Medical Science Institute

Main Campus

5542 North Figueroa St. Los Angeles, CA 90042

Satellites:

3615 E. Imperial Hwy. Lynwood, CA 90262
721 N. Euclid Street Anaheim, CA 92801
14600 Golden West St. West Minister, CA 92683

Ph: 323-478-0517 Fx: 323-259-1007
Website: www.msila.org

SCHOOL CATALOG

Year January 1, 2025- Dec 31, 2025

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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.

"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

Our Mission Statement

Medical Science Institutes mission is to assist students successfully transition into their chosen career by providing guidance and education. We educate students through careful and continuous training to help them achieve their professional dreams. We aim to empower students to sustain career focused employment in an ever changing economy. Assisting our students to become qualified entry-level professionals and advance in their careers in order to better serve our communities is MSI's goal.

Disclosures

Medical Science Institute is a private not accredited by an accrediting agency recognized by USDOE. institution and is approved by Bureau for Private Postsecondary Education (BPPE). *Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Medical Science Institute Students Does not offer degree programs. All programs offered by MSI are Certificate programs only. Since Medical Science Institute is non accredited, the institution does not offer Federal financial aid.*

MSI is affiliated with Medical Clinic, Dental Clinic and Clinical Laboratory to provide excellent training in Medical and Dental field.
California statute requires that a student who successfully completes a program of study be awarded an appropriate certificate verifying the fact. MSI offers its graduates a certificate verifying completion of the program study.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with our Admission Representatives prior to enrolling. Also, we highly recommend the students "audit" the class that they may want to enroll in.

Background Information

Medical Science Institute is collaborating with faculty of Board certified physicians, certified physicians Assistants, Dentist and Doctors of Philosophy (Ph.D.) who have served the community of Highland Park, East Los Angeles, Paramount, Montebello and surrounding neighborhood in Medical and Dental field since 1981.

Our Faculty and Staff are members of Board of Director (Governing Body), Directors, members of several Committies at several hospitals, medical clinics, nursing homes and other healthcare facilities to give efficient & state of the art medical attention to those in need. Our Faculty members are involved with several community groups and understand the need of this community.

Medical Science Institute is proud to have joined hands with these professionals and is committed to changing lives, and preparing our students for a rewarding career in the Medical Field.

Business Hours of Operation

Offices at MSI are open from 9:00 AM to 7:00 PM Monday thru Friday, and 9:00 AM to 1:00 PM on Saturdays by appointment only. For Sunday classes, our campuses will be accesible, however, office staff will not be available.

Locations

Medical Science Institute has Five locations.

- 5542 N. Figueroa Street Los Angeles, Ca 90042 (Main Campus) (All programs)
- 3615 E. Imperial Hwy. Lynwood, CA 90262 (Satellite) *(Phlebotomy, EKG, EMR)*
- 721 N. Euclid Street Anaheim, CA 92801 (Satellite) *(Phlebotomy, EKG, EMR)*
- 14600 Golden West St. West Minister, CA 92683 (Satellite)*(Phlebotomy, EKG,EMR)*

Classes Locations

- 5542 N. Figueroa Street Los Angeles, Ca 90042 (Main Campus) (All programs)
- 3615 E. Imperial Hwy. Lynwood, CA 90262 (Satellite) *(Phlebotomy, EKG, EMR)*
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- 14600 Golden West St. West Minister, CA 92683 (Satellite)*(Phlebotomy, EKG,EMR)*

Class & Laboratory Schedule

Classes are convened at various times to accommodate most students schedules:

• Morning Classes	8:00 am to 12:15 pm	Monday through Friday
• Evening Classes	6:00 pm to 10:15 pm	Monday through Friday
• Weekend Class	8:00 am to 5:00 pm	Saturday

If a holiday falls on a regularly scheduled class day, that class time and course work must be made up during the current module. For a complete list of the schedule holidays, please see the Holiday Calendar.

Should a student want “another perspective” or a “refresher” before testing, they may “sit-in” the same class that is being presented during a different timeslot. MSI Computers, Library and Laboratory are available during normal business hours.

Facilities

The Campus maintain Administration, Admissions, Education, Registrar and Library.
Class rooms, library and laboratories are available to our students feature the following characteristics:

- The Facility meets the applicable city fire, sanity and occupancy codes.
- Computers, Library and Laboratory are available during normal business hours.
- The main focus of the library is the resource of the Internet. All computers in the classrooms utilize a DSL connection to the Internet. Students are encourages to take
  advantage of this opportunity at anytime during regular campus hours.

Equal Opportunity & Non-Discrimination Policy

Medical Science Institute does not discriminate in admissions,consulting, education, training or any other activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicapped or medical condition. All applicants are interviewed and evaluated on the basis of their capability of completing successfully their training in the field of study.

Smoking Policy

Medical Science Institute provides its students with a smoke-free environment and smoking is not permitted anywhere inside MSI facility.

Fee Changes

MSI reserves the right to make fee adjustments as needed. These fee changes do not affect students already enrolled in a program of study.

Student Services

Medical Science Institute strives to support the students' educational pursuits by providing various resources:

- Open, free laboratory and library time during regular campus hours, subject to space availibility.
- Consulting sessions for our students in coping skils such as life, career development, budget and personal financial planning skills, academic , consulting and tutoring.
- Each student's progress is monitored during his or her program of study. Assessment of progress will be discussed if any academic or attendance issues arise. If necessary, students will be advised of any recommended modifications and/or adjustments needed.

- Career planning services are available to the students during their educational process. MSI encourages its students to take advantage of these services during the program of their study.
- Practice examinations related to the student's program of study.
- DSL access to the Internet during regular campus hours.
- Training in Interview skills
- Assistance in the preparation of resumes.

Libraries and Other Learning Resources

Our Resource Center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers DSL Internet connection and a comprehensive virtual library with thousands of virtual resources available for students' projects, and instructors use. Any students who wish to access the library should check in with the school Administrative Office from 9am to 10pm Monday –Friday, and 9am to 5 pm on Saturdays. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

Educational resources will be checked out to students and will require collateral at the time of check out. All materials are checked out for a maximum 1 day per check out. Materials will be examined before and after check out to maintain our resources as clean as possible. Computers will be assigned on availability for a maximum of 15 minutes per visit if other students are waiting for computers.

The program offered by MSI is a NON- RESIDENTIAL program and does not provide or have no responsibility to find or assist a student in any housing information.

Visa Assistance

Medical Science Institute does not provide any assistance in Immigration or Visa applications.

Assesssment of Student Academic, Institution Records & Students Achievement

The faculty and Staff of Medical Science Institute are committed to continous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge and standard of Institution policies, abilities of the students and their achievement. Result of assessment activities will be used to plan for continual improvement of college operations.

Award Credit for prior Experiential learning policy

Medical Science Institute accept Experiential learning for Phlebotomy program only. If the student has On the job training in the last 5 years. A Letter of Phlebotomy Experience for California Certification signed by an MD, DO, or CLB must be submitted to MSI upon enrollment, this will qualify the student to enroll in Advanced Phlebotomy program instead of Basic and Advanced Phlebotomy program.

Holiday Calendar

MSI will be closed on the following Holidays listed below and may also be closed on additional days at its discretion.

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Resource Center

Our resource center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers Internet connection and a comprehensive virtual library with resources available for students' projects and instructors use. This center will be open during the normal hours of operation, from 9:00 AM to 7:00 PM Monday thru Friday, and Weekends from 9:00 AM to 5:00 PM. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

Admissions Policy

Admissions Criteria

All applicants must meet with an Admission Representative for an assessment interview. During this interview the candidate's previous background will be evaluated to establish the best coursework for the student to pursue which is commensurate with the student's goals.

