



CATALOG

2018-2019

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LICENSES, APPROVALS & MEMBERSHIPS

The American Training School for Medical Professionals is licensed and approved by:

- New Jersey Department of Education and Department of Labor & Workforce
100 River View Plaza, Trenton, NJ 08611
- The United States Department of Veterans Affairs (VA)

The American Training School for Medical Professionals holds membership with:

- American Board of Surgical Assistants (ABSA)
- American Heart Association
- American Massage Therapy Association (AMTA)
- American National Standards Institute (ANSI)
- American Red Cross
- Clinical Laboratory Standard Institute (CLSI)
- Institution for Credentialing Excellence (ICE)
- Massage Board Licensing Examination (MBLEX)
- National Certification Medical Association (NCMA)
- The Center for Phlebotomy Education

ATSMP reserves the right to make changes to policies, procedures, standards, etc. at any time without any written notice.

LETTER FROM OUR FOUNDER



On behalf of our entire faculty and staff, it is my pleasure to welcome you to American Training School for Medical Professionals. Thank you for your interest in our school and in our medical programs. The decision you have made to continue your education with the hope of preparing yourself for employment and promotion in the health care work is a wise and realistic one. Our objective is to equip you with the necessary knowledge and skills and the opportunity for personal growth. The school's administration, faculty, and staff will help you in every way possible to make your stay pleasant and enriching.

ATSMP has undergone many changes since our founding in 1998; however the one thing that has not changed is our commitment to our students. Our success has been the result of the hard work and experience of faculty, staff, and administrators who are dedicated to one goal, the success of our students. Small class sizes, the ability for our students to receive assistance when necessary, our state of the art technology, and a continuously updated curriculum provide the focus and tools for our efforts.

We will prepare you to experience success in your endeavors. However, the burden of responsibility is yours. Accept it with enthusiasm approach it with all of your talents and effort. We encourage you to work hard and persevere. Take advantage of all the facilities and resource the school has to offer. Make the most of this opportunity and you will be making the most of yourself. Our faculty members are interested in you and your

education. Their aim is to provide you with the skills for rewarding employment. They do so with the most advanced teaching methods available. As a student, you receive individual attention, through academic advisement, career guidance, and a full complement of academic support services.

Simply stated, our approach is to send you forth as an enriched medical professional. How well you succeed is up to you and a reflection of us as educators. At ATSMP, our interest in you is personal. We recognize and encourage each student's ambitions and interest. We are committed and dedicated institution.

Consider yourself officially welcomed to our school. We look forward to your visit. The school is conveniently located at: 5300 Bergenline Avenue, Ground Floor, West New York, New Jersey 07093.

Sincerely,

Dr. Dante Jea

MISSION STATEMENT

American Training School for Medical Professionals mission is to prepare graduates for the highest degree of self-realization through high quality education and the necessary training to face the complexities of today's society. To provide education along with services and expertise to support economic, community and personal development goals that enhances our community's quality of life.

American Training Schools has employed the following standards to support this mission:

- Provide a supportive learning environment to characterize by a dedicated, caring, and highly qualified faculty and staff.
- Provide instruction and student support in a manner that emphasizes individual learning attention.
- Provide up to date national standards in medical training and education to create competency and high level of skills in our medical graduates.
- Provide a state of the art learning environment that mirrors a real life medical facility.
- Provide a safe and secure campus with facilities that enhance and encourage student learning.

HISTORY

American Training School for Medical Professionals (ATSMP) was founded in 1998 by Professor Dante Joa. Born in Queens, NY of Chinese and Dominican descent, this co-educational, independent institution was born out of Professor Joa's vision to fulfill the need for an educational facility with exceptional educational standards in the medical field available and attainable for our community. Taking highly respected universities such as Oxford and Yale as its model for standards in education, ATSMP is able to offer its students both the intimacy of a small college environment and the vast resources of a major research university offering education equally in both theory as well as technical skills in its medical programs.

With the goal of fully preparing its students to successfully attain a career in the healthcare field, ATSMP is the perfect stepping-stone for students looking to train for short-term programs with life-long continuing education opportunities in the field of Medicine. Because both international/immigrant students have made their way to ATSMP since its origin in 1998, ATSMP aims to accommodate its students' needs for scheduling flexibility as well as payment plans, while maintaining the lowest tuition costs amongst its counterparts. A little more than a decade later, ATSMP has achieved eminence amongst every other learning institution in the tri-state area, and won praises from elected officials, Doctors in medicine and most importantly from its alumni by virtue of its curriculum, doctrine and learning outcomes achieved.

Setting in motion its tradition of national/international scholarly links ATSMP has continually sought and attained approvals by national agencies such as ABSA (American Board of Surgical Assistants); NCMA (National Certification Medical Association); the New Jersey State Board of Education and the State of New Jersey Department of Environmental Protection amongst others. In so doing, it has enhanced and strengthened its traditional role as a national/international focus for learning and a forum for intellectual debate.

In addition, since 2006, ATSMP joined forces with state agencies such as the New Jersey Department of Labor and Workforce Development to help needy individuals meet their educational goals and prepare them for prosperous careers in the medical field. Today, ATSMP has matured into one of the states' most competitive educational facilities in adult education.

