College of
Biomedical Equipment
Technology

2025 - 2026 Course Catalog

Volume LXII

WWW.CBET.EDU

COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

105 Windy Meadows, Bldg. 2, Suites 201 & 202 | Schertz | Texas 78154

(210) 233-1102 Office

www.cbet.edu

2025 - 2026 Catalog

Volume LXII

MHEC • NEBHE • SREB • WICHE

NC-SARA

APPROVED INSTITUTION

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COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

MISSION STATEMENT

"The College of Biomedical Equipment Technology delivers premier education and training in Healthcare Technology Management and Information Technology to equip students to meet the evolving needs of the industries we serve."

VISION

The College of Biomedical Equipment Technology will provide nationally recognized biomedical equipment and healthcare technology management educational and professional opportunities that meet the needs of our students and are responsive to the needs of the healthcare community.

VALUES

Our core values guide us to accomplish our mission and achieve our vision.

COMMITTED TO THE DEMOCRATIZATION OF HIGHER EDUCATION.

We recognize that we have a key role to play in driving upward social mobility and boosting individual well-being and economic prosperity. To that end, we are committed to providing exceptional education, training, and career services to our students.

COMMITTED TO LIFELONG LEARNING AND THE PROFESSIONAL DEVELOPMENT OF OUR STUDENTS

Our commitment to our students extends beyond the limits of the classroom or the duration of the course. Through continuing careers services, mentorship and support, and technological innovation, we foster lifelong learning and professional development designed to strengthen relationships of trust with our students, alumni, and partners in the healthcare industry.

COMMITTED TO OUR STRATEGIC PARTNERS

We partner with educational institutions and industry to better understand global healthcare technology and cyber security trends. Our strategic alliances ensure our curriculum and instruction prepare our graduates to compete successfully in a rapidly evolving and increasingly technical healthcare environment.

COMMITTED TO COMMUNITY

We recognize our place in higher education is a distinctly unique one rooted in the healthcare industry and that the value of our college is intrinsically linked to our reputation as a healthcare technology management educational institution. As a result, the work we do with the community we serve will strengthen the reputation of our college and increase the value of the education our students receive.

COMMITTED TO LEADING IN TECHNOLOGICAL INNOVATION IN MANAGEMENT EDUCATION

We believe there are five areas of technology that will affect the future of society and education,

these are: The Internet; Mobile Devices/Computers; Big Data; Artificial Intelligence; and Mixed Reality (MR). Online and Hybrid programs like ours have the greatest capacity to capitalize on this future, radically transforming education as we know it. The result will be the obliteration of arbitrary boundaries, extended academic lifecycles; more diverse student populations; and programs rooted in outcomes and learning mastery.

COMMITTED TO QUALITY BENCHMARKS

CBET utilizes the Principles of Ethics for ACCET Accredited Institutions as a baseline from which to measure our commitment to providing and/or ensuring: high quality and effective programs; non-discriminatory practices in our employment and enrollment practices; ethical and clearly stated advertising, admission, and enrollment procedures; effective student services to ensure the successful retention, graduation, and employability of students and graduates; student satisfaction; the ethical administration of all financial aspects of our institution; voluntary self- regulation and self-improvement; our commitment to community and industry involvement and participation; the provision of essential skills to support a productive workforce in our fields; and the promotion of continuing education and training programs of the highest quality and integrity.

ABOUT US

The College of Biomedical Equipment Technology (CBET) is a majority Veteran owned and operated private college offering Healthcare Technology Management training, including Biomedical Equipment Technician (BMET) and Biomedical Equipment Support Specialist (BESS) training at certificate and associates degree levels. Our leadership team is comprised of individuals with decades of experience in the healthcare industry and education. Similarly, our instructional staff is comprised of a industry experts and award-winning educators dedicated to providing quality education, training, and career services to our students.

ACCREDITATION/LICENSURE

College of Biomedical Equipment Technology is Accredited by the Accrediting Council for Continuing Education & Training (ACCET). Our ACCET assigned school number is 1476. CBET and its programs are also Approved and Regulated by the Texas Higher Education Coordinating Board (THECB), and Texas Workforce Commission (TWC), Career Colleges and Colleges. Our TWC assigned school number is S3817.

HISTORY

College of Biomedical Equipment Technology (CBET), formerly known as Career Institute of Technology, was founded in 2010 with the primary purpose of serving students, industry, and the community. CBET is owned by HTM Global, LLC.

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC-SARA)
The College of Biomedical Equipment Technology has been approved to participate in the National Council for State Authorization Reciprocity Agreements.

A State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside.
For more information, please visit their website, http://nc-sara.org/, to see if your state participates in NC-SARA. CBET only enrolls students who:

- Reside in a state that is a NC-SARA state, or
- Reside outside the United States, or
- Reside in a state that exempts online universities from state authorization requirements.

The following states are not members of NC-SARA and do not exempt online universities from state authorization requirements: California.

DESCRIPTION OF THE FACILITY AND EQUIPMENT

CBET's main campus and corporate office houses the executive management team and support staff. All vocational programs are 100% IDL.

GOVERNING BOARD

Mr. Richard L. "Monty" Gonzales, Ed.D, President
Mr. