

# CalRegional

## TRAINING INSTITUTE

(800) 927-5159

[www.calregional.com/crti](http://www.calregional.com/crti)

**2023 SCHOOL CATALOG**  
**January 1, 2023 to December 31, 2023**

---

This catalog applies to the following Main & Branch locations at which all class sessions maybe held

**Main Campus**

4820 Business Center Drive, Suite 100  
Fairfield, CA 94534

**Fresno, Branch Campus**

20 River Park Place West, Suite 103A  
Fresno, CA 93720

**El Centro, Branch Campus**

3451 S. Dogwood Road, Suite 1580  
El Centro, CA 92243

**Stockton, Branch Campus**

3520 Brookside Road, Suite 111  
Stockton, CA 95219

**Redding, Branch Campus**

2195 Larkspur Lane, Suites 203 & 204  
Redding, CA 96002

**Roseville, Branch Campus**

400 Sunrise Avenue, Suite 220  
Roseville, CA 95611

**Catalog of Courses**  
**January 1, 2023 to December 31, 2023**

Institutional Mission and Objectives.....	3
Description of the Facilities .....	3
Library Resources .....	3
Admissions Policies & Recognition of Credits.....	4
Student's Right to Cancel .....	4
Refund Policy .....	5
Grades and Standards for Student Achievement.....	6
Attendance Policy .....	6
Academic Probation and Dismissal Policies.....	7
Leaves of Absence .....	7
Student Grievance Procedures – Student Rights.....	7
Student Services .....	7
Placement Services.....	7
Student Housing .....	8
Privacy Act.....	8
Student Conduct .....	8
Nondiscrimination Policy .....	8
Academic Freedom .....	9
Sexual Harassment .....	9
Student Records and Transcripts.....	10
Requirements for Eligibility for Licensure .....	10
Faculty.....	11
Charges: Tuition & Fees .....	112
Externship Fee.....	13
Programs .....	14
Clinical Medical Assistant .....	14
Pharmacy Technician.....	15
Phlebotomy Technician .....	16
Emergency Medical Technician (EMT-B) .....	17
REQUIRED DISCLOSURES.....	18

## **Institutional Mission and Objectives**

The mission of CalRegional Training Institute is to provide students with high-quality, affordable, healthcare career education programs. Our fast-paced programs are designed for busy adults seeking a new career as a healthcare professional and for individuals looking to enhance their knowledge and skills in the healthcare field.

Our objective is to provide students with a hands-on training experience focused on the most up-to-date skills and techniques. We emphasize professionalism and inspire students to be leaders on the job and in their communities.

## **Description of the Facilities & Type of Equipment Used for Instruction**

CalRegional Training Institute's main campus is approximately 7,000 square feet and includes of 4 large classrooms with an integrated computer lab/ learning resource library and a clinical laboratory.

CalRegional Training Institute Fresno Branch location is approximately 2,500 square feet and includes 3 large classrooms, a student break area and computer lab.

CalRegional Training Institute Stockton Branch location is approximately 4,000 square feet and includes 3 large classrooms, a clinical training area and a small administrative office.

CalRegional Training Institute Redding Branch location is approximately 1,000 square feet of classroom space and is equipped with computer and overhead projector. Students also have access to the adjacent computer lab and student lounge during normal business hours.

CalRegional Training Institute El Centro Branch location is approximately 4,700 square feet and includes 2 large classrooms, a clinical training area, learning resource library and a small administrative office.

CalRegional Training Institute Roseville Branch location is approximately 1,900 square feet and includes 2 large classrooms, a clinical training area, learning resource library and a small administrative office.

Each classroom can accommodate up to 30 students. The classrooms are equipped with a computer, overhead projector, and sound system. The clinical laboratory is equipped with phlebotomy chairs and equipment necessary for the clinical/practical portion of the programs.

## **Library Resources**

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

- <https://www.nhanow.com/>
- <https://www.amcaexams.com/>
- <https://www.ncctinc.com/>
- <https://www.pharmacy.ca.gov/>
- <https://www.cdph.ca.gov/>
- <https://www.nremt.org/>

## **Admissions Policies & Recognition of Credits**

### **All Programs**

- Student must be 18 years of age or older at the time of program start date.
- Student must have a high school diploma, GED or equivalent. For the Phlebotomy Technician program, foreign diplomas must be evaluated for U.S equivalency (for more information go to [www.aes-edu.org](http://www.aes-edu.org)).
- Students must pass a basic math and English assessment with a score of 70% or better.
  - The assessment will be taken on the first day of class.
  - Students are allowed two attempts to pass the assessment.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment agreement or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a registration fee not to exceed two hundred fifty dollars (\$250 registration fee and STRF fee). A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to [info@calregional.com](mailto:info@calregional.com) or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Refund Policy**

A pro rata refund pursuant to section 94910© or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. Refunds will be made according to how tuition was paid. If tuition was paid with a credit card, the money will be refunded to the card used.