ADMINISTRATION

DIRECTORS

Al Habbab	School Director
Nubia Guevara	Chief of Staff
Lisa Leote	Program Director

STAFF

Giselle Atenco	Office Manager
Bethsaida Hernandez	Admissions Advisor
Myriam Hernandez	Student Services Associate
Sandra Henao	Operations Associate

FACULTY

All faculty hold active credentials and are certified by the National Certification Medical Association.

CLINICAL MEDICAL ASSISTANT PROGRAM

Dante Joa, MD, RE, RCMAS, RES, RPS	Medical Instructor
Mirna Giron, RE, RCMAS, RES, RPS	Medical Instructor
Maria Elena Argote, RE, RCMAS, RES, RPS	Clinical Instructor
Ivan Vidas, RE, RCMAS	Clinical Instructor

DIAGNOSTIC MEDICAL SONOGRAPHY AND VASCULAR TECHNOLOGY

Lisa Leote, RE, RVS, RAVS, FMF	Ultrasound Instructor
Mirna Giron, RE, RCMAS, RES, RPS	Ultrasound Instructor
Dante Joa, RE, RAVS	Ultrasound Instructor
Marlies Franco	Ultrasound Instructor

MASSAGE THERAPY

Hyun Taek Rim, NJ State Licensed Massage Therapist	Massage Instructor
Je Sook Ha, NJ/NY State Licensed Massage Therapist	Massage Instructor
Josefa Aguasvivas, NJ State Licensed Massage Therapist	Massage Instructor
Jocelyn Ciccolella, NJ State Licenses Massage Therapist	Massage Instructor
Mirna Giron, RE, RCMAS, RES, RPS	Massage Instructor
Dante Joa, MD, RE, RCMT, RRFUCS, NJ State Licensed Massage Therapist Master in Reflexology by American Board of Reflexology	Massage Instructor

BLS/FIRST AID/DEFIBRILLATION/ELECTRICAL THERAPY

Dante Joa, MD American Heart Association and American Red Cross	Instructor
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FACILITY

American Training School for Medical Professionals is located at 5300 Bergenline Avenue, Ground Floor in West New York, New Jersey. It is situated near West New York's Post Office on the famous Bergenline Avenue and is in the center of Hudson County. It is easily accessible by the NJ Light Rail, Buses, and all major transportation systems, as it is only a few blocks away from the Bergenline Avenue Light Rail Station on 49th Street.

The campus occupies over 10,000 square feet in a fully-accessible building with an attended receptionist area. All classrooms are fully equipped with state-of-the-art technology, such as hospital-simulated clinical practice areas with attached nurse station, ultrasound laboratory and a phlebotomy center with dual draw stations equipped with centrifuge machinery.



Clinical Laboratory



Clinical Laboratory



Ultrasound Laboratory



Classroom

ADMISSIONS

Our Admissions department is available to meet with applicants to discuss program content, objectives, process and eligibility. During the initial interview, eligible applicants will be informed of requirements for admission. Applicants may arrange an interview and a tour with the Admissions department Monday through Thursday from 9:00 am to 6:30 pm, or Friday from 9:00 am to 3:00 pm.

All newly enrolled students, including those entering ATSMF as a first-time freshman, or as a transferred student are assessed to determine competency levels. High School students should apply for admissions as early in their senior year as possible. Applicants with prior schooling or experience in a related medical field will be evaluated by the school to determine if they are eligible to receive credit towards their chosen program when appropriate minimal standards are met.

Applicants have the opportunity to audit a class in any program of their choice before enrolling. Class observation allows prospective students to evaluate the faculty, classroom, and equipment, while feeling as a part of the class.

The General Admissions Requirements are as follows:

- Interview with Admissions department
- High school graduate or GED Recipient
- Enrollment application with application fee
- Completed submission of registration documents (varies by program)
- Entrance Assessment Evaluation

Foreign Transcripts

WES EVALUATION REQUIRED OF ALL INTERNATIONAL APPLICANTS

A WES (World Education Services) evaluation is required of all international applicants who have studied outside of the United States. All transcripts from non-US educational institutions – high school as well as any post-secondary transcripts – must be sent directly to WES by the issuing institution. This is a requirement before admission can be granted.

You can apply for your evaluation on the WES website, and should apply for the course-by-course evaluation if you have completed any university-level coursework. It is critical that you read and follow the "Required Documents" information specific to your country of study to ensure that your evaluation is completed as quickly as possible. If your transcripts and diplomas are not in English, you must provide a translation.

You will need to list American Training School for Medical Professionals as a recipient of your WES evaluation.

Once all the required documentation has been received by WES, the evaluation takes 7 business days.

You will find all the information you need at www.wes.org.

STANDARDS OF ACADEMIC PROGRESS

POLICIES AND PROCEDURES

CONSISTENCY WITH ACADEMICS

All issues of grading policy, GPA calculation, etc., are calculated in accordance with ATSMF's academics progress policies.

ACADEMIC PROGRESS POLICIES

ATSMF Instructors evaluate and construct/design individualized plan for each student in the beginning of the program and measure Academic Progress at the end of each module and or before completing the entire program curriculum. Academic Progress report will occur shortly after the academic office has posted final grades on the bulletin board.

Student will either be in good standing, placed on academic warning, or suspended from the program. To remain in good standing, the student must meet all three progress requirements (completion rate, GPA, and maximum time frame). Students who are placed on academic warning or suspension will be notified by the Academic Office.

