sierra (PT)
UTI College: AAS in HVAC
Certs: EPA Universal Refrigerant Transition and Recovery
Professional Experience: 31 years

Benjamin Arias (PT)
UEI College: HVAC Diploma
Certs: EPA Universal
Professional Experience: 20 years

Raymond Johnson (FT)
UEI College: HVAC Diploma
Certs: EPA Universal
Professional Experience: 7 years

Jose Castaneda (FT)
Riverside Community College: AS degree
Certs: EPA Universal, HVAC Certificate
Professional Experience: 7 years

Stephen De La Cruz (FT)
Certs: EPA Universal
Professional Experience: 16 years

Eloy Martinez (FT)
Certs: EPA Universal
Professional Experience: 10 years

Medical Assistant

Jessica Alverson (PT)
Wagner Training Institute: Medical Assistant Diploma
Professional Experience: 22 years

Cynthia Cooke (FT)
Everest College: Medical Assistant Diploma
Bryman College: CSI
Professional Experience: 13 years

Claudia Gutierrez (FT)
Baldy View Regional Occupational Program: Medical Assistant Certificate
Professional Experience: 12 years

Martha Landeros (FT)
UEI College: Medical Assistant Diploma
Professional Experience: 10 years

Alexis Ramos (FT)
Everest College: Medical Assistant Diploma
Professional Experience: 12 years

Andrea Solorio (FT)
BLS Instructor
Professional Experience: 13 years

Medical Office Specialist

Ana Martinez (FT)
Bryman College: Medical Assistant Certificate
Certs: BLS Instructor
Professional Experience: 13 years

UEI COLLEGE

Reseda Campus Faculty / Staff List

Executive Director: **Crystal Ramirez**

Admissions
Director of Admissions: **Marie Guerrero**

Payment Specialist II: Lusine "Lucy" Abasyan

Operations Administration: Gabe Cabral

Career Services
Director of Career Services: **Izabella Azizyan**

Education
Director of Education: **Veronica Martinez**
Associate Director of Education: **Fernando Rosales**

Sr. Registrar: Flor Alvarenga

Student Financial Services
Director of Finance: **Israel Valero**

Faculty

Dental Assistant

Delma Rubalcava, Campus Department Chair (Full– Time)
Degree/Certifications: Dental Assistant Diploma– Bryman College
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing
Professional Experience: 32 years

Dennise Nunez (Full-Time)
Degree/Certifications: Dental Assistant Diploma– UEI College, Van Nuys
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing
Professional Experience: 17 years

Maria Montoya (Full-time)
Degree/Certifications: Dental Assistant Diploma-Career Care Institute, Lancaster
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing
Professional Experience: 10 yrs

Shema Villanueva (Part -Time)
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing
Professional Experience: 30 years

Jason Corona (Full Time)
Degree/Certifications: Dental Assistant Diploma-North West College, West Covina
Certs: RDA, CPR, X-ray, Sealants, Coronal Polishing
Professional Experience: 8 years

Heating, Ventilation and Air Conditioning

Joseph Boodanian (Full- Time)
Certs: EPA 608
Professional Experience: 15 years

Seyed Mahmoudi (Full– Time)
Degree/Certifications: AS Refrigeration and Air Conditioning Mechanics-LA Trade Technical College
Degree/Certifications :AS degree in Aviation Maintenance Technician-West LA College
Certs: EPA 608
Professional Experience: 22 years

Dante Witcher (Full– Time)
Degree/Certifications: HVAC Diploma-UEI College
Certs: EPA 608 (ESCO)
Professional Experience: 5 years

Karo Berberyan (Full– Time)
Certs: EPA 608 (ESCO)
Professional Experience: 15 years

Ruben Munoz (Full– Time)
Degree/Certifications: HVAC Diploma-UEI College
Certs: EPA 608 (ESCO)
Professional Experience: 5 years

Camerino Islas (Full– Time)
Degree/Certifications: HVAC Diploma-UEI College
Certs: EPA 608 (ESCO)
Professional Experience: 4 years

William Acosta (Part– Time)
Certs: EPA 608 (ESCO)
Professional Experience: 17 years