## Grades and Standards for Student Achievement

Students must maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. The grading policy includes: In-class labs, homework assignments, quizzes, midterm and final exams, participation, attendance and externship prerequisites. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

GRADING SCALE	
In-Class Labs	20%
Homework Assignments	10%
Quizzes	20%
Midterm and Final Exam	40%
Participation/Attendance	5%
Externship Prerequisites	5%
	<b>100%</b>

Students who receive less than 70% on the midterm or final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 70% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative grade point average falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class and will not be eligible to take any state licensing exam if applicable.

### Attendance Policy

Attendance, both in the classroom and at the externship site is one of the most important factors in a student's ability to succeed in the program. Students are expected to maintain 100% attendance to receive credit for each hour of the program. Students are required to notify the instructor in advance of any absence. Once students are in externship, they are required to notify their externship coordinator and their externship site in advance of any absence. Enrollment in a program can be terminated because of excessive tardiness and/or absences. Absences in class or externship include:

- Not attending on a date scheduled
- Late arrival
- Early departure
- Returning late from scheduled breaks
- Excessive personal breaks

**For the Phlebotomy Technician program absences are not allowed.** If a student misses a class, he or she will be dropped from the program. **For Clinical Medical Assistant, Pharmacy Technician, and Emergency Medical Technician Programs,** students who miss 8 hours of classroom instruction will be issued a warning. Students who miss more than 8 hours of classroom instruction may be dropped from the program and lose their eligibility to be placed in externship.

## **Academic Probation and Dismissal Policies**

The Administration may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored throughout the duration of the program. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student via email or in person by the instructor, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to [info@calregional.com](mailto:info@calregional.com).

## **Leaves of Absence**

Due to the short duration of our program, no leave of absence is available to students.

## **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to Administration at [info@calregional.com](mailto:info@calregional.com). The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a response within ten business days. Student's rights are set forth at various places in this catalog. Contact Administration if you require additional information via email to [info@calregional.com](mailto:info@calregional.com).

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

This institution does not provide job placement assistance.

## **Student Housing**

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$2,000 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are required to be courteous and respectful at all times to fellow students, instructors, school personnel, patients, clients, visitors and externship personnel. Students should conduct themselves in a professional manner at all times, regardless of the circumstance. A student may be dismissed from a program for any reason, including but not limited to, if the student:

- Commits any safety violation that may endanger or harm the campus, students, administrators or staff.
- Commits an obscene act or engages in habitual profanity, vulgarity or behavior that could be perceived as sexual harassment.
- Causes or attempt to cause damage to school or private property.
- Takes medical supplies or removes equipment from the classroom or externship site.
- Causes, attempts to cause or makes threats to cause physical injury to another person.
- Commits or attempts to commit a sexual assault or battery.
- Is found to be in possession of (including selling, buying or furnishing) any firearms, knives, explosive devices, dangerous devices or other weapons, even if they are considered imitations.
- Unlawfully possess, uses, sells or otherwise furnishes any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Is under the influence of alcohol, drugs or intoxicants of any kind.
- Unlawfully possesses, or unlawfully offers, arranges or negotiates the sale of any drugs or paraphernalia.
- Knowingly receives stolen school property or private property.

## **Nondiscrimination Policy**

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



**Dishonesty Policy**

Dishonesty will not be tolerated. Examples of dishonesty include:

- Cheating
- Plagiarism
- Assisting another student in cheating or plagiarism
- Giving false information to the school, program personnel, externship personnel or potential employers

Dishonest behavior will result in disciplinary action including:

- Issuance of a failing grade of “0” for an assignment or quiz
- Issuance of a failing grade for the program
- Denial of externship placement
- Dismissal from the program

**Harassment Policy**

There is no tolerance in the program for harassment or assault of, or by, students. Any person found to have engaged in such conduct will be subject to discipline, up to and including expulsion from the program. Students who feel they have been harassed are urged to report the incident as soon as possible to their instructor, CalRegional Training Institute, school authority and in any event of matters involving personal safety, law enforcement.