QUALITATIVE AND QUANTITATIVE MEASURES OF PROGRESS

Students must complete the prescribed course of study with a minimum GPA of 2.0 (at least 73% of the attempted hours of the program). Credentials, transcripts, and placement services will be withheld from any student with unsatisfied financial obligations to ATSMF. However, 90% of Academic Progress is expected from every student.

Students are expected to be aware of their own academic status. Grades listed as "incomplete" at the time of evaluation will be considered attempted and not earned, but will not affect the GPA. Students who fail to meet the progress requirements will be placed on Academic Warning Status.

ACADEMIC WARNING AND PROBATION

If students fail to meet satisfactory academic progress requirements in the beginning, middle and/or end of the program curriculum, they will be placed on Academic Warning Status for the length of the time frame. To avoid suspension, students must resolve any and/or all deficiencies during the maximum time frame. Warning Status will not prevent the students from continuing program. The warning status is intended to inform students of potential academic problems and provide time for corrective action.

MAXIMUM TIME FRAME

Maximum time frame varies from program to program. Attempted hours cannot exceed 150% of the program length. Failure to attend or successfully complete any hours towards the program in a given time frame will result in suspension from a program.

STUDENT SUSPENSION

Once the student is suspended from a program, he/she cannot attend the classes. If a suspended student wishes to be reinstated he/she can apply to be re-admitted to ATSMF six months after the day of suspension. Student who does not meet the requirements of satisfactory progress policy and/or has extenuating circumstances, he/she has a right to submit an appeal to the Academic office.

INCOMPLETE COURSEWORK

A grade of "I" may be granted temporarily for a student who has not completed all course requirements, but has made satisfactory arrangements with the instructor to complete those requirements within a limited amount of time. Once the work is completed, the instructor will file a revised grade. If the work is not satisfactorily completed in the agreed timeframe, the grade will revert to "F".

GRADUATION REQUIREMENTS

To qualify for graduation, a student must complete the prescribed course of study with a minimum GRA of 2.0.

Credentials, transcripts, and placement services will be withheld from any student with unsatisfied financial obligations to ATSMF.

ACADEMIC APPEALS

Students are encouraged to carefully review their grade reports and report any error to the Academic Office. Students wishing to appeal a grade other than a WD must do so within ten business days. Appeals must be submitted in writing to the Program Director. Upon receipt of the appeal, the Program Director shall advise the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by Dean of Academic Affairs or the School Director.

DISCIPLINARY APPEALS

To appeal sanctions, the student must submit a completed appeal form within ten (10) business days from the date the sanction is handed down:

- Submit an appeal in writing to Student Affairs department.
- Attach documents that support specified circumstances described in appeal

Upon evaluation of the written request and all supporting documents, School Director and the panel will make decision and notify the student within two weeks.

RETURN TO GOOD STANDING

Once a student has returned to good academic standing, any previous academic difficulty, warning or probation shall have no future bearing on the student's status. Hence all such students will have the benefit of all provisions of this policy, including a warning trimester.

ATTENDANCE

ATSMP's Academic department requires its instructors to take daily attendance. Classes begin promptly on their scheduled hour. Students are only allowed three absences per module; but are still required to make up missed hours. Three consecutive absences will result in a warning status or suspension.

TARDINESS

Timeliness is very important to our student's educational development. ATSMP has a strict tardiness policy. Once a student has been tardy three times, the tardiness will be changed to one absence. The student will then be required to make up that time. Students must notify the administration of any lateness that exceeds ten minutes, at least 30 minutes before class starts. The teacher will advise whether or not the student will be permitted to attend classes that day.

MAKE-UP ATTENDANCE

Student must make up any missed hours of their module before the final is given. Students must obtain the Make Up hours form at the front desk. This form will be filled out and signed by the Instructor of the class to verify that the student recovered the hours.

Make up hours can only be made up in a running class that is of the same subject matter as the time missed. If there are no same module classes running and the school has to arrange for a special class to be held, the student will incur \$100 fee to cover school's expense for running that special class as tutoring.

BEREAVEMENT

The school permits three bereavement days for deaths of immediate family members only.

SCHOOL CLOSINGS

School closings due to in climate weather or State of Emergency will be announced on our website, Facebook page and on Fox 5/WNYW.

ACADEMIC INTEGRITY

The principles of academic integrity encompass standards of honesty and truth. All members of the school have the responsibility to uphold the standards of the school's community and to act when other violates them. Faculty members have an obligation to educate students regarding standards of academic integrity and to report violations of these standards to the Student Advisor. Students are responsible for knowing what the standards are and for adhering to them. This includes bring any violation of which they are aware, to the attention of their instructor of school official. Any breach of academic integrity is a serious offense that may result in disciplinary consequences ranging from reprimand to expulsion.

CHEATING, PLAGERISM & COLLUSION

Students who are found cheating will be suspended and will receive a failing grade on the exam.

No make-up will be allowed.

Plagiarism is the stealing and passing off ideas or words of another person as one's own. ATSMP firmly believes that students must learn to recognize the value of other people's work and give credit to the authors and artists whose works they cite. As such, in-text citations written in the standard MLA and/or APA style are required in the course of all research work. Any student who plagiarizes will automatically receive zero credit for the assignment in question. Collusion is the unauthorized collaboration with another person in preparing work for fulfillment of course requirements.