Gabriel Britton (Full– Time)
Certs: EPA 608 (ESCO)
Professional Experience: 4 years

Tyler Ho (Part– Time)
Certs: EPA 608 (CHEERS)
Professional Experience: 3 years

Electrical Technician

Fidencio Leal (Full– Time)
Certs: CPR
Professional Experience: 17 years

Narek Abrahamian (Full- Time)
Certs: C10 License, ICC E1
Professional Experience: 10 years

Artak Hakobyan (Part– Time)
Certs: C10 License
Professional Experience: 10 years

Sebastian Ruiz (Full– Time)
Certs: Electrician Trainee Card, OSHA 30, CPR
Professional Experience: 10 years

Shane Eagen (Part– Time)
Degree/Certifications: Electrical Construction and Maintenance, Los Angeles Trade Technical
Professional Experience: 24 years

Eduardo Rico (Full– Time)
Degree/Certifications: Certificate in Electrical Construction– Los Angeles Trade Technical College 2014
Professional Experience: 13 years

Shaun Mohlmann (Full– Time)
Degree/Certifications: Department of Industrial Relations– Certified General Electrician
Certs: CPR
Professional Experience: 5 years

Zachary Rasmussen (Full– Time)
Certs: CPR, OSHA 10
Professional Experience: 8 years

Silvestre Barraza (Part-time)
Certs: General Electrician Certification, CPR, OSHA 30
Professional Experience: 8 years

Robert Esperanza (Part– Time)
Certs: CPR
Professional Experience: 20 years

Effective: 10/30/26

Daniel Durazo (Part Time)
Certs: OSHA 10
Professional Experience: 16 years

Antonio Pacheco (Full– Time)
Certs: Certified Generator Technician, C10 License, State Journeyman, CPR, OSHA 40
Professional Experience: 20 years

Juan Rodriguez (Part– Time)
Certs: CPR
Professional Experience: 20 years

Medical Billing and Insurance Coding

Nonna Mitardzhian (Part- Time)
Certs: CPR
Professional Experience: 11 years

Fernando Vasquez (Part-Time)
Certs: Medical Billing and Insurance Coding Diploma- Kaplan College, CPR
Professional Experience: 15 years

Medical Assistant

Pablo Dominguez (Full- Time)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, OSHA
Professional Experience: 5 years

Julianne Arnold (Full- Time)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR
Professional Experience: 5 years

Cinthia Collado (Full- Time)
Degree/ Certifications: Medical Assistant Diploma-National Career College
Certs: CPR
Professional Experience: 5 years

Pamela Guadarrama (Full- Time)
Degree/ Certifications: Medical Assistant Diploma- Concorde Career College
Certs: CPR
Professional Experience: 10 years

UEI COLLEGE

Riverside Campus Faculty / Staff List

Campus President: **Kevin Quirk**

Admissions
Director of Admissions: **Adrian Asadourian**

Operations Administrator: **Keila Villasaldo**

Career Services
Director of Career Services: **Hilda Velarde**

Student Financial Services
Director of Student Finance: **Nathalie Navarrete**

Education
Director of Education: **Stephanie Navarro**
Associate Director of Education: **Ricardo Rocha**
Associate Director of Education: **Ruth Renteria**
Associate Director of Student Affairs: **Justin Morse**

Registrars
Registrar: **Melissa Steele**

FACULTY

Dental Assistant

Melissa Stegehuis (Campus Department Chair), FT
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 5 years

Laura Daugherty, PT
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant
Professional Experience: 21 years

Lisa Whitehead, FT
Nova Institute of Health Technology: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 10 years

Kathleen Gonzales, FT
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 26 years

Regina Ancheta, FT
Concorde Career College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant
Professional Experience: 16 years

Nicole Alfieri, FT
Cerritos College: Dental Assistant Diploma
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant, Ultrasonic Scaling
Professional Experience: 4 years

Lorenzo Torres, PT
Orange Coast College
Certs: RDA, X-ray, Coronal Polish, Pit and Fissure Sealant,
Professional Experience: 7 years

Medical Assistant

Fidel Gonzales, PT
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 3 years

Rosaura Madrigal, PT
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 7 years