MSI does not accept transfer credits from other institutions.

NOTICE CONCERNING TRANFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The Transferability of Credits you earn at Medical Science Institute is at the complete discretion of an Institution to which you may seek to transfer. Acceptance of the (certificate) you earned in Medical Science Institute is also at the complete discretion of the Institution to which you may seek to transfer. If the (Certificate) that you earned in Phlebotomy, Medical Administrative Assistant, Clinical Medical Assistant, Medical Billing and Coding, Electronic Health Records, Medical Laboratory Assistant, and Electrocardiograph Technician, 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 the 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 in which you may seek to transfer after attending at Medical Science Institute to determine if your (Credits or Degree, Diploma, or Certificate) will transfer.

TRANSFER CREDIT EVALUATION

Credits earned at other institutions are not accepted at Medical Science Institute. Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

The applicant must be a HIGH SCHOOL graduate or the equivalent, be 18 years (or have parental consent), and be able to meet financial commitments to legally attend a school. To register, students must provide a copy of their High School diploma or GED. Students may not
start classes until their High School Diploma or GED has been received by the school. Documentation in languages other than English, must be duly translated and certified to be equivalent to a US High School diploma.
All Applicants must be able to read and understand English. Medical Science Institute programs and externships are taught in English. Medical Science Insstitute does not offer English as second languange. Medical Science Institute Does not offer any program that are taught in other languange. No Remedial English Instruction is provided by Medical Science Institute. Medical Science Institute currently does not enroll any foreign students.

In rare instances when a prospective student who is a high school graduate is not able to provide documentation to verify high school completion or equivalency due to circumstances beyond their control. (e.g. loss of records due to fire or flood, inability to obtain records, etc.), he/ she must fill out a High School Completion Self Certification Form attesting that he / she obtained a high school diploma or

its equivalent and stating the reasons why documentation thereof cannot be provided, take the Wonderlic Basic Skills Test and achieve a minimum score of 200 in the verbal part and 210 in the quantitatve part of the test to be able to enroll.

English as a Second Language

Medical Science Institute does not offer instruction in English as a second language, nor do we provide English language services. All classes are conducted only in the English language. Students are required to have English Proficiency as determined during the interview. Medical Science Institute does not require TOEFL or other such score for admission.

Enrollment Procedure

A personal interview with an Admissions Representative is necessary in order to register and enroll in any training program. The Admission Department is regularly open during normal business hours. The enrollment process consists of the following steps:

- Complete a Welcome to MSI questionnaire.
- A personal interview with an Admissions Representative who will provide a recap of programs, a copy of the catalog and copy of School Performance Fact sheets and then determination of the program of training desired by the applicant.
- The enrollee must review, sign, initial and date the School Performance Fact sheet prior to signing enrollment agreement.
- Complete and sign enrollment agreement and any other admission paperwork.
- Director of Admissions must give final approval.

Student Tuition Recovery Fund Fees (STRF)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 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 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."

HOUSING

Medical Science Institute does not provide housing or dormitory facility to students. However, Students should expect to pay approximately $900 per month for cost of housing in the Los Angeles area. MSI does not provide or assist a student in finding housing information.

Any Questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:
The Bureau for Private Postsecondary Education

Physical Address: 1747 N. Market Blvd. Ste 225
Sacramento, Ca 95834
Mailing Address: 1747 N. Market Blvd. Ste 225
Sacramento, Ca 95834
Phone Number: 916-431-6959
Toll Free: (888) 370-7589 / (916)574-8900
Fax Number: 916- 263-1897 / (916)574-8900
Web Address: bppe.ca.gov

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 website www.bppe.ca.gov

Placement Preparation & Assistance

Medical Science Institute provides employment assistance to all its graduates. The Career Center provides career development workshops to assist students in resume writing, interview techniques and job search skills.

Employment assistance includes:

- Career development
- Direct job referrals matching MSI graduates with entry-level job openings in a trained field.
- Intership/Externship Programs
- Volunteer Program
- Follow-Up and assistance if necessary after hire

Please Note: Medical Science Institute does not guarantee employment and does not provide job placement.

Graduation Requirements

A student is considered to be a graduate when they have completed all modules of their perscribed coursework and have met the folowing additional requirements:

- An overall academic grade of 70% or higher.
- The completion of a mid-term and final exam for each of their program modules.
- An absentee rate of less than 30%.(except Phlebotomy)
- The completion of all placement seminars.
- All financial agreements with the school have been adhered to.

Upon meeting all requirements for graduation, studens shall receive either a Certificate of Completion depending on their selected program of study.

Grading Standards

Basis for Grade Evaluation

CRITERIA	PERCENTAGE CONTRIBUTION
FINAL	30
MIDTERM	20
QUIZZES	30
PROFESSIONALISM	10
PARTICIPATION	10

Grade Evaluation

PERCENTAGE	MEANING	GRADE	GPA
90 – 100	Excellent	A	4
80 – 89	Good	B	3
70 – 79	Average	C	2
60 – 69	Below Average	D	1
59 – Below	Unsatisfactor	F	
	Incomplete	I	

Attendance Policy

- Attendance is mandatory and will be taken at every class.
- It is the responsibility of the student to contact the school if he/she will be absent.
- A tardy is defined as arriving to class more than 15 minutes late or leaving class early.
- If more than 3 unexcused class sessions are missed, the student is subject to school intervention and possible attendnce warning and probation that could lead to dismissal.

- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's grade and attendance sheet.
- The Director of Education and/or School Registrar or designee will meet with the student regarding reasons for poor academics, attendance, or conduct. Documentation of the meeting results will be placed in the student's file.
- Students are responsible for obtaining missed instruction and assignments from other students or the instructor. The instructor does not assume responsibility for this.
- The school requires documentation after 3 consecutive absences and the student is required to make up all the missed class time.
- Special circumstances (such as documented extended illness or death in the family) will be recorded. If it appears that further abscences will not occur, students will not be required to make up any missed days, unless it is necessary to improve the GPA or acquire vital information that was missed.

Phlebotomy Program Attendance Policy:
(No exceptions or excuses to this policy)

- Attendance is mandatory and will be taken very serioulsy at every class.
- Each student must be on time. (These rules are enforced by California Department of Public Health, Labroatory Field Services)
- Students are allowed to have maximum of 15 minutes tardiness as it is equivalent to 1 day absent in the class.
- Students are allowed to have maximum of one 30 minutes tardiness as it is equivalent to 1 day absent in the class.
- If the students missed a day of class, The student will need to contact MSI administrator to make up for the class missed.
- The students will be given a make up class schedule by MSI administrator free of charge base on MSI class schedule and seat availability, This will cause delay on student's Externship Starts date and Graduation.
- MSI encouraged all students to avoid being tardy or being absent.

Student's Rights

- A student may cancel a contract with Medical Science Institute without any penalty or obligations, on the first class session or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that each students receives upon enrollment.
- If the written Cancellation notice is mailed to MSI, the postmark cannot be later than the fifth business day after the first class session of attendance for the class being canceled. The can cancellation notice should be mailed to:
  The Registrar's office
  Medical Science Institute
  5542 N. Figueroa Street

Los Angeles, Ca 90042

After the end of cancellation period noted above, a student may withdraw from their program and receive a proportional refund for the part of the program not taken. In the unlikely event the MSI ceases to do business for any reason, a student maybe entitled to a refund. The student would then contact the Department of Consumer Affairs or an explation of his/ her rights at :

Department of Consumer Affairs
Consumer Information Division
1747 N. Market Blvd. Ste 225
Sacramento, Ca 95834
(888) 370-7589 / (916)574-8900
bppe@dca.ca.gov

Grievance Procedure

We are very proud of our instructional programs, our instructors, our facility and the percentage of the students who complete their programs and gain their certificationin their chosen fields. However, if, for any reason, any students encounters difficulties or has a grievance. Grievances must be filed within 5 days of the occurrence. All formal grievances must be submitted on a student grievance form and must include specific details regarding the event involved and the rule, regulation, or law alleged to have been violated by the Institution or its employees. All grievances must be filed in writing with the school coordinator.