APPEARANCE

All Students MUST wear the required uniform, lab coat and flat, closed-toe, rubber sole sneakers.

All Students must wear the appropriate uniform for the corresponding class as indicated below.

CLINICAL MEDICAL ASSISTANT PROGRAM UNIFORM

- EKG and EMP Modules require the dark blue scrub uniform with the school logo.
- Phlebotomy Module requires the white scrub uniform with school logo.

DIAGNOSTIC MEDICAL SONOGRAPHY AND VASCULAR TECHNOLOGY UNIFORM

- Grey scrub uniform with school logo.

CLINICAL MASSAGE THERAPY UNIFORM

- White scrub uniform with school logo.

ACUPUNCTURE UNIFORM

- Green scrub uniform with school logo.

ULTRASONIC RADIOFREQUENCY AND CAVITATION UNIFORM

- Pink or black scrub uniform with school logo.

APPEARANCE POLICIES

Cell Phones and Electronic Devices

Personal electronic device use is not allowed during class/lab/externship hours without permission. These items may be used during designated break times. Items include, but are not limited to, cell phones, tablets/computers/iPods, headphones, etc.

Hygiene

Good daily personal hygiene must always be practiced. Fingernails should be at a reasonable length to function smoothly.

Jewelry

Jewelry may not be worn except for a plain wedding band/ring and non-dangling earrings. Facial jewelry is discouraged with the exception of stud jewelry. Students may be asked to remove jewelry at the administration or externship site's discretion.

Identification Policy

It is mandatory for students to visibly wear their student ID at all times. This ensures your security and the security of the school. Students without IDs will be sent home. Payments and purchases cannot be done without your school ID.

Demeanor

Students are expected to conduct themselves with due regard for the rights of others, and, in particular, that their behavior will not interfere with the ability of ATSMMP to carry out its academic functions. Breaches of discipline and/or any violation of the rules of student conduct detailed in the Student Code of Conduct and Policies Overview may result in disciplinary action, including suspension or dismissal.

CODE OF CONDUCT

American Training School for Medical Professionals has adopted a Student Conduct Code to protect the rights of students, faculty, staff and the ATSMF itself. This code ensures that the ATSMF learning community is one characterized by mutual respect, civility and good citizenship. ATSMF students, as members of the academic community, are expected to accept and adhere to these high standards of student conduct.

Students shall:

- Treat all members of ATSMF with courtesy, respect and dignity.
- Comply with directions of ATSMF officials acting in the performance of their duties.
- Treat facility and equipment with care.
- Respect the rights and property of other members of ATSMF.
- Accept responsibility for and the consequences of actions and encourage responsible conduct in others.

Students shall not possess, sell, use or consume illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongos, pipes, blunts, grinders and/or similar objects. Any student deemed to be under the influence of illegal substances or alcohol will be immediately dismissed from the program. ATSMF has zero tolerance of inebriation of any form.

Students are expected to conduct themselves in a courteous and professional manner on campus, in classroom, and/or on externship so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. This includes:

- **Harassment:** Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- **Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive, and objectively offensive, unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the ATSMF's educational program and/or activities, or is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
- **Harm to Persons:** Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited.
- **Sexual Misconduct:** non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation.

Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited.

Students may be disciplined for conduct, which constitutes a hazard to the health, safety, or well-being of members of the ATSMF community or which is deemed detrimental to the interests of the school. These sanctions apply whether or not such conduct occurs at the facility or off facility. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

Violation of federal, state, or local law(s). The arrest or detention for an alleged violation of a federal, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.

TUITION, FEES AND REFUNDS

Tuition and fees are due and payable at registration and before the first day of classes. Students may participate in the school flexible payment plan. However, this is a privilege, and may be withdrawn if a student does not meet his or her obligation on a timely basis. Late fee of \$10.00 will be applied if payments are not made on time.

ATSMP may agree to accept payment from students' qualified financial aid sources in lieu of cash payments of equal amounts. A student who participates in the weekly, bi-weekly and monthly installment payment plans is responsible for completing and submitting all associated documentation on time. Books and supplies are not included in the tuition and are available for purchase from the school. Cost of books and supplies are varied depending on the program. National Certification exams fees are not included in tuition. Programs are scheduled year around; however, a program may be cancelled due to insufficient enrollment. All costs are subject to change at any time. ATSMP reserves the right to withhold all student records, certificates of completion, diplomas, grades and transcripts until all financial obligations to the school have been satisfied.

PROGRAM COSTS

The cost of the program includes tuition, application fee, registration fee and laboratory fee. The cost does NOT include books, uniforms, certifications, credential/registry exams, tutoring, workshops and supplies are not included. Costs vary from year to year and are subject to change.

ACADEMIC TRANSCRIPTS

Upon written request, transcripts are available to students who are in good financial standing. The fee for an official transcript is \$25.00 for all programs except Massage Therapy. The cost for the Massage Therapy transcript is \$125.00.

WORLD EDUCATION SERVICES EVALUATIONS

ATSMP has a partnership with the World Education Services (WES) to ensure the smooth education validation and transcription services. All students are required to select ATSMP as a duplicate receiver of WES services. The costs may vary and are paid directly to WES.

CANCELLATION AND REFUNDS

The student last day of attendance will be that last day the student has physical academic related activities. These activities include classroom, examinations both theory and practical and clinical experience when applicable.