**Classroom Cameras**

Classrooms may be equipped with a camera or cameras. Cameras are not monitored continuously under normal conditions but may be monitored for legitimate safety, security, cheating, disciplinary or other purposes.

**Academic Freedom**

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

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

**Sexual Harassment**

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

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

## **Requirements for Eligibility for Licensure**

### **Medical Assisting**

Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

### **Pharmacy Technician**

Certification is a goal of this program. In order to gain licensure as a Pharmacy Technician through the California Board of Pharmacy, the student must possess and provide a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), Attach a passport-style photo along with the application, The applicant must be a high school graduate or have a general education development certificate equivalent, The applicant must have successfully completed 240 hours of instruction as specified in Title 16 California Code of Regulations Section 1793.6(c), The applicant must provide a sealed, original Self-Query Report from the National Practitioner Data Bank (NPDB), and provide fingerprints through Live Scan for California residents.

### **Phlebotomy**

Certification is a goal of this program. In order to gain licensure as a Certified Phlebotomy Technician (CPT1) through California Department of Public Health, Laboratory Field Services Division, the student must have successfully completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

### **Emergency Medical Technician (EMT-B)**

A course completion certificate shall be issued that meets the strict criteria of California EMS, Solano County EMS and is drawn from the National Highway Traffic Safety Administration. Upon successful completion from our 182-hour course, students with an 80% score and higher on the final exam will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

## Faculty

Candy Peralta	Part Time	Lead Medical Assistant/Phlebotomy Instructor	16+ years teaching experience, CPT1 00000181, Certified by American Medical Technologist as an RMA.
Kevin Alexander	Part Time	Lead Medical Assistant/Phlebotomy Instructor	12+ years teaching experience Licensed Phlebotomist - CPT1 00027638.
Julia Torres	Part Time	Lead Medical Assistant Instructor	4+ years teaching experience, 10+ years of experience as a Medical Assistant.
Bella Rodriguez	Part Time	Lead Medical Assistant Instructor	Licensed Vocational Nurse since 2005. Intravenous Therapy and Blood Withdrawal Certified.
Micaela Ayon	Part Time	Lead Medical Assistant Instructor	2+ years teaching experience, 12+ years of experience as a Medical Assistant.
Julie Thomas	Part Time	Lead Medical Assistant Instructor	20+ years teaching experience, 40+ years of experience in the field of Medical Assisting.
Michelle Palacio	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist – CPT1 00060715, 10+ Years of experience as a phlebotomist.
Katherine Smith	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist – CPT1 00055749, 10+ Years of experience as a phlebotomist.
Misty Rae Baker	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist – CPT1 00053555, 10+ Years of Teaching/Training Experience.
Anna Wolfe	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist – CPT1 00048018, 10+ Years of experience as a phlebotomist.
Benjamin Gammon	Part Time	Lead EMT-B Instructor	Licensed Paramedic Lic.# P29895 12 years of paramedic experience along with 4 years of teaching experience.
Peter Squellati	Part Time	Lead EMT-B Instructor	Licensed Paramedic Lic.# P28855, Graduate of the National Association of EMS Educator Instructor Course – 2014.

**Charges: Tuition & Fees**

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

<b>Program Name</b>	<b>Tuition</b>	<b>Registration Fee (non-refundable)</b>	<b>STRF (non-refundable)</b>	<b>Textbooks</b>	<b>Externship Fee (*)</b>	<b>Total</b>
Clinical Medical Assistant	\$2,538.50	\$250	\$7.50	\$0	\$199	\$2,995
Pharmacy Technician	\$2,538.50	\$250	\$7.50	\$0	\$199	\$2,995
Phlebotomy	\$2,538.50	\$250	\$7.50	\$0	\$199	\$2,995
Emergency Medical Technician (EMT)	\$2,538.50	\$250	\$7.50	\$0	\$199	\$2,995

\* (Externship Fee is non-refundable after the cancelation period)