1. The student may discuss the incident with school coordianator. The school coordinator must then provide the student a grievance form to complete.
2. Once the grievance form is filed, the school coordinator will discuss the incident with the employee involved in the grievance.
3. If the situation is not resolved after the meeting. The school coordinator will set a formal meeting with the the Director of Education and the parties involved to discuss the grievance.

4. If the school failed to address student's concern, The Student may contact Bureau any time to address grievances.

Dapartment of Consumer Affairs
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, Ca 95898
888-370-7589
www.bppe.ca.gov

Code of Student Conduct

- Students should dress and conduct themselves in a manner normally acceptable in the “corporate casual” environment. This also includes proper hygiene.
- Any student who is caught cheating will receive a FAILING grade on the exam being taken, and will be referred to the School Director or Management designee for disciplinary action.
- Any student conduct, poor attendance or scholastic performance that tend to reflect unfavorably in a generally acceptable college or business environment is subject, at the sole discretion of the school, to cancelation/termination of his or her contract.
- Any of the following action may be cause for dismissal and/or notice to the auhoritites:
    1. Cheating or use of other sutdent’s materials for grading purposes
    2. Unathorized use or distribution of copyrighted material.
    3. Deliberate destruction of property belonging to another.
    4. Intoxication or substance abuse, including use or pssession of alcohol or any illegal drug on campus.
    5. Disruptive or intimidating behavior that interferes with the pursuit of learning by others.
    6. Blatant disrespect toward staff, instructors or other students.
    7. Inability to meet attendance, and/or conduct requirements.

Dismissal, Suspension & Readmission

- The School Director or Management designee and the instructor of the student in question will discuss the circumstances of any dismissal or suspension action.
- Students desiring to re-enter a voluntary withdrawal must submit a written request to the School Director or Management designee for readmission.

Leave of Absence Policy

When a student undergoes special extenuating circumstances that prevent him / her from attaending classes regular, he/ she may request a Leave of Absence. LOA’s may be granted in more than one occasion, but the maximum total period for all LOA’s combined may not exceed 180 days within a 12 month period . LOA requests must be filed in writing before the Registrar, must indicate a reason for the request, and must express a clear commitment by the student to

return to classes by the end of the approved Leave of Absence . Failure to return timely may lead to dimissal. All LOA requests must be approved in writing by the appropriate MSI official. Only in rare circumstances may MSI grant a leave of absense without a prior written request. In this case, MSI must document its decision and collect the corresponding written request at a later date. If the student is a Title IV, HEA program loan receipient, the Registrar must explain to the student, prior to granting leave of absense, the effects that the student’s failure to return may have on his/ her loan reyment terms.

Definition of Satisfactory Academic progress

The school regularly monitors students' progress to assure that all students are progressing at a rate that will allow them to successfully complete their program of the study within the maximum allowable time frame.

The maximum time frame in which a student must complete his/ her program is period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. Example: A program of 48 weeks in length must be completed within a maximum time frame of 72 weeks. Periods for the approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame.

All students at MSI are required to meet, atleast , the minimum academic requirement of 70% of final grade and minimum 70 % of over all attendance.

Students not meeting requirements set forth in this section will be placed on academic probation for a period of time. The Registrar will notify the student in writing that it has been determinated that he / she is not meeting Satisfactory Academic Progress, and that he/she has been placed on probation. The Registrar's determination that a student is not meeting Satisfactory Academic Progress may be appealed in writing by the student within five days of the date of probation notice. The appeal must be directed to the Vice President of Operations, who will then call a panel composed of Eductaion Coordinator, The School Director and the Vice President of Operations to review the case within five calendar days.

The panel's determination is final. Probation could be imposed on a student due to poor attendance and/ or poor academic performance. Probation lasts for 30 days in which the student is closely monitored and assisted for improvement by the Instructor, the Education Coordinator and the Registrar. In the event a student is unable to improve his/ her attendance and / or academic performance, he / she may be dismissed. MSI's decision to dismiss a student may be appealed following the same procedure described above. Should the student improve his / her performance to the level required by MSI, the Registrar will provide the student with a written notice that re-establishes that he / she is making satisfactory progress.

Retention of Students Records

Students Records

The Office of the Registrar maintains official record of academic work completed by each student. Support documents for the academic records are kept for five (5) years after the student graduates or date of last enrollment. After five years, it is

assumed that the student accepts the accuracy of his/her records each semester. Discrepancies in the academic record should be reported to the Registrar immediately. When a certificate has been certified by the Office of the Registrar, a student's academic record may not be altered except in those cases where a procedural or clerical error has occurred.

Students Transcript

The Registrar Office maintains permanently the official transcript of every student who attends MSI. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Medical Science Institute grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded at the College. Students may request that a copy of the official transcript be given or mailed to any party by submitting a written request to Medical Science Institute. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript.

Student Records and Rights of Privacy

Medical Science Institute complies with the "Family Education Rights and Privacy Act of 1974". This act provides for a student being able to review his/her student records, including his/her grades, attendance and any other records associated with him/her being a student at the school. A student wishing to review his/her records must make a written request to the Registrar. MSI will keep academic records at the place of business in California. MSI reserves the right to withhold transcripts, Certificates of Completion and grades in the event of unpaid tuiton/ other fees or un-fulfillment of all the graduation requirements.

Refund Policy

Student is entitled to a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
Refund is divided in three categories as follows:

1 .Cancellation
2.Withdrawal/Dismissal
3.Drop

A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student. If the written Cancellation notice is mailed to MSI, the postmark cannot be later than the fifth business day after the first class session of attendance for the class being canceled.
The cancellation notice should be mailed to,

The Registrar's office
Medical Science Institute
5542 N. Figueroa Street

Los Angeles, CA 90042

MSI will review the request and will process refund within 30 days from the date the request was received.

Cancellation:

STUDENT'S RIGHT TO CANCEL

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. Student will receive a full refund minus Registration fee. A business day means a day on which the student is scheduled to attend a class session. Cancellation shall occur when a student gives a written notice of cancellation by mail, hand-delivered to Medical Science Institute 5542 N. Fugueroa St. Los Angeles, CA 90042 or emailed michelle.bradley@msila.org. If the student has received any books, uniforms, equipment or other materials, these items must be returned to the school within 10 days following the date of notice of cancellation. If the student fails to return any books, uniforms, equipment or other materials in good condition within 10-day period, the school may deduct its cost from any refund that may be due to the student. Once the student has paid for and received any of the above, they become her/his property and the school has no further obligation in that regard. If the student cancels the agreement, MSI will refund within 30 days from the date of the notice of cancellation received any money that the student paid minus registration fee, and any deduction for any books, uniforms, equipment and other materials not returned in good condition.

Withdrawal/Dismissal:

The student has the right to withdraw and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. if the student withdraws or is dismissed from the program before the period allowed for cancellation, which is the first class session, or the seventh day after enrollment, whichever is later, the school will refund all money paid minus registration fee of $150.00 If a student withdraws after the cancellation period, then the student is obligated to pay only for the portion of the program completed until the last date of attendance. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster. If the student has paid more than the amount that he/she owes for the attended program, then the refund will be made within 30 days of withdrawal. If the amount that the student is obliged to pay to the school is more than the amount that he/she has already paid, then the student will need to make payment arrangements to pay the balance.