Natalia Mendez, FT
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 4 years

Mariel Mendez, PT
Concorde Career Institute: Medical Assistant Diploma
Certs: NCMA, EKG, CP
Professional Experience: 19 years

Matthew Padilla, FT
Modern Technology College: Medical Assistant Diploma
Certs: X-Ray, CPR
Professional Experience: 6 years

Susan Rambert, FT
American Career College: Medical Assistant Diploma
Certs: CCMA, CPT-1, CPR, Phlebotomy
Professional Experience: 24 years

Medical Billing and Insurance Coding

Cristine Valle, FT
UEI College: MBIC Diploma
Professional Experience: 18 years

Lydia Anderson PT
Coding Source Inc.: Certified Professional Coder Program
Professional Experience: 26 years

Heating, Ventilation and Air Conditioning

Emmanuel Contreras, FT
Riverside Community College: Associates HVAC/R
Certs: EPA
Professional Experience: 5 years

Joe Del Real, FT
Brownson Technical School: HVAC and Refrigeration
Certs: EPA /API Work Safety Key
Professional Experience: 18 years

Manuel Ramirez, FT
Certs: EPA
Professional Experience: 6 years

Edgar Baltazar, FT
Certs: EPA
Professional Experience: 5 years

Terrance Meyer, FT
North American Training Center: HVAC
Certs: EPA
Professional Experience: 13 years

Andrew Ketchem, PT
Certs: EPA
Professional Experience: 10 years

Andres Campos, FT
Certs: EPA
Professional Experience: 19 years

Rodney Goforth, PT
Intercoast College: HVAC and Refrigeration Diploma
Certs: EPA
Professional Experience: 10 years

Noe Helguera, FT
Certs: EPA
Professional Experience: 7 years

Jeriah Brown, PT
UEI College
Certs: EPA
Professional Experience: 5 years

Michael Dufresne, FT
Certs: EPA
Professional Experience: 7 years

Electrician Technician

David Bowser, FT
US Navy Master Training: Electrical Training Program
Certs: Certified General Electrician
Professional Experience: 21 years

Frank Cano, PT
Summit College: Electrical Technician
Professional Experience: 5 years

James Kelly, FT
UEI College: Electrical Technician
Professional Experience: 5 years

Derek Williams, FT
Certs: Certified General Electrician, Journeyman
Professional Experience: 10 years

Juan Mateo, FT
Jade Learning: Commercial and Industrial Wiring
Professional Experience: 14 years

Jesse Rahling, FT
Certs: OSHA 30
Professional Experience: 7 years

Larry Perez, FT
Certs: Certified General Electrician, Journeyman
Professional Experience: 20 years

Adrian Valdivia, FT
Certs: Certified Electrician
Professional Experience: 20 years

Edward Collaso, PT
Certs: OSHA 10
Professional Experience: 10 years

Sacramento Campus Faculty / Staff List

Campus President: **Timothy Pitman**

Director of Admissions- Camille Watts

Director of Student Finance- Jenn Lo

Registrar- Candice Morse

Director of Career Service- Megan Puckett

Student Services Coordinator- Karla Santana Valenton

Operations Administrator- Glen Meridores

Director of Education- Shanda Giles

Associate Director of Education- Elie Haddad

Associate Director of Student Affairs- Open

Faculty

Automotive

Chris Renner (FT)
Degree/Certifications: EPA Section 609
Professional Experience: 17 years

Andrew Waibel (FT)
Degree/Certifications: Toyota T10/SubaruNissan/Dodge
Professional Experience: 16 years

Justin Yang (PT)
Degree/Certifications: Automotive Technician Diploma – UEI College
Professional Experience: 5 years

Mubarez Qadiri (PT)
Degree/Certifications: Automotive Technician Diploma – UEI College
Professional Experience: 3 years

Dental Assistant

April Morris (Interim CDC) (FT)
Degree/Certifications: Business Administration Diploma-Purdue Global University
Degree/Certification: Associates of Applied Science, Business Administration-Kaplan University
Certs: RDA-Coronal Polish, Pit & Fissure Sealant, X-Ray, Ultrasonic Scaling, CPR
Professional Experience: 33 Years