CANCELLATION POLICY

All fees are non-refundable; this includes the application fee, registration fee and laboratory fee. Applicants may cancel prior to the start of program. When enrollment is cancelled within three business days of signing an enrollment agreement, applicant is entitled for a full refund of all money paid. If enrollment is cancelled after the three-day cancellation period but prior to the start of the program, an applicant is entitled to a refund of all money paid less the non-refundable fees.

REFUND POLICY

Students who are officially withdrawn or suspended from their program may be entitled to a partial refund. Refunds are determined by identifying the amount of tuition you are liable for, based on the cost of the program and the point your enrollment ended, less the amount of tuition you have paid.

Amount of Program Attended	Tuition Liability
1 Week	10%
2 Weeks	20%
Up to 25% of the Program	55%
26% - 50% of the Program	70%
51% - 100% of the Program	100%

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapter 30, 32, 35 of title 38 and Chapter 1606 of Title 10 US Code, fail to enter the program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition fees and other charges shall not exceed the approximate pro-rata portion of the total charges for tuition fees and other charges that the length of the non-accredited programs bears to its total length. A registration fee of \$10.00 need not to be refunded; any amount beyond that is subject to pro-ration and refund [CFR 21, 4254 (c) (13)]. The pro-rata portion may not vary more than 10% of the total cost for tuition fees and other charges.

PROGRAM WITHDRAWAL, POSTPONEMENT & DISMISSAL

PROGRAM WITHDRAWAL

A current student who intends to withdraw during the program is expected to notify the Student Services department of his/her intent to withdraw. Notification shall be in written format with a detailed explanation of a reason to withdraw on the Student Withdrawal Form. Withdraw notification by mail, e-mail or written notice is NOT deemed an official withdrawal. In rare cases, the school may accept third-party notification, particularly when the student may be incapacitated or otherwise unable to communicate with the school.

If a student misses more than three (3) consecutive scheduled classroom days without notifying the school, it will be considered an involuntary withdrawal, due to the student's abandonment the program. This determination will be made the administration upon review of attendance, and other credible information that may indicate a student has discontinued their enrollment without notifying the school. The student will be contacted twice (2x) over a two (2) week period via email and/or phone. If the student is unable to be reached, a certified letter will serve as formal notice to the student that they have been involuntarily withdrawn from the program.

All students are responsible for the satisfaction of their tuition as determined by the refund policy and calculator.

The student's day of withdrawal will be:

- The actual date on the Student Withdrawal Form.
- If the student is absent for three (3) consecutive scheduled classroom days without notifying the school, it will be considered an involuntary withdrawal, due to the abandonment the program. The last date of the student's physical attendance will be considered the withdrawal date.

CONSUMER INFORMATION

FERPA PRIVACY INFORMATION AND SECURITY

A. Privacy Policy

ATSMP carefully protects all personal information in its possession regarding students and their families. The school employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. ATSMP does not disclose its security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers and other personally identifiable information (PII) is strictly limited to those School Officials (see definition below) with a need-to-know, as determined by the school Director.

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. Applicants or students may also waive their rights to inspect confidential letters or statements of recommendation.

B. School Official

In accordance with FERPA, the student's consent is not required when a School Official has a legitimate educational interest in the student's educational record; that is, if the official needs to review this information in order to fulfill his/her professional responsibility. However, this does not constitute authorization to share that information with a third party without the student's written consent.

A "School Official" is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the school has contracted (such as an attorney or auditor); a person serving on the Board of Directors; or a student serving in an official position/capacity, or assisting a school Official in performing his/ her tasks.

C. Directory Information

School Officials may not disclose personally identifiable information about a student nor permit inspection of a student's records without the student's written permission, unless such action is covered by certain exceptions permitted by FERPA. Under the provisions of the Act, a school may disclose information about a student if it has designated that the information is "Directory Information". ATSMP has designated the following as Directory Information:

- Student's name
- Hometown
- Telephone number
- Email address
- Previous institution(s) attended
- Enrollment status
- Dates of attendance
- Academic program
- Date of graduation/expected date of graduation
- Honors or awards received

STUDENT RIGHTS UNDER FERPA

D. Right to Review Educational Records

FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the school receives a written request for access. Students requesting a review should submit to the Director a written request that identifies the record(s) they wish to inspect. The Director will notify the student of the time and place where the records may be inspected.

E. Right to Request an Amendment

Students have the right to request an amendment to educational records that are believed to be inaccurate. Students requesting a change must write to the School Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School Official decides not to amend the record as requested by the student, ATSMF will notify the student of the decision and advise the student of his or her right to a hearing with the Director regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

F. Right to Consent to Disclosures

Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

G. Right to File Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by ATSMF to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

GENERAL POLICIES AND PROCEDURES

CHANGES, AMENDMENTS & DISCONTINUATIONS

American Training School for Medical Profession reserves the right to make changes in policies and regulations concerning the academic calendar, academic requirements, course descriptions and other revisions that may be deemed necessary after publication of this catalog. Because material included in this catalog may change before the publication of the next printed catalog, students should refer to the ATSMF website for the most current information.