Withdrawal/Dismissal Date is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student.

Drop:

In the event, a student does not obtain approved leave of absence (LOA) and is

not attending the school classes for 21 consecutive calendar days excluding the school approved scheduled breaks or holidays, he/she will be considered as dropped. A status change and refund calculation will be performed. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster.

Drop Date would be 21 days after the last day of the student class attendance

Student Records and Rights of Privacy

Medical Science Institute complies with the "Family Education Rights and Privacy Act of 1974". This act provides for a student being able to review his/her student records, including his/her grades, attendance and any other records associated with him/her being a student at the school. A student wishing to review his/her records must make a written request to the Registrar. MSI will keep academic records at the place of business in California. MSI reserves the right to withhold transcripts, Certificates of Completion and grades in the event of unpaid tuiton/ other fees or un-fulfillment of all the graduation requirements.

Drug-Free Policy

MSI is committed to a drug-free environment for all students and employees. No student or employee of MSI may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events,
except drugs prescribed by a physician. Any peson exhibiting behavior, conduct or personal/physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state and federal laws; MSI will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension or even expulsion.
Various public and private organizations that provide professional couselling regarding drug addiction and rehabilitation are listed below:

LOS ANGELES COUNTY

Alcoholics Anonymous	626-914-1861
Women's & Children's Crisis Hotline	562-945-3939
Suicide Hotline (24hours)	800-255-6111

Tarzana Treatment Centers Medical Detoxification
18646 Oxnard St.
Tarzana, Ca 91356
800-996-1051

Student Financing Options

Investing in quality for the future may be one of the most important decisions a student will ever make. At MSI, the Financial Aid Office looks forward to helping students explore the many financing opportunities available to them in the future.
If a student obtains a loan for an educational program, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of

any refund. Additionally, if a student receives federal financial aid funds, he/she is entitled to a refund of the monies not paid
from federal student financial aid program funds.
Medical Science Institute **does not** participate in Federal and State Financial aid programs at this time. The details for financial aid are for your information.

Make-Up Work

Any work that is missed due to an absence from class must be made up before the end of the module. Students will need to speak with their instructor regarding any missed work. All make up work policies are at the instructor's discreet.

Catalog Inserts

From time to time, inserts are placed in the catalog convering specific areas such as tuition, and facility fees, faculty and staff, or other items subject to change. These inserts will be clearly marked with an effective date, and will govern student enrolling during the effective period.

Any questions a student may have regarding this catalog that have not been staisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, Ca 95834
(888) 370-7589 / (916)574-8900
bppe@dca.ca.gov

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 website **www.bppe.ca.gov**

Liability Disclaimer

Medical Science Institute is not liable, or responsible for the loss of any personal property, or damage to any personal property, or for any personal injury hich may occur while the student is attending MSI.

Administrative Policies

Due to changing needs of industry, MSI reserves the right to make changes in administrative policy, curriculum, program content and any other changes deemed necessary. Should program content, material, or shcedule changes occur during the period of agreement, there will be no extra expense for tuition for current students.

Academic Probation / Dismissal

Academic Standing

The following provisions apply to all undergraduates. Graduate and professional students with scholarship deficiencies are subject to action at the discretion of the Division of Graduate Studies.

A. Academic Probation

An undergraduate student is placed on academic probation if one of the following occurs:
(1) The student's semester grade point average is less than 2.0, or
(2) The student's cumulative grade point average is less than 2.0.

Probation Status: Academic review occurs at the end of each academic semester. When a student is placed on academic probation, MSI notifies the student, and the student's transcript states "Academic Probation" for the affected semester. While on academic probation, the student is under the supervision of his/her School or advising unit.

B. Academic Dismissal

An undergraduate student is subject to academic dismissal from MSI if one of the following occurs:
(1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
(2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

Academic Dismissal Appeals: A student not previously on probation who earns a semester grade point average below 1.5 is offered the opportunity to appeal dismissal. The student who is subject to academic dismissal and does not complete the appeal process as prescribed is automatically dismissed. The student whose appeal is approved returns on probation and is under the supervision of the appropriate School or advising unit.

Dismissal Status: When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.
Note: A student who is academically dismissed may return after fulfilling readmission requirements.

Retaking a Program

All fully-paid students have the option to retake a previously uncompleted course or make use of any student services related to that course at no charge for a term of one year after completion of that course or graduation from the program in which that course is offered, provided that the school is still offering such course as part of any of its regular programs. This option does not extend to receiving new textbooks, and classroom materials. However, it should be understood that the same rules of attendace (70% minimun) apply when retaking a course as they do when a student is sitting in for the first time. Any student wishing to join a course must see the Registrar, and School Director. In a case where a student receives a Fail or "F" grade in a particular module, he/she may have the opportunity to increase his/her grade and GPA by retaking this same module at a later time. The

student is required to maintain the minimum standars or attendance and academic expectations.

Bankruptcy Statement

This institution is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has this institution 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.S.C. Sec.1101 et seq.) CEC §94909 (a)(12)

The Institution does not have a petition in bankruptcy.

MSI DOES NOT OFFER DEGREE PROGRAMS and not accredited by an accrediting agency recognized by United States Department of Education (USDOE) (CEC §94909 (a)(16)).

That a student enrolled in uncredited institution is not eligible for federal financial aid programs. (CEC §94909(a)(16) and CEC §94897(p))

UNITED STATES DEPARTMENT OF LABOR'S STANDARD OCCUPATIONAL CLASSIFICATION CODES

29-2031 Cardiovascular Technologists and Technicians
Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic, therapeutic, or research purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests.

29-2072 Medical Records Specialists
Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders. Excludes "Health Information Technologists and Medical Registrars" (29-9021) and "File Clerks" (43-4071).

43-6013 Medical Secretaries and Administrative Assistants
Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

29-2010 Medical Laboratory Technicians
Perform routine or complex medical laboratory tests for diagnosis, treatment, and prevention of disease.

31-9097 Phlebotomists

Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

31-9092 Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

29-2072 Medical Records Specialists

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders.

Faculty & Staff

The following professionals are some of Medical Science Institute staff and faculty members:

Madhu B. Bansal, Ph.D.
CEO
Former Assistant professor at King Drew Medical Center Los Angeles, CA
More than 30 years of experience Teaching and Management in healthcare Industry.
Director of Financial Aid
Director of Education
Program Director

Maneesh Bansal, M.D.
Diplomat in Internal Medicine
Practicing Physician for more than 5 years
Affiliated with several Hospitals as a Director and Teaching experience.
Chief Financial Officer

Jagan N. Bansal, M.D.
Program Director
Diplomat in Internal Medicine
Diplomat in Geriatric Medicine and Pulmonary Medicine
Practicing Physician for more than 20 years
Affiliated with several Hospitals
Teaching and Director positions for more than 20 years

Amy Bansal, MD
Board Certified by American Board of Otolaryncology
Practicing Physician for more than 5 years
Affiliated with several Hospitals as a Director and Teaching experience.
Director of Financial Aid
Director of Education
Adminstrator

Nora Ramirez, CPT1
State Certified Phlebotomy Technician I for more than 4 years
National Certified Billing and Coding specialist
More than 20 years of experience in Billing and Coding
More than 20 years of experience for management in Healthcare Industry
National Certified EKG
More than 5 years of experience in Electronic Health Record
Chief Operating Officer
Coordinator
Administrator