Christine Abisia (FT)
Degree/Certifications: RDA-Sealants, Coronal Polish, X-Ray, CPR
Professional Experience: 17 years

Sally McCarrel (FT)
Degree/Certifications: RDA- Sealants, X-Ray, Coronal Polish, CPR
Professional Experience: 40 years

Erly Gaiser (PT)
Degree/Certifications: RDAEF
Professional Experience: 16 years

Kimberly Shearer (FT)
Degree/Certifications: RDA-Coronal Polish, X-Ray, Sealants, CPR
Professional Experience: 5 years

Heating Ventilation and Air Conditioning

Josh Tyson (FT)
Degree/Certifications: EPA-Type II
Professional Experience: 9 Years

Ramon Hernandez (FT)
Degree/Certifications: EPA-Universal
Professional Experience: 20 years HVAC

Jeremy Niess (FT)
Degree/Certifications: EPA-Section 608 Universal
HVAC Diploma-Institute of Technology
Professional Experience: 17 years

Medical Assistant

Shelbi Ingham (PT)
Degree/Certification: Medical Assistant Diploma-UEI College, CPR
Professional Experience: 3 years

Jason Morales (FT)
Degree/Certifications: CPR
Professional Experience: 5 years

Eileen Smith (FT)
Degree/Certifications: Medical Assistant Diploma-Unitek College, CPR
Professional Experience: 5 years

Rilisha Stephens (FT)
Certifications: Medical Assistant Diploma-Carrington College, CPR
Professional Experience:4 years

Toni Wingfield (FT)
Degree/Certifications: Medical Assistant Diploma-UEI College, CPR
Professional Experience: 5 years

Medical Billing and Insurance Coding

Jessamynn Miller (FT)
Degree/Certifications: Medical Billing and Coding Diploma-MTI College, CPR
Professional Experience: 18 years

Effective: 10/6/2026

Troy Bell (PT)
Degree/Certifications: CPR
Professional Experience: 17 years

Sonal Thompson (PT)
Degree/Certifications: CPR
Professional Experience: 38 years

Electrician Technician

Charles Felden (PT)
Degree/Certifications: Electrician Diploma-National Career Education, Heartsaver
Professional Experience: 8 years

Jose Jimenez (PT)
Degree/Certifications: Electrician Diploma- WyoTech, Heartsaver
Professional Experience: 15 years

Harold Prinkleton (FT)
Degree/Certifications: Heartsaver
Professional Experience: 9 Years

Jordon McFerren (FT)
Degree/Certifications: N/A
Professional Experience: 11 years

Ronald Young III (FT)
Degree/Certifications: N/A
Professional Experience: 4 years

Ramiro Guzman (FT)
Degree/Certifications: N/A
Professional Experience: 16 years

Ryan Nalbach (PT)
Degree/Certifications: MIT | Cambridge, MA MERN Full Stack Engineering Certificate | 2023
Professional Experience: 9.5 years

Christian Schieber (PT)
Degree/Certifications: Electrical Apprenticeship Program
Professional Experience: 6.6 years

Stockton Campus Faculty / Staff List

Campus President/Executive Director: **Robert Bayles**

Admissions
Director of Admissions: Regulo Miranda Jr.
Associate Director of Admissions: Lynda Mims

Career Services
Director of Career Services: Isaiah Puga

Operations Administrator:
Lisa Segale

Education
Director of Education: Kisha Guzman
Associate Director of Education: Fesuluai Mano
Associate Director of Student Affairs: Aisha Abercrombie
Registrar: Cindy Thao
Student Services Coordinator: Jessica Hernandez

Student Financial Services
Director of Student Finance-Diane Mullins

Faculty

Automotive Technician

Jose Garcia (FT)
Professional Experience: 16 years

Gregory Shackles (FT)
Professional Experience: 6 years

Khayeng Vang (PT)
Professional Experience: 15 years

Timothy Wickham (FT)
Certs: EPA
Professional Experience: 4 years

Dental Assistant

Peggy Del Rosario– Campus Department Chair (FT)
Degree/Certifications: Dental Assisting Diploma-Kaplan College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS instructor
Professional Experience: 20 years