NON-DISCRIMINATION POLICY

It is the practice and policy of ATSMF to provide access to educational programs, services, and benefits to all students, without regard to religion, race, color, national origin, ancestry, age, sexual orientation, gender identification, marital status, sex, disability, or veteran status. Equal opportunity is available to all people in the recruitment and admissions of students and in the employment of staff and faculty.

SEXUAL HARRASSMENT POLICY

ATSMF views students, faculty and staff as responsible individuals who are integral members of the school's community. ATSMF reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination or harassment. Such discrimination or harassment will not be tolerated. All complaints must be directed to the school Director.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to the school catalog, which describes the content of each academic program and course. This catalog is provided to students in electronic format and is available to the public through the ATSMF website. It contains information about the criteria to be used in academic evaluation, the grading system, and important academic policies.

Students are responsible for learning the content of any course of study for which they are enrolled. Students have the right to receive a grade based upon a fair and just evaluation of academic performance in each course. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and for following the policies and procedures as outlined in the catalog and the Student Code of Conduct and Policies Overview.

STUDENT COMPLAINT PROCEDURES

Students who have a complaint concerning eligible programs, administrative staff, faculty, or other students are encouraged to attempt to resolve the problem informally. However, if the student is unable to resolve the problem, he or she should immediately contact the Administration. The student is assured that there will be no adverse action taken against him or her for registering such complaint. Administration will attempt to resolve the problem, but if he is unable to do so, the student may submit a written complaint to the School Director. The School Director will take any action deemed necessary to attempt to resolve the grievance. Although the Director's decision is final, any person who believes he or she has been aggrieved by the ATSMF may file a written complaint with the New Jersey State Education Department.

STUDENT COUNSELING AND PLACEMENT

ACADEMIC COUNSELING

ATSMP provides academic counseling to students. Students can meet with advisor or faculty member. The administration and faculty of the school have extensive knowledge and experience in all programs offered at the school and are available to assist students in need of counseling. Our Academic Counselor will explain and discuss academic certification requirements, inform students of ATSMP policies and procedures. He or she will assist students in developing educational plan

CAREER COUNSELING

It is important that students make informed decision in planning a career. ATSMP staff members are knowledgeable and up-to-date in technological advances relative to their areas of expertise. The expertise of our staff and their industry connections aid our graduates in starting successful careers. ATSMP faculty is available to students. They also serve as career counselors, mentors and industry experts. Our Career Counselor assists students in preparing a resume, writing a cover letter, performing a job search, developing a portfolio, writing a thank you letter, applying for jobs, preparing for interviews and business etiquette. ATSMP provides employment workshops to all students. During this workshop students learn lots of helpful information about employers and industry. Job Posting Board (updated weekly) is available for each student.

CAREER PLACEMENT ASSISTANCE

ATSMP offers placement assistance for all of its graduates. Of course, no school can guarantee placement, but our commitment to students does not end with graduation. Our goal is to help you start a successful career.

While students are attending classes and workshops, they may seek employment assistance with the Student Services department who cultivates relationships with the medical field community. The Student Services Manager interviews job-ready students to assess their work skills and determining their employability. It is important for students to actively attend school and show good academic and behavioral status as a qualifying step to receive job placement assistance. In addition to ATSMP School Placement Assistance, students are motivated to engage in self-directed job search, and are welcome to share job leads through the internal job network.

ATSMP assists students in seeking meaningful employment upon program completion. The school is dedicated to offering students and graduates career development services, including placement assistance.

SERVICES FOR STUDENTS WITH DISABILITIES

American Training School for Medical Professionals offers a wide variety of academic support services to students with documented disabilities. A student interested in receiving services should provide documentation of their disability to academic office during the admission. Special plan and design will be provided to accommodate student's needs. ATSMP facility is easily accessible from its ground floor location.

American Training School for Medical Professionals complies with Section 504 of the Rehabilitation Act and the American Disabilities Act. If a prospective student who is otherwise qualified requires a reasonable accommodation, he/she should contact the program director.

TECHNICAL STANDARDS

Allied Healthcare Professionals are multi-skilled individuals whom are specifically trained to work in variety of settings, such as physician's offices, clinics and group practices. Students should have good motor skills and manual dexterity, visual acuity and auditory perception. Students must also have sufficient communication skills and good intellectual and emotional development to carry out duties in a responsible manner.

The following technical standards must be met with or without accommodation:

- Interpersonal abilities
- Professional demeanor
- Communication abilities in written and verbal formats
- Cognitive ability
- Emotional stability and mental alertness
- Physical abilities to maneuver in small spaces and to reach for lift equipment and patients
- Gross and fine motor abilities to provide safe and efficient patient care
- Tactile ability sufficient for assessment and performance of office/clinical procedures
- Auditory ability sufficient to monitor and assess health needs
- Visual ability sufficient for physical assessment, performance of duties and maintenance of environmental safety.
- Olfactory ability sufficient to perform office/clinical procedures