**Student Supplies Not Included in the Tuition**

<b>Clinical Medical Assistant</b> Est. Total \$250 <ul style="list-style-type: none"> <li>• Textbooks - \$130</li> <li>• Scrubs - \$20/set</li> <li>• Blood Pressure Cuff &amp; Stethoscope - \$20</li> <li>• Background &amp; Drug Screening - \$80</li> </ul>	<b>Pharmacy Technician</b> Est. Total \$345 <ul style="list-style-type: none"> <li>• Textbooks - \$110</li> <li>• Scrubs - \$20/set</li> <li>• Background &amp; Drug Screening - \$80</li> <li>• Exam Review &amp; Test Fees - \$135 (not required)</li> </ul>
<b>Phlebotomy Technician</b> Est. Total \$180 <ul style="list-style-type: none"> <li>• Textbooks - \$80</li> <li>• Scrubs - \$20/set</li> <li>• Background &amp; Drug Screening - \$80</li> </ul>	<b>Emergency Medical Technician (EMT-B)</b> Est. Total \$465 <ul style="list-style-type: none"> <li>• Textbook - \$180</li> <li>• Uniform - \$60/set</li> <li>• Boots - \$75-100</li> <li>• Medical Kit - \$70</li> <li>• Background &amp; Drug Screening - \$80</li> </ul>

**Clinical Medical Assistant**

Total Charges for Current Period of Attendance \$2,995

Estimated Total Charges for the Entire Educational Program \$3,245

**Pharmacy Technician**

Total Charges for Current Period of Attendance \$2,995

Estimated Total Charges for the Entire Educational Program \$3,340

**Phlebotomy**

Total Charges for Current Period of Attendance \$2,995

Estimated Total Charges for the Entire Educational Program \$3,175

**Emergency Medical Technician (EMT-B)**

Total Charges for Current Period of Attendance

\$2,995

Estimated Total Charges for the Entire Educational Program

\$3,460

**Payment Plans**

Students on a tuition payment plan will be billed each month according to the Payment Plan Agreement. All billing is carried out by CalRegional Training Institute and will be noted as such on the credit card statement or bank account associated with the student's Enrollment Agreement.

**Failed Transactions & Late Payments**

Students are required to make payments according to their payment plan. If a payment fails, the student will be placed on academic probation immediately. Students are required to make up the failed payment within 10 business days or will be dropped from the program. There is a \$35.00 fee for failed transactions. The failed transaction fee will be charged the same day the failed transaction occurs.

**For more information on program fees, please refer to your Enrollment and Payment Plan Agreement.**

**Externship Fee**

Under certain conditions, a student may be entitled to a refund for the Externship portion of the tuition (if any) in an amount not to exceed \$199. To be eligible, a student must satisfactorily complete the classroom portion of the program, meet all our externship placement obligations and the Externship Coordinator must be unable to schedule the externship within the required timeframe.

## Programs

Name of Program	Clinical Medical Assistant (All Campuses)
Program Description	The program is designed to train students to perform a variety of administrative, laboratory and clinical duties. The program introduces the student to front office administrative responsibilities such as record keeping, scheduling appointments and processing insurance claims. The majority of the program will focus on back office clinical responsibilities. Students will receive hands-on training on how to conduct a variety of diagnostic tests, take vital signs, draw blood (venipuncture), give injections and assist the doctor in patient procedures. Students will also learn medical terminology, anatomy, physiology and pharmacology.
Program Mission & Objectives	The mission of this program is to provide high-quality medical assistant training that prepares the student for the ever-changing healthcare environment. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).
Graduation Requirements	To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully
Total Clock Hours	<b>320 Hours</b>
SOC	Medical Assistant. (SOC 31-9092.00)
Final Tests or Exams	Yes
Required Internship or Externship	Yes

### Sequence of Instruction

- **The Medical Assistant and the Health Care Team**
- **Anatomy and Physiology**
- **Pharmacology**
- **Pediatric Examinations**
- **Workplace Readiness**
- **Clinical (160 Hours)** 160-hour clinical externship in a healthcare setting

<b>Name of Program</b>	<b>Pharmacy Technician (All Campuses)</b>
Program Description	The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skills they will need as an entry-level pharmacy technician. Pharmacy Technicians work under the supervision of a licensed pharmacist in a variety of settings including pharmacies, hospitals, clinics, retail stores, mail-order and online businesses. As a pharmacy technician student will be responsible for receiving and filling prescriptions, assisting customers, maintaining customer records, answering phones, updating records in the computer system and taking payments.
Program Mission & Objectives	The mission of this program is to provide training that prepares students with the educational tools needed to become a qualified Pharmacy Technician. The program alone will qualify students for California State Licensure. No exam is required. Students who pass the program may take the Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTBC).
Graduation Requirements	To complete this program the student must: <ul style="list-style-type: none"> <li>a) Miss no more than 8 scheduled hours of instruction</li> <li>b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program.</li> </ul>
Total Clock Hours	<b>302 Hours</b>
SOC	Pharmacy Technician (SOC 29-2052.00).
Final Tests or Exams	Yes
Required Internship or Externship	Yes