Kimberly Charis (FT)
Degree/Certifications: Dental Assisting Diploma-Kaplan College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 15 years

Anjanett Kongkriangkai (PT)
Degree/Certifications: Dental Assisting Diploma-Carrington College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 4 years

Vantharie Chhoyeng (PT)
Degree/Certifications: Dental Assisting Diploma-Brightwood College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR
Professional Experience: 4 years

Laurel Willey (PT)
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 38 years

Miguel Ruiz Jr. (PT)
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 18 years

Sonique Luster (PT)
Degree/Certifications: Dental Assisting Diploma-Carrington College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 5 years

Abigayle Hokenson (Sub)
Degree/Certifications: AS Degree in Dental Assisting-Carrington College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 4 years

Elizabeth Stockton (Sub)
Degree/Certifications: Certificate in Dental Assisting-Mid-State College
Certs: RDA-X-Ray, Coronal Polish, Pit & Fissure Sealant, CPR, BLS
Professional Experience: 23 years

Heating, Ventilation and Air Conditioning

Raymond Campigli (PT)
Degree/ Certifications: UEI College-HVAC Diploma
Certs: Universal EPA
Professional Experience: 4 years

Timothy Avants (FT)
Certs: Universal EPA
Professional Experience: 25 years

Antonio Rosillo (SUB)
Certs: Universal EPA
Professional Experience: 4 years

James Cornish (FT)
Certs: Universal EPA
Professional Experience: 20 years

John Howard (PT)
Certs: Universal EPA
Professional Experience: 34 years

Jesse Maldonado (FT)
Degree/ Certifications: UEI College-HVAC Diploma, National Career Education -ET Diploma
Certs: Universal EPA, CPR
Professional Experience: 3 years

Shaun Kellison (FT)
Certs: Universal EPA
Professional Experience: 11 years

Ankush Parmar (FT)
Degree/ Certifications: UEI College-HVAC Diploma
Certs: Universal EPA
Professional Experience: 3 years

Phillip J. Wright (FT)
Degree/ Certifications: HVAC and Refrigeration-SJ Delta College
Certs: Universal EPA
Professional Experience: 10 years

Medical Assistant

Mohammad Atif (FT)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, BLS
Professional Experience: 4 years

Raymundo Arreaga (PT)
Degree/Certifications: Medical Assistant Diploma-UEI College
Certs: CPR, BLS
Professional Experience: 4 years

Ashley Lopez (FT)
Degree/Certifications: Medical Assistant-Heald College
Certs: CPR, BLS
Professional Experience: 7 years

Marquisha Chaney (PT)
Degree/Certifications: Medical Assistant– UEI College
Certs: CPR, BLS
Professional Experience: 6 years

Tonia Sood (FT)
Degree/Certifications: Medical Assistant– Heald College
Certs: CPR, BLS
Professional Experience: 7 years

Julio Garcia Chavez (Sub)
Degree/Certifications: Lincoln Technical Academy-Medical Assistant Certificate
Certs: BLS, CPR
Professional Experience: 3 years

Gloria Martinez (FT)
Degree/ Certifications: Medical Assistant– UEI College
Certs: CPR, BLS
Professional Experience: 4 years

Judith Llanes (Sub)
Degree/ Certifications: Medical Assistant– Carrington College
Certs: CPR, BLS
Professional Experience: 5 years

Arheanna Ruiz (Sub)
Degree/ Certifications: Medical Assistant– UEI College
Certs: CPR, BLS
Professional Experience: 4 years

Medical Office Specialist

Ashley Lopez (FT)
Degree/Certifications: Medical Assistant-Heald College
Certs: CPR, BLS
Professional Experience: 7 years

Tonia Sood (FT)
Degree/Certifications: Medical Assistant– Heald College
Certs: CPR, BLS
Professional Experience: 7 years

Gloria Maldonado (FT)
Degree/ Certifications: Medical Assistant– UEI College
Certs: CPR, BLS
Professional Experience: 4 years

Electrician Technician

Jesse Maldonado (FT)
Degree/ Certifications: UEI College-HVAC Diploma, National Career Education -ET Diploma
Certs: Universal EPA, CPR
Professional Experience: ET 10 years