PROGRAMS

CLINICAL MEDICAL ASSISTANT

ADMISSIONS REQUIREMENTS	The admission and/or graduation requirements for this program may change each academic year, depending on the updated field necessary and standard studies. The student must be at least a high school graduate, or have a GED (General Equivalency Diploma). The student must also have passed the school's ESL Entrance exam and attended one class at no cost.
PROGRAM DESCRIPTION	The Clinical Medical Assistant program enables its students to attain full competency and a promising career in Phlebotomy Technician, Electrocardiogram Technician/Telemetry/Stress Testing, Patient Care procedures in the ER, first aid, cardiopulmonary reanimation, and defibrillation. It is designed to give the student strong clinical as well as administrative skills to be able to handle both front and back office assignments. The course provides competencies in Clinical Medical Assisting applied knowledge and practical skills in a clinical patient care setting. It edifies its students in an exemplary fashion as it enriches them both fundamentally and practice wise. Study includes a practicum experience along with specialized coursework providing instruction in medical terminology and concepts, basic clinical and laboratory applications and procedures as well as medical ethics, and the technical standards that are required in order to be successful upon graduation. The program prepares graduates for a variety of opportunities in positions such as medical assistant, medical clinical assistant, medical office assistant, among others.
PROGRAM LANGUAGES	Clinical Medical Assistant, Certified ECG/EKG Technician, and Phlebotomy Technician programs are offered partially as bilingual (Spanish-English) and English only. To qualify for the bilingual class, students must be level 3 on the Entrance Exam. Level 2 or lower can be admitted if they provide documentation which verifies that they are attending ESL (English as a Second Language) program. Bilingual classes are offered as part time classes. ATSMF believes that students that are not proficient in English would not be able to obtain employment so easily due to high demand in bilingual professionals. To qualify for the English only class students must be level 6 on the Entrance Exam.
AWARDED CREDENTIAL(S)	<ul style="list-style-type: none"> · Diploma in Clinical Medical Assisting · Diploma in Phlebotomy · Diploma in Emergency Procedures · Diploma in Electrocardiography · BLS Certificate
CLOCK HOURS	570 Hours, including lectures, lab, and externship.
WEEKS IN LENGTH	Full Time: 26 weeks (6 months) Part Time: 36 weeks (8 months)
PROGRAM DELIVERY	Residential *Pending Hybrid Approval
DELIVERY METHOD	<ul style="list-style-type: none"> · Theory/Lecture · Laboratory Practice · Audiovisual · Simulated and Hands-On · Clinical Externship
STUDENT/FACULTY RATIO	Residential: Not to exceed 20 to 1 *Pending Hybrid Approval: TBD
REQUIRED COURSES	Phlebotomy Technician Module: <ol style="list-style-type: none"> 1. PHL100-Hematology 2. PHL101-Lab I (Selecting and assembling equipment and preventing pre-analytical errors and Laws and Ethics)

3. PHL102-Lab II (Successful Performance of 100 Live Venipuncture and 100 Live Capillary punctures)
4. PHL103-Microbiology
5. PHL104-Blood Borne Pathogen Disease
6. PHL105-Universal Precautions
7. PHL106- HIPAA
8. PHL107- Infection Control
9. PHL108- Standard CLSI Care Protocols in Phlebotomy
10. PHL109- Lab III (specimen handling, storage and transportation)
11. PHL110- Externship

Electrocardiogram Technician Module:

1. EKG 101-Cardiovascular Anatomy
2. EKG102- Cardiovascular Physiology
3. EKG103- Cardiovascular Electrophysiology
4. EKG104- EKG Instrumentation
5. EKG 105- Basic Cardiac Arrhythmia Calculation & Interpretation (Telemetry)
6. EKG 106- EKG/ECG Lab/Stress Testing
7. EKG 107- Externship- Performance of 30 EKGs Emergency Room/ER Procedures

Emergency/Medical Procedures Module:

1. Anatomy & Physiology I
2. First Aid
3. CPR
4. AED
5. Clinical Lab I
6. Research I
7. Pathology I
8. Infection control
9. Universal precautions
10. Intro to Pharmacology

Externship Module:

1. Clinical Externship

DIAGNOSTIC MEDICAL SONOGRAPHY AND VASCULAR TECHNOLOGY

ADMISSIONS REQUIREMENTS	The admission and/or graduation requirements for this program may change each academic year, depending on the updated field necessary and standard studies. The student must be at least a high school graduate or have a GED (General Equivalency Diploma). The student must also have passed the school's ESL and Entrance exam.
PROGRAM DESCRIPTION	The Diagnostic Medical Sonography and Vascular Technology program enables its students to attain full competency and a promising career in Diagnostic Medical Sonography and Vascular Technology. The program prepares graduates for a variety of opportunities in positions such as an Ultrasound Technologist (General and Vascular), Mobile Ultrasound Technologist, Ultrasound Applications Technologist, among others.
PROGRAM LANGUAGES	The Diagnostic Medical Sonography and Vascular Technology program is offered solely in English. For ESL students to qualify for the English only class, students must achieve an English Proficient Level 6.
AWARDED CREDENTIAL(S)	<ul style="list-style-type: none"> · Diploma in Diagnostic Medical Sonography · Diploma in Vascular Technology · BLS Certificate
CLOCK HOURS	1200 Hours, including lectures, lab, and externship.
WEEKS IN LENGTH	Full Time: 75 weeks (18 months)
PROGRAM DELIVERY	Residential Hybrid
DELIVERY METHOD	<ul style="list-style-type: none"> · Theory/Lecture · Laboratory Practice · Audiovisual · Simulated and Hands-On · Clinical Externship
STUDENT/FACULTY RATIO	Residential: Not to exceed 20 to 1 Hybrid: 40 to 1
REQUIRED COURSES	DMS AV 100-Orientation DMS AV 101-Introduction to Sectional Anatomy DMS AV 102-Introduction to Sonographic Scanning DMS AV 102L-Sonographic Scanning Lab DMS AV 103-Sonographic Introduction DMS AV 104-Sonographic Physics DMS AV 105-General Sonography I: Abdomen DMS AV 106-Sonographic Instrumentation DMS AV 107-Vascular Technology I DMS AV 108-Vascular Technology II DMS AV 109L-Vascular Scan Lab I DMS AV 110L-Vascular Scan Lab II DMS AV 111-General Sonography II DMS AV 112-Sonographic Positioning I DMS AV 113-Sonographic Positioning II DMS AV 114-116-DMS/VT Clinical Externship I, II, III EDMS AV 101-Abdominal Sonography I - National/Registry Review EDMS AV 102-Vascular Sonography I - National/Registry Review SONO 101-Sonography Practicum I: Abdominal SONO 102-Sonography Practicum II: Vascular SONO 103-Sonography Practicum III SONO 104-Sonography Practicum IV