Miguel A. Moran, PA.C.
Physician Assistant Certified
Teaching and Practicing experience for more than 20 years

Miguel Perez, CPT1
State Certified Phlebotomy Technician I for more than 10 years
Teaching and Practicing experience for more than 10 years
Teaching and Practicing experience for more than 10 years
Certified Nursing Aide

Eric Marroquin, CPT1
Laboratory Assistant
State Certified Phlebotomy Technician I for more than 5 years
Teaching and Practicing experience for more than 5 years

Michelle Bradley
National Certified Billing and Coding Specialist
More than 10 years of experience in health care industry
Registrar
Coordinator
Director of Admission

Rosa Smith, CPT1, CNA, MA
State Certified Phlebotomy Technician I for more than 10 years
Certified Nursing Aide
Medical Assistant
Teaching and Practicing experience for more than 20 years in Healthcare

Yessel Jimenez, CPT
National Certified Phlebotomist

Sujinda Thanasupharerk
Certified Billing and Coding Specialist

Teaching faculty specific qualification
Three years of work experience directly related to each industry sector to be name on the
credential. One year minimum of 1000 clock hours per calendar year. At least one year of the experience must be within the last ficve or two years within the last ten. Work experience must be verified with letters from employers. The experience may be full time or part time, paid or unpaid.

Electrocardiograph Technician

Total hours:**60 hours** include 50 Didactic Hours 10 Clinical Hours

Objectives: To provide rewarding career to prospective student that will allow them to become Certified Technician and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent.

Program Description

EKG is a complete and fast-paced course designed to provide instruction in Electrocardiography testing procedures used in detecting heart disease and other cardiovascular disorders. This course provides instruction in operating and troubleshooting an EKG unit, placing leads utilizing 12 lead EKG, using and understanding EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. The students will also learn to operate the Holter Monitoring, and stress test.

Completion Requirements

Students are required to complete Total Clock Hours 60 which include 50 Didactic class Hours and 10 Externship hours. 50 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Anatomy and Physiology	10	8	2	
Basic Electrophysiology	5	5	0	
Sinus Mechanisms	5	5	0	
Atrial Rhythms	7	6	1	
Junctional Rhythms	7	6	1	
Ventricular Rhythms	7	6	1	
Introduction to the 12- Lead ECG Rhythms	9	7	2	
Total Hours	50			10

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Electronic Health Record Specialist

Total hours:**60 hours** include 48 Didactic Hours 12 Clinical Hours

Objectives: To become Electronic Health Record Specialist and be able to work in Health care facilities like Medical Clinic, Urgent Care, Hospitals and Medical Records Dept.

Program Description

Electronic Medical records training, you can learn more about the growing area of healthcare administration: Electronic Health Records (EHR). This EHR course will teach you how to work with computerized health records systems, which can expand your employment opportunities in the healthcare field. Our electronic medical records training can help you gain understanding of electronic medical records through hands-on practical experience.

Completion Requirements

Students are required to complete Total Clock Hours 60 which include 48 Didactic class Hours and 12 Externship hours. 48 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Introduction to Electronic Health Records	6	6		
Overview of Sim Chart for the Medical Office	6	6		
Privacy, Confidentiality, and Security	6	6		
Implementing Electronic Health Records	6	6		
Administrative Use of the Electronic Health Record	6	6		
Clinical Use of the Electronic Health Record	6	6		
Using the Electronic Health Record for Reimbursement	6	6		
The Personal Health Record	6	6		
Total Hours	48			12

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Medical Administrative Assistant

Total hours: **180 hours** include 120 Didactic Hours 60 Clinical Hours

Objectives: To become Medical Administrative Assistant and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent.

Program Description

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Administrative Medical Assistants, Medical Secretary and Medical Records Clerk, are all position in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain administrative medical assistant position in the health care field.

Completion Requirements

Students are required to complete Total Clock Hours 180 which include 120 Didactic class Hours and 60 Externship hours. 120 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Competency-Based Education and the Medical Assistant Student.	5	5		
The Medical Assistant and the Healthcare Team.	5	5		
Professional Behavior in the Workplace	5	5		
Therapeutic Communication Patient Education	5	5		
Patient Education	5	5		
Medicine and Law	5	5		
Medicine and Ethics	5	5		
Technology and Written Communication	5	5		
Telephone Techniques	5	5		
Scheduling Appointments and Patient Processing	5	5		

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Daily Operations in the Ambulatory Care Setting	5	5		
The Health Record	5	4	1	
Principles of Pharmacology	5	5		
Basics of Diagnostic Coding	10	9	1	
Basic of Health Insurance	5	5		
Medical Billing and Reimbursement	5	3	2	
Patient Accounts, Collections, and Practice Management	5	3	2	
Banking Services and Procedures	5	5		
Supervision of Human Resource Management	5	5		
Medical Practice Marketing and Customer Service	5	5		
Safety and Emergency Practices	10	10		
Career Development and Life Skills	5	5		
Total Hours	120			60

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Medical Laboratory Assistant

Total hours: **180 hours** include 120 Didactic Hours 60 Clinical Hours

Objectives: To become Electronic Health Record Specialist and be able to work in Health care facilities like Medical Clinic, Urgent Care, Hospitals and Medical Records Dept.

Program Description

Medical Lab Assistants are trained in all aspects of medical laboratory procedures and protocols including; phlebotomy, specimen processing, quality control and regulations. Medical Lab Assistants assist other laboratory personnel, doctors & staff and patients. This course is designed to train, in the basics skills necessary to perform laboratory functions and tasks and to be efficient and effective health care team members.

Completion Requirements

Students are required to complete Total Clock Hours 180 which include 120 Didactic class Hours and 80 Externship hours. 120 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Fundamentals of the Clinical Laboratory	15	12	3	
Safety in the Clinical Laboratory	15	13	2	
Phlebotomy: Collecting and Processing Blood	15	11	4	
Systems of Measurement, Laboratory Equipment, and Reagents	15	12	3	
Basic and New Techniques in the Clinical Laboratory	15	15		
Laboratory Mathematics and Solution Preparation	15	12	3	
Quality Assessment and Quality Control in the Clinical Laboratory	15	15		
Point of Care Testing	15	15		
Total Hours	120			60

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Phlebotomy Program

Total hours: **80 hours** include 40 Didactic Hours 40 Clinical Hours

Objectives: To become State Certified Phlebotomy Technician and work in Diagnostic Laboratory and Hospitals or as Mobile Phlebotomist.

Program Description

The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. There are Four paths for training and experience, depending on the applicant's on-the-job phlebotomy experience.

Completion Requirements

Full Phlebotomy For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:Total Clock Hours 40 which include 20 Basic Didactic Class 20 Advanced Didactic Class Hours and 40 Externship hours w/ 50 Successful Venipunctures. 40 Didactic Hours requires completion of quizzes, homework, and Final Exam.

Full Phlebotomy - For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:
Total Clock Hours 40 which include 20 Basic Didactic Class 20 Advanced Didactic Class Hours and 40 Externship hours w/ 50 Successful Venipunctures. 40 Didactic Hours requires completion of quizzes, homework, and Final Exam.

Advanced Phlebotomy - For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years:

Total Clock Hours 20 which include 20 Advanced Didactic Class Hours and 0 Externship hours. 20 Didactic Hours requires completion of quizzes, homework, and Final Exam. Document completion of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Phlebotomist Applicant Letter of Experience 2023(PDF) signed by the CLIA laboratory director.