Erick Quiroz Sandoval (FT)
Certs: Electrician, CPR, OSHA
Professional Experience: 6 years

Chad Hersom (FT)
Certs: General Electrician, CPR
Professional Experience: 6 years

William Steve Joslin (FT)
Certs: CPR
Professional Experience: 37 years

William Lohman (FT)
Certs: General Electrician, CPR
Professional Experience: 30 years

Jetty Good (PT)
Certs: CPR
Professional Experience: 9 years

Justin Hoig-Tyler (FT)
Degree/ Certifications: Western Electrical Contractors Association
Electrical Curriculum training Certificate
Certs: OSHA 10, Electrician
Professional Experience: 3 years

Juan J. Garcia (FT)
Degree/ Certifications: Electrical Technology Diploma-San Joaquin Valley College
Certs: CPR, OSHA 10, Electrician
Professional Experience: 6 years

UEI COLLEGE

West Covina Campus Faculty / Staff List
Executive Director: **Elisa Medrano**

Admissions
Associate Director of Admissions: Rose Medina

Operations Administrator
Leslie Perez

Student Finance
Director of Student Finance: Claudia Perre-Seleznoff

Student Records
Registrar: Emanda Garcia

Automotive Technician

John Arrieta - Full Time
Certs: ASE, Automotive Technician: Engine Repair, Manual Drive Train and Axles, Automatic Transmission /Transaxle, Suspension and Steering, Breaks.
Professional Experience: 30 years

Ramon Uribe - Full Time
Professional Experience: 36 years

Benjamin Sutta - Full Time
Universal Technical Institute: Automotive Technology Diploma
Professional Experience: 9 years

Joseph Atonio – Part Time
ASE Certified
Professional Experience: 8 years

Alan Jimenez - Full Time
Cypress College: Automotive Technology T-TEN Diploma
Professional Experience: 9 years

Jeremy Yuvienco – Part Time
UEI College: Automotive Technician Diploma
Professional Experience: 7 years

Dental Assistant

Ana Patricia Zamorano - (CDC) - Full Time
Cypress College: Associate in arts - General Education
Certs: RDA, CPR
Professional Experience: 28 years

Vazquez, Maria Toni - Part Time
Bryman College: Dental Assistant Diploma
Certs: RDA, CPR
Professional Experience: 11 years

Rosa Nieto – Full- Time
Cerritos College: Associate in arts dental assistant
Certs: RDA, CPR
Professional Experience: 9 years

Heating, Ventilation and Air Conditioning

Miguel Mendoza – Full- Time
Hacienda La Puente Adult Education: Certificate of Heating Ventilation and Air Conditioning
Tri-Community Adult Education: Certificate of Heating, Ventilation and Air Conditioning
Certs: EPA 608, R-410A
Professional Experience: 3 years

Judge Jr. Thomas - Full Time
Certs: EPA 608
Professional Experience: 10 years

Matthew Droog - Full Time
Mt. San Antonio College: Associate degree in Air Conditioning and Refrigeration Sciences
Certs: EPA 608
Professional Experience: 5 years

Zachary Navarro – Full Time
UEI College: Heating, Ventilation, and Air Conditioning
Certs: EPA 608
Professional Experience: 6 years

Tobias Coleman – Part – Time
Certs: EPA 608
Professional Experience: 4 years

Electrician Technician

Feliciano Sanchez - Full Time
East LA Occupational Center: Electrical Trainee Program Certificate
Certs: Heart Saver CPR
Professional Experience: 13 years

Education
Director of Education: Iriane Tovar
Associate Director of Student Affairs: Annalise Verdugo

Career Services
Director of Career Services: Michelle Parra
Associate Director of Career Services: Bana Keflom
Associate Director of Career Services: Chelsei Nicholas

Jameel Althib - Full Time
Certs: Heart Saver CPR, C10
Professional Experience: 6Years

Erick Dohm - Full Time
Professional Experience: 9 Years

Josafat Lopez Santiago - Part Time
Certs: Heart Saver CPR, C-10
Professional Experience: 10 Years

Julio Godoy - Part Time
Southern California Institute of Technology: General Electrician Diploma
Professional Experience: 4 Years