ACUPUNCTURE

ADMISSIONS REQUIREMENTS	The admission and/or graduation requirements for this program may change each academic year, depending on the updated field necessary and standard studies. The student must bet at least a massage therapy license or a medical degree. The student must also have passed the school’s ESL and Entrance exam.
PROGRAM DESCRIPTION	The Acupuncture Technology program enables its students to attain full competency and a promising career in Acupuncture.
PROGRAM LANGUAGES	The Acupuncture program is offered solely in English. For ESL students to qualify for the English only class, students must achieve an English Proficient Level 6.
AWARDED CREDENTIAL(S)	<ul style="list-style-type: none"> · Diploma in Acupuncture · BLS Certificate
CLOCK HOURS	1200 Hours, including lectures, lab, and externship.
WEEKS IN LENGTH	Full Time: 75 weeks (18 months)
PROGRAM DELIVERY	Residential *Pending Hybrid Approval
DELIVERY METHOD	<ul style="list-style-type: none"> · Theory/Lecture · Laboratory Practice · Audiovisual · Simulated and Hands-On · Clinical Externship
STUDENT/FACULTY RATIO	Residential: Not to exceed 20 to 1 *Pending Hybrid Approval: TBD
REQUIRED COURSES	Human Biology Chemistry Physics Psychology & Counseling Anatomy & Physiology Western Medical Terminology Survey of Western Medicine Oriental Medicine Pathology Western Pharmacology Western Clinical Practice Western Physical Assessment Yin Yang & Five Elements Bionutrition Medical Research Methology Survey in Japanese Acupuncture Introduction to Oriental Medicine Oriental Medical Terminology Basic Theory and Oriental Medicine Survey of Syndromes Point Location Diagnosis of Oriental Medicine Treatment of Diseases Gynecology Men’s Health and Urology Huang Di Nei Jing The Language of Medicine Ethics and Counseling Practice Management Case Studies Fundamentals of Meridian Theory Meridian Theory Acupuncture Anatomy Acupuncture Energetics

	Survey of Meridian Theory Qi Gong Tai Ji Quan Acupuncture Techniques Acupuncture Therapeutics Clinical Point Selection Tui na Reflexology Clinical Acupuncture Microsystems Modern Acupuncture Clinic Management and Public Health I Clinic Management and Public Health II Clinic Management and Public Health III Guideline and Standards for Clean and safe Clinical Practice of Acupuncture First Aid, CPR/BLS and AED Herbal Pharmacy Clinical Observation Case Presentation Diagnosis and Evaluation Supervised Practice Case Seminar
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MEDICAL MASSAGE THERAPY

ADMISSIONS REQUIREMENTS	The admission and/or graduation requirements for this program may change each academic year, depending on the updated field necessary and standard studies. The student must be at least a high school graduate or have a GED (General Equivalency Diploma). The student must also have passed the school's ESL and Entrance exam.
PROGRAM DESCRIPTION	The Medical Massage Therapy program enables its students to attain full competency and a promising career in Massage Therapist.
PROGRAM LANGUAGES	The Massage Therapy program is offered solely in English. For ESL students to qualify for the English only class, students must achieve an English Proficient Level 6.
AWARDED CREDENTIAL(S)	<ul style="list-style-type: none"> · Diploma in Massage Therapy · NJ State License in Massage Therapy · BLS Certificate
CLOCK HOURS	768 Hours, including lectures, lab, and externship.
WEEKS IN LENGTH	Full Time: # weeks (# months)
PROGRAM DELIVERY	Residential *Pending Hybrid Approval
DELIVERY METHOD	<ul style="list-style-type: none"> · Theory/Lecture · Laboratory Practice · Audiovisual · Simulated and Hands-On · Clinical Externship
STUDENT/FACULTY RATIO	Residential: Not to exceed 20 to 1 *Pending Hybrid Approval: TBD
REQUIRED COURSES	SV1 Massage Theory SV2 Massage Application SV3 Massage Variations SV4 The Business of Massage CPR First Aid/CPR/AED SV5 Clinical Practice SVSC1 Anatomy and Physiology for the Massage Therapist SVSC2 Anatomy and Physiology of the Muscular System, Nervous System, Endocrine Glands, and Hormones SVSC3 Anatomy and Physiology of the Circulatory and Lymphatic/Immune Systems SVSC4 Pathology