Limited Phlebotomy Technician
Total Clock Hours 20 hours of basic didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health.
A minimum of 25 skin punctures that fulfill all sampling requirements of all clinical laboratory tests or examinations in a clinical setting on patients. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT. 20 Didactic Hours requires completion of quizzes, homework, and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Infection Control, Universal precautions and safety	2	2		
Anatomy and physiology of body systems with emphasis on the circulatory system. Appropriate Medical terminology	10	10		
Proper Identification of Patient and Specimens, the importance accuracy in over all patient care	2	2		
Proper Selection and preparation of skin puncture site	2	2		
Blood Collection Equipment, Tubes and Additives, Proper Order of Draw when Additives Required, Special Precautions	2	2		
Post Puncture Care	1	1		
Appropriate Disposal of Sharps, Needles and Waste	1	1		
Infectious disease control and biohazards	2	2		
Anti-coagulation Theory	1	1		
Pre-analytical sources of error in specimen collection transport processing and storage.	2	2		
Anatomical site selection	3	3		
Risk factors and appropriate responses to complications that may arise from phlebotomy	3	3		
Recognition of problems with test requisition , specimen transport and processing	3	3		
Quality Assurance for Accurate and Reliable Laboratory Test Results	2	2		
Legal issues related to blood collection.	4	4		
Total hours	40			40

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

- After completion of Phlebotomy program, Students are required to take National Examination for Certified Phlebotomy Technician I(CPT I)
- After students pass the National Examination for CPTI, Students must submit certification application to California Department of Public Health this information will be found on California Department of Public Health website http://www.cdph.ca.gov/programs/lfs/Pages/PhlebotomistCertifiedPhlebotomyTechnicianI.aspx

Phlebotomy Certification or Licensure Requirements:

Certified Phlebotomy Technician I (CPT I) Certificate

Thank you for your interest in the California Certified Phlebotomy Technician I certificate. Laboratory Field Services (LFS) requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for licensure.

» **Work experience in California as an unlicensed laboratory staff person will not be accepted as qualification toward any clinical laboratory license unless as a medical assistant performing phlebotomy in a physician's office or clinic that is not also licensed as a testing laboratory.**

» **Phlebotomy experience in a blood bank cannot count towards on-the-job phlebotomy experience for certification. On-the-job experience must include blood collection for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status.**

Scope of practice

- The Certified Phlebotomy Technician I (CPT I) certificate authorizes you to do skin puncture and venipuncture blood collection.
- There are different requirements for applicants with no phlebotomy experience, applicants with less than 1040 hours of on-the-job phlebotomy experience, and applicants with 1040 or more hours of on-the-job phlebotomy experience in the last 5 years.

Academic requirements

- Provide official transcript showing graduation date from an accredited high school in the U.S.

OR

- Pass one of the following tests:
    - General Educational Development (GED)
    - High School Equivalency (HiSET)
    - California High School Proficiency Examination (CHSPE)

OR

- Provide official transcripts showing credit for general education courses completed at an accredited college or university.

Non-US transcripts

All non-U.S. transcripts must be evaluated by an LFS approved evaluation service to determine if your education is equivalent to an accredited college or university education in the U.S. LFS will accept educational transcript evaluations by "Current Members" of the National Association of Credential Evaluation Services (NACES), and "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE) if completed on or after August 15, 2016. Evaluations completed before August 15, 2016 will only be accepted if completed by AACRAO. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

- National Association of Credential Evaluation Services (NACES)
- Association of International Credential Evaluators, Inc. (AICE)

If you are an applicant whose education is from a non-U.S. school, college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

Laboratory Field Services Personnel Licensing Section requires you to provide your official transcript from an accredited institution in order to review and determine your education and course qualifications. To be considered official, transcripts must be signed by the school registrar, indicate date of graduation and degree awarded, and postal mailed to LFS in a sealed envelope directly from the source. We do not accept scanned or photocopies of transcripts uploaded or emailed by the applicant for authentication purposes. If your transcript is under a different last name, you must upload legal proof of name change to associate the name discrepancy.

Mail the official transcripts to:
Laboratory Field Services – PLS Program

850 Marina Bay Parkway

Bldg P, 1st Floor

Richmond, CA 94804

Training

Your training must be obtained in a phlebotomy program accredited by the California Department of Public Health.

There are three paths for training and experience, depending on the applicant's on-the-job phlebotomy experience.

- **For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience:**
  - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
  - Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT.
- **For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:**
  - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
  - Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Phlebotomist Applicant Letter of Experience 2023(PDF) signed by an MD, DO, or CLB.

- **For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years:**
    - Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
    - Document completion of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Phlebotomist Applicant Letter of Experience 2023(PDF) signed by the CLIA laboratory director.

Examinations

You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

- The following certifying organizations are approved by the Department for the phlebotomist certification examination:
    - American Certification Agency (ACA) certification for phlebotomist is approved by the Department for phlebotomy certification as of July 30, 2003.
    - American Medical Certification Association (AMCA) certification for phlebotomist is approved by the Department for phlebotomy certification as of June 30, 2017.
    - American Medical Technologists (AMT) certification for phlebotomist is approved by the Department for phlebotomy certification as of April 22, 2003.
    - American Society of Clinical Pathology (ASCP) certification for phlebotomist is approved by the Department for phlebotomy certification as of June 10, 2003.
    - National Center for Competency Testing (NCCT/MMCI) certification for phlebotomist is approved by the Department for phlebotomy certification as of February 6, 2003.
    - National Credentialing Agency for Laboratory Personnel (NCA) certification for phlebotomist is approved by the

Department for phlebotomy certification from February 4, 2005 until October 23, 2009.

- National Healthcareer Association (NHA) certification for phlebotomist is approved by the Department for phlebotomy certification as of February 4, 2005.

- *Applicants who are certified before the above dates must re-take the certifying examination.*

Renewal

Once you receive your certificate you will need to renew it every two years. To renew, you must pay a fee and submit documentation of continuing education. For information about the renewal process please visit the LFS renewal webpage.

Resources

Helpful links

- Approved Phlebotomy Training Programs
- LFS Approved Certification Examinations
- Phlebotomist Applicant Letter of Experience 2023(PDF)

Statutes and regulations

- California Business and Professions Code, Section 1246
- California Code of Regulations, Title 17, Section 1030. Certification of Phlebotomy Technicians
- California Code of Regulations, Title 17, Section 1035.1, Phlebotomy Training Program Requirements

The requirements listed may not be comprehensive.

How to Apply

Visit the LFS online application website to create an account and submit an application.

Apply Online *You will need to pay your application fee online.

1. Select the phlebotomy certificate type for which you are applying from the menu on the application website.
2. A certificate of completion of a phlebotomy training program, the California Statement of Phlebotomy Practical Training, the Letter of Phlebotomy Experience for California Certification, and copy of national certification must be uploaded during the online application process.
3. Transcripts must be original documents bearing the school, college, or university registrar's seal, sent directly to LFS from the office of the school, college, or university registrar. Request to have your transcripts mailed to:

   Laboratory Field Services - Phlebotomy Program
   850 Marina Bay Parkway, Bldg. P 1st Floor
   Richmond, CA 94804

***Incomplete application packages may be considered abandoned. All applicants whose applications have been abandoned who wish to re-apply must pay a new non-refundable application fee.**

Documents you may need for your application

- Official transcript.
- NACES or AICE evaluation.
- Certificate of completion from an approved phlebotomy training program.
- Verification of practical training experience (California Statement of Phlebotomy Practical Training).
- Verification of on-the-job experience (Letter of Phlebotomy Experience for California Certification) signed by the CLIA laboratory director.
- Verification of national certification examination.