Barry Byrd - Part Time
Certs: Heart Saver CPR
Professional Experience: 17 Years

Jose Hernandez - Part Time
InterCoast College: Electrical Training Diploma
Professional Experience: 8 Years

Michael Calzadillas – Part- Time
UEI College: Electrician Technician Diploma
Certs: Heart Saver CPR
Professional Experience: 4 Years

Jaime Gomez – Full- Time
Intercoast College: Electrician Technician Diploma
Certs: Heart Saver CPR
Professional Experience: 4 Years

Julio Godoy - Full Time
Southern California Institute of Technology: General Electrician Diploma
Certs: Heart Saver CPR
Professional Experience: 3 years

Aaron Abalos - Part Time
Journeyman Wireman Lic
Certs: Heart Saver CPR
Professional Experience: 20 Years

Medical Assistant

Zamia Prado - Full Time
North Vista ROP: Medical Assisting
Certs: CPR
Professional Experience: 11 years

Aileen Ramos - Full Time
Premiere College: Medical Assistant-Front and Back Certificate
Multiskilled Medical Certification Institute: National Certified Phlebotomy Technician
Certs: CPR
Professional Experience: 20 years

Jonathan Arroyo - Full Time
Arroyo High School ROP: Medical Assistant Certificate
Certs: CPR
Professional Experience: 9 years

Michelle Fierro - Part Time
East San Gabriel Valley ROP: Medical Assistant Certificate
Certs: CPR
Professional Experience: 13 years

Medical Billing and Insurance Coding

Brenda Talley - Part Time
UEI College: Medical Insurance Billing and Coding Diploma
Certs: CPR
Professional Experience: 10 years

Stephanie Rodriguez – Part – Time
UEI College: Medical Insurance Billing and Coding Diploma
Professional Experience: 3 years

UEI COLLEGE

Insert C - Licensure, Certification, or Registration
Programs Preparing Graduates for Licensure, Certification, or Registration

UEI College programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the State of California, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

UEI College has not made any determination regarding the licensure, certification, or registration requirements for any state other than the state of California in which the institution is located.

Program	Program Requirements	State License & Certification Exam and/or Registration
Automotive Technician		Criminal Convictions and drug screening results may impact the ability to become employed in the field. Poor Driving Record, or No Driver's License
Business Office Administration		Not Applicable
Criminal Justice		• An employer screening process in the industry may include, but is not limited to: Background investigation Medical exam (including a stress test EKG and height to weight ratio [BMI]); urinalysis; blood test), Lie detector test (polygraph)/Voice Stress, Analysis, Physical fitness test Psychological exam, Written test, Face to face interviews Criminal history and Credit check
Dental Assistant	• Proof of Immunizations may be required. • Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship	

Electrician Technician	Registration with the State of California as an Electrician Trainee (ET).	It is the student's responsibility to possess a CA Driver's License or State ID prior to graduation in order to receive a Department of Industrial Relations (DIR) Division of Labor Standards Enforcement (DLSE) Trainee Card. The DIR-DLSE Electrician Trainee Card is a requirement for electricians who work in the state of California.
Heating, Ventilation & Air Conditioning		**Required:** United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work.
Medical Assistant	Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship.	Not Applicable
Medical Billing and Insurance Coding	Proof of Immunizations may be required.	Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.
Medical Office Specialist	Proof of Immunizations may be required.	Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.
Pharmacy Technician	All applicants must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during, and upon completion of the program	• **Required:** Graduates must register with the California Board of Pharmacy to work as a Pharmacy Technician.
Welding	Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.	Not Applicable

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Bakersfield:	
Automotive (AUTO)	30:1
Electrician Technician (ET)	24:1
Criminal Justice (CJ)	30:1
Medical Assistant (MA)	30:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Fresno:	
Criminal Justice (CJ)	25:1
Electrician Technician (ET)	24:1
Medical Assistant (MA)	27:1
Medical Billing & Insurance Coding (MBIC)	25:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Pharmacy Technician (PT)	25:1
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Gardena:	
Automotive (AUTO)	30:1
Criminal Justice (CJ)	30:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Welding	24:1
Electrician Technician (ET)	24:1
Riverside:	
Electrician Technician (ET)	24:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	30:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Heating, Ventilation and Air Conditioning (HVAC)	25:1
Sacramento:	
Automotive (AUTO)	30:1
Electrician Technician (ET)	24:1
Medical Assistant (MA)	25:1
Medical Billing & Insurance Coding (MBIC)	24:1
Dental Assistant (DA)	14:1 *Laboratory Instruction (14:1) Pre-Clinical/Clinical Instruction (6:1)*
Heating, Ventilation and Air Conditioning (HVAC)	25:1