### Sequence of Instruction

- **Introduction to Pharmacy**
- **Introduction to Pharmacology**
- **Pharmacy Technician Practice**
- **BLS/CPR American Heart Association – Basic Life Support/CPR**
- **Pharmacology and Medications**
- **Clinical (120 Hours)** 120-hour clinical externship in a retail or institutional pharmacy

<b>Name of Program</b>	<b>Phlebotomy Technician (All Campuses)</b>
Program Description	The Phlebotomy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to draw blood from patients as an entry-level phlebotomist.
Program Mission & Objectives	Upon completion of the program and the required externship, students may take the Phlebotomy Certification exam (PTC) through the American Medical Certification Association (AMCA) or the National Certified Phlebotomy Technician exam (NCPT), through the National Center for Competency Testing (NCCT). Students who pass the exam may apply for state licensure CPT1 through the California Department of Public Health Laboratory Field Services.
Graduation Requirements	To complete this program the student must: a) Attend 100% of the scheduled hours of instruction. b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program.
Total Clock Hours	<b>104 Hours</b>
SOC	Lab Asst; Patient Service Technician PST; Phlebotomist; Medical Lab Assistant; Registered Phlebotomist-Part Time (SOC 31-9097.00).
Final Tests or Exams	Yes
Required Internship or Externship	Yes

#### **Sequence of Instruction**

- **Basic Phlebotomy**
- **Advanced Phlebotomy**
- **Clinical (40 Hours)** 40-hour practical instruction in phlebotomy in a clinical setting.



<b>Name of Program</b>	<b>Emergency Medical Technician (EMT-B) (Fairfield Campus Only)</b>
Program Description	Student's receive the skills necessary to respond to emergency calls and treat trauma patients as well as how to care for and transport the sick and injured. Students immediately put their skills into practice through clinical, residential, and ambulance simulations. Students receive hands-on training with actual field medical equipment, supervised by experienced paramedics and EMTs. These instructors bring a wide variety of EMT experience to the classroom and skills lab to expand our students' learning opportunities.
Program Mission & Objectives	The mission of our Emergency Medical Technician (EMT-B) program is to provide training for those individuals who desire more than basic first aid training and to contribute to the professional delivery of approved EMT training in the local community. On successfully completing the EMT program, the student will be eligible to take the national certifying exam through the National Registry of Emergency Medical Technicians – NREMT and receive the national EMT certification. (SOC# 29-2041)
Graduation Requirements	To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program
Total Clock Hours	206 Hours
SOC	29-2041, Emergency Medical Technician
Final Tests or Exams	Yes
Required Internship or Externship	Yes

#### **Sequence of Instruction**

- **Preparatory**
- **Airway Management**
- **Patient Assessment**
- **Medical/Behavioral Emergencies and Obstetrics/Gynecology**
- **Trauma**
- **Infants/Children and Geriatric**
- **Operations**
- **Advance Airway**
- **Career Preparation**
- **Clinical (24 Hours)** 24-hour ambulance ride along/emergency room observation to include at least 5 patient care reports (PCR)

## **REQUIRED DISCLOSURES**

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

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

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

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, option #5) or by visiting (<https://osar.bppe.ca.gov>).

### **Catalog Update Policy**

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

### **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by calling the school's office or going online to [www.calregional.com/crti/](http://www.calregional.com/crti/).

### **BPPE Approval**

This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means that the institution and its operation comply with the minimum standards. Approval to operate means compliance with the standards as set forth in the CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

### **Financial Stability – Bankruptcy History**

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

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at CalRegional Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Clinical Medical Assistant, Pharmacy Technician, Phlebotomy, or Emergency Medical Technician (EMT) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 CalRegional Training Institute to determine if your certificate will transfer.

### **Visa Related Services**

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

### **Language Proficiency**

A student must have a score of 500 on the TOEFL exam. or the student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

### **Language of Instruction**

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

### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Financial Aid Disclosures**

The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does provide financial assistance directly to its students in the form of a monthly payment plan. Students using this option authorize their credit card to be charged equal monthly payments until the balance is paid in full.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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