Medical Billing and Coding

Total hours: **180 hours** include 100 Didactic Hours 80 Clinical Hours

Objectives: To become Certified Medical billing and Coding and be able to work in Health care facilities like Medical Clinic, Clinical Laboratories, Urgent Care, Emergency room, Hospitals and Insurance companies.

Program Description

Our Billing and Coding program will be broken down as follows. First, the laws, regulations and code of ethics that all workers in the medical profession must adhere too. Second, the basic medical terminology and procedures, and the "language" you'll need to speak to get by
in the medical world. Finally, the courses will cover different medical procedures and the coding and billing practices associated with them. Registering and recording patient information. Some procedures will be: Verifying patient insurance, referrals and pre-authorization Recording transactions, processing payments, and managing patient accounts
Billing, coding, and reporting insurance claims Collecting payments from patients and insurance companies.

Completion Requirements

Students are required to complete Total Clock Hours 180 which include 100 Didactic class Hours and 80 Externship hours. 100 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Medical Terminology	15	15		
Anatomy and Physiology	15	15		
Diagnostic Coding: International Classification of Diseases, Ninth Revision, Clinical Modification (ICD9-CM),1	10	8	2	
Service and Procedural Coding: Current Procedural terminology (CPT)	10	5	5	
Understanding Insurance Policies	10	10		
Medicare and Medicaid	10	10		
Insurance Claim Forms	10	8	2	
Accounts Receivable	10	8	2	
Legal Issues	10	10		
Total Hours	100			80

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Clinical Medical Assistant

Total hours: 420 hours include 250 Didactic Hours 170 Clinical Hours

Objectives: To become Certified Medical Assistant and be able to work in Health care facilities like Cardiologist office, Medical Clinic, Urgent Care, Emergency Room, Hospitals, Convalescent

Program Description

This program prepares you for an exciting career working alongside primary healthcare providers to provide "hands on" patient care. Clinical medical assistants (CMAs) prepare and assist the patient for examination by using a broad set of skills and knowledge. Medical assistants assist physicians with procedures, perform basic lab tests, administer basic medications, implement treatments, and explain basic care to patient.

Completion Requirements

Students are required to complete Total Clock Hours 420 which include 250 Didactic class Hours and 170 Externship hours. 250 Didactic Hours requires completion of quizzes, homework, Midterm Exam and Final Exam.

Required Courses

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Infection Control	7	7		
Patient Assessment	7	7		
Patient Education	7	7		
Nutrition and Health Promotion	7	7		
Vital Signs	7	5	2	
Assisting with the Primary Physical Examination	7	5	2	
Principles of Pharmacology	7	7		
Pharmacology Math	6	6		
Administering Medications	7	5	2	
Emergency Preparedness and Assisting with Medical Emergencies	7	7		
Assisting in Ophthalmology and Otolaryngology	7	7		
Assisting in Dermatology	7	7		
Assisting in Gastroenterology	7	7		
Assisting in Urology and Male Reproduction	7	7		
Assisting in Obstetrics and Gynecology	7	7		
Assisting in Pediatrics	7	7		
Assisting in Orthopedic Medicine	7	7		
Assisting in Neurology and Mental Health	7	7		

Course Name	Total Hours	Didactic Hours	Lab hours	Externship Hours
Assisting in Endocrinology	7	7		
Assisting in Pulmonary Medicine	7	7		
Assisting in Cardiology	10	8	2	
Assisting in Geriatrics	7	7		
Principles of Electrocardiography	7	5	2	
Assisting with Diagnostic Imaging	7	5	2	
Assisting in the Clinical Laboratory	10	10		
Assisting in the Analysis of Urine	10	8	2	
Assisting in Phlebotomy	10	10		
Assisting in the Analysis of Blood	10	7	3	
Assisting in Microbiology and Immunology	10	10		
Surgical Supplies and Instruments	10	10		
Surgical Asepsis and Assisting with Surgical Procedures	10	10		
Career Development and Life Skills	10	10		
Total Hours	250			170

Required Examination for program Completion

Quizzes
Homework
Midterm Exam
Final Exam

Medical Science Institute has not entered into an articulation or transfer agreement with any other college or university.

Method of instruction for Phlebotomy Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

Equipment used for Phlebotomy Program

- Tube Chart and Order of Draw poster
- Phlebotomy Book by Garza 8th edition
- Venipuncture or Phlebotomy chair
- Phlebotomy Prosthetic training arm
- Venipuncture kits
- Skin puncture kits
- Gloves
- Disposable and Fluid resistant gowns
- Torniquets
- Biohazard sharps container
- Blood Tubes samples (may be expired, used for class presentation only)
- Blood Culture bottles (Pediatric and Adults)
- Safety Needles 21g, 22g
- Safety Butterfly Drawing set
- Sterile Bandages
- Adhesive medical tape
- Band Aid
- Cottons
- Alcohol swab
- Needle Holders

Method of instruction for Medical Billing and Coding Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

Equipment used for Billing and Coding Program

- Billing and Coding Book
- ICD9
- ICD10
- CPT book
- Computer
- Printer
- HCFA 1500 form
- Practice Expert Billing and coding software for Clinic and Hospital billing
- Power Term pro Billing software for Laboratory billing
- Dentisoft software for Dental billing

Method of instruction for Clinical Medical Assistant Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams

Equipment used for Clinical Medical Assistant Program

- Medical Assistant book
- Patient Consulting room
- Disposable drape sheets
- Disposable pillow
- Weighing scale
- Eye Testing charts
- Stethoscope
- Gloves
- Disposable gowns
- Safety needles
- Torniquets
- Bandage
- Alcohol
- Venipuncture kits
- Skin puncture kits
- Injections
- Thermometer
- Thermometer probe
- Exam Tables
- Otoscopes
- Glucometers
- Tongue depressors
- Lancets and strips for glucometers
- Rolls of paper for exam tables
- Hand sanitizer
- Paper exam gowns
- EKG
- Ear Cleaning
- Auto clave
- Pediatric Scale
- Immunization
- Surgery equipment
- Treadmill

Method of instruction for Medical Administrative Assistant Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- Medical Assistant Book

Equipment used for Medical Administrative Assistant Program

- Computer
- Telephone
- Printer
- Practice Expert (Patient scheduling) Computer program
- Filing cabinets
- Dummy patients charts
- Paper exam gowns
- Denti soft
- Medicare access to myability website
- Medi-cal access to Medi-cal.ca.gov website

Method of instruction for Medical Laboratory Assistant Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- Medical Laboratory Reference Book

Equipment used for Medical Laboratory Assistant Program

- Computer
- Power Term pro Laboratory program software
- Telephone
- Centrifuge
- Gloves (different sizes)
- Barcode printer
- Chemistry analyzer
- CBC analyzer
- Coagulation analyzer
- Special Chemistry Analyzer
- BD Protec
- Autogenomics (DNA testing analyzer)
- Funnels
- Beakers
- Cylinders
- Glass tubes
- Plastic tubes
- Test tubes
- Disposable pipettes
- Pipettors
- Thermometer
- Refrigerator
- Freezer
- Incubator
- Tubes rockers
- Microplate reader
- Auto strip washer
- Microscope

- Heat block
- Rotator
- Fume Hood
- Thermal cycler
- Printer

Method of instruction for Electronic Health Record Specialist Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- EHR Book

Equipment used for Electronic Health Record Specialist Program

- Computer
- Telephone
- Printer
- Practice Expert software
- Practice Fusion software
- Dentisoft software
- Filing cabinets
- Dummy patients charts

Method of instruction for Electrocardiograph Technician Program

Instructors will have numerous Methods of Instruction, and will apply the appropriate way in every lecture according to its content. The methods are as followed;

- Class Activities (i.e.: class division, team play, presentations etc)
- Power Point Presentations
- Training Activities (i.e. mock role playing)
- Hands on Training
- Course Presentation and Conferences
- Guest Speakers
- Subject DVD and You tube videos
- Quizzes and Exams
- EKG Book

Equipment used for Electrocardiograph Technician Program

- Half Body Mannequin
- EKG Machine
- 12 EKG Lead sets
- EKG Electrodes
- Stethoscope
- Exam table
- Disposable drapes
- Video on EKG

Total Charges for Entire Educational program

Effective January 1, 2024

Charges for a period of attendance and total charges are the same thing.