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Chula Vista

Program	Lecture	Lab	
Automotive Technician (AT)	30:1	30:1	
Business Office Administration (BOA)	25:1	25:1	
Criminal Justice (CJ)	30:1	30:1	
Electrician Technician	24:1	24:1	
Medical Assistant (MA)	25:1	25:1	
Medical Office Specialist (MOS)	25:1	25:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	

Effective: 2/9/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios
Garden Grove

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab
Automotive Technician (AT)	30:1	30:1
Business Office Administration (BOA)	25:1	25:1
Criminal Justice (CJ)	25:1	25:1
Electrician Technician	24:1	24:1
Medical Assistant (MA)	25:1	25:1
Medical Billing & Insurance Coding (MBIC)	25:1	25:1
Dental Assistant (DA)	14:1	14:1 Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1

Effective: 2/9/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Huntington Park

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab	
Medical Assistant	25:1	25:1	
Criminal Justice	25:1	25:1	
Dental Assistant	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Business Office Administration	25:1	25:1	
Medical Office Specialist	25:1	25:1	
Heating, Ventilation and Air Conditioning	25:1	25:1	
Electrician Technician (ET)	24:1	24:1	

Effective: 2/9/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Oceanside

Program	Lecture	Lab	
Automotive Technician (AT)	30:1	30:1	
Criminal Justice (CJ)	25:1	25:1	
Electrician Technician (ET)	24:1	24:1	
Medical Assistant (MA)	25:1	25:1	
Medical Office Specialist (MOS)	25:1	25:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	

Effective: 4/10/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Ontario

Program	Lecture	Lab	
Criminal Justice (CJ)	25: 1	25:1	
Medical Assistant (MA)	25: 1	25:1	
Medical Office Specialist (MOS)	25: 1	25:1	
Dental Assistant (DA)	14: 1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25: 1	25:1	
Electrician Technician (ET)	24:1	24:1	

Effective: 4/10/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

Reseda

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab	
Electrician Technician	24:1	24:1	
Medical Assistant (MA)	25:1	25:1	
Medical Billing & Insurance Coding (MBIC)	25:1	25:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	

Effective: 4/10/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Stockton

Program	Lecture	Lab	
Automotive Technician (AT)	25:1	25:1	
Medical Assistant (MA)	25:1	25:1	
Medical Office Specialist (MOS)	30:1	30:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	
Electrician Technician (ET)	24:1	24:1	

Effective: 4/10/2026

UEI COLLEGE

Maximum Student/Teacher Program Ratios

West Covina

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Program	Lecture	Lab	
Automotive (AT)	30:1	30:1	
Criminal Justice (CJ)	25:1	25:1	
Electrician Technician (ET)	24:1	24:1	
Medical Assistant (MA)	25:1	25:1	
Medical Billing & Insurance Coding (MBIC)	25:1	25:1	
Dental Assistant (DA)	14:1	14:1	Laboratory Instruction (14:1) Pre-Clinical /Clinical Instruction (6:1)
Heating, Ventilation and Air Conditioning (HVAC)	25:1	25:1	

Effective: 4/10/2026

UEI College
2026 School Catalog Addendum

Amendment to the November 6, 2026 School Catalog

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **11/6/2026.**

Fall Scholarship

This scholarship is offered to students who enroll into an eligible program offered at the campus and begin their program through November 2026. Scholarship is awarded based on need.

- $2,000 scholarship is offered to students with financial need based on their SAI ≤5000
- $2,500 scholarship is offered to students with financial need based on their SAI >5000

NOTE: Acceptable documentation is the ISIR used for student's funding plan. Student is not eligible for any other scholarship with Fall Scholarship.