PROGRAM	PERIOD OF ATTENDANCE	ESTIMATED SCHEDULE FOR THE ENTIRE PROGRAM	TUITION	BOOKS	EXAMINATION	CERTIFICATION	MAXIMUM DURATION FOR COMPLETION	TOTAL CHARGES
Phlebotomy *	40 hours didactics 40 hours clinical Total=80hours*	within 16 weeks after didactic class*	$2,650.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)	$100.00* (NOT PART OF TUITION FEE)	2 weeks didactic class follow by within 16 weeks of clinical training	$2,950.00
Medical Billing and Coding**	120 hours didactics 60 hours clinical Total=180hours	within 12 weeks after didactic class	$9,000.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		12 weeks	$9,200.00
Clinical Medical Assistant**	250 hours didactics 170 hours clinical Total=420hours	within 12 weeks after didactic class	$7,500.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		12 weeks	$7,700.00
Medical Administrative Assistant**	120 hours didactics 60 hours clinical Total=180hours	within 12 weeks after didactic class	$5,000.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		12 weeks	$5,200.00
Medical Laboratory Assistant**	100 hours didactics 80 hours clinical Total=180hours	within 12 weeks after didactic class	$10,000.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		12 weeks	$10,200.00
Electronic Health Record Specialist**	50 hours didactics 10 hours clinical Total=60hours	within 4 weeks after didactic class	$5,000.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		4 weeks	$5,200.00
Electrocardiograph Technician**	50 hours didactics 10 hours clinical Total=60hours	within 4 weeks after didactic class	$5,000.00	App $200.00 Included in Tuition fee	App $200.00* (NOT PART OF TUITION FEE)		4 weeks	$5,300.00

Price subject to change without notice

*required for State Certification application, State certification is required for employment.
** National exam and certification is optional for the student.

Class schedules

Phlebotomy Program (Didactic & Practical) Schedule: 2025

15 Students per site; 4 hrs. per day for 5 days

Monday through friday :20 hours BASIC & ADVANCED PHLEBOTOMY

Class 6:00 – 10:15 p.m. (4 hours per day for 5 days) and assigned clinical times (40 Hrs)

Site Address: 5542 N. Figueroa Street Los Angeles, CA 90042

2025

Phlebotomy Program (Didactics) Schedule: 2025

15 Students per site

Monday through friday :20 hours BASIC & ADVANCED PHLEBOTOMY

Class 6:00 – 10:15 p.m. (4 hours per day for 5 days) and assigned clinical times (40 Hrs)

- **5542 N. Figueroa Street Los Angeles, Ca 90042 (Main Campus)** *(All programs)*
- **3615 E. Imperial Hwy. Lynwood, CA 90262 (Satellite)** *(Phlebotomy, EKG, EMR)*
- **721 N. Euclid Street Anaheim, CA 92801 (Satellite)** *(Phlebotomy, EKG, EMR)*
- **14600 Golden West St. West Minister, CA 92683 (Satellite)***(Phlebotomy, EKG, EMR)*

8 HR (8am-5pm) Monday Friday	8 HR (8am-5pm) Saturday	4 HR (8am -12:15 pm) Monday – Friday	4 HR (6 -10:15 pm) Monday – Friday
01/06/25 -01/10/25	01/04/25 – 02/01/25	01/06/25 -01/17/25	01/06/25 -01/17/25
01/13/25 – 01/17/25	02/08/25 – 03/08/25	01/20/25 -01/31/25	01/20/25 -01/31/25
01/20/25 – 01/24/25	03/15/25 – 04/12/25	02/03/25 – 02/14/25	02/03/25 – 02/14/25
01/27/25 – 01/31/25	04/19/25 – 05/17/25	02/17/25 – 02/28/25	02/17/25 – 02/28/25
02/03/25 – 02/07/25	05/24/25 -06/21/25	03/03/25 – 03/14/25	03/03/25 – 03/14/25
02/10/25 – 02/14/25	06/28/25 – 07/26/25	03/17/25 -03/28/25	03/17/25 -03/28/25
02/17/25 – 02/21/25	08/02/25 - 08/30/25	04/07/25 – 04/18/25	04/07/25 – 04/18/25
02/24/25 – 02/28/25	09/06/25 - 10/04/25	04/28/25 – 05/09/25	04/28/25 – 05/09/25
03/03/25 – 03/07/25	10/25/25 - 11/29/25	05/12/25 – 05/23/25	05/12/25 – 05/23/25
03/10/25 – 03/14/25	12/06/25 - 01/03/26	05/26/25 – 06/06/25	05/26/25 – 06/06/25

03/17/25 – 03/21/25		06/09/25 – 06/20/25	06/09/25 – 06/20/25
03/24/25 – 03/28/25		06/23/25 – 07/04/25	06/23/25 – 07/04/25
04/07/25 – 04/11/25		07/07/25 - 07/18/25	07/07/25 - 07/18/25
04/14/25 – 04/18/25		07/21/25 -08/01/25	07/21/25 - 08/01/25
04/21/25 – 04/25/25		08/04/25 - 08/15/25	08/04/25 - 08/15/25
04/28/25 – 05/02/25		08/18/25 - 08/29/25	08/18/25 - 08/29/25
05/05/25 – 05/09/25		09/01/25 - 09/12/25	09/01/25 - 09/12/25
05/12/25 – 05/16/25		09/15/25 -09/26/25	09/15/25 -09/26/25
05/19/25 – 05/23/25		10/06/25- /10/17/25	10/06/25- /10/17/25
05/26/25 – 05/30/25		10/20/25 – 10/31/25	10/20/25 – 10/31/25
06/02/25 – 06/06/25		11/03/25 – 11/14/25	11/03/25 – 11/14/25
06/09/25 – 06/13/25		11/17/25 – 11/28/25	11/17/25 – 11/28/25
06/16/25 – 06/20/25		12/01/25 – 12/12/25	12/01/25- 12/12/25
06/23/25 - 06/27/25		12/15/25 – 12/29/25	12/15/25- 12/29/25
07/07/25 – 07/11/25			
07/14/25 - 07/18/25			
07/21/25 - 07/25/25			
07/28/25 - 08/01/25			
08/04/25 - 08/08/25			
08/11/25 - 08/15/25			
08/18/25 – 08/22/25			
08/25/25 – 08/29/25			
09/01/25 – 09/05/25			
09/08/25 – 09/12/25			

09/15/25 – 09/19/25			
8 HR (8am-5pm) Monday Friday	**8 HR (8am-5pm) Saturday**	**4 HR (8am -12:15 pm) Monday – Friday**	**4 HR (6 -10:15 pm) Monday – Friday**
09/22/25 – 09/26/25			
09/29/25 – 10/03/25			
10/06/25 – 10/10/25			
10/13/25 – 10/17/25			
10/20/25 – 10/24/25			
10/27/25 – 10/31/25			
11/03/25- 11/07/25			
11/10/25 – 11/14/25			
11/24/25 – 11/28/25			
12/01/25 – 12/05/25			
12/08/25- 12/12/25			
12/15/25- 12/19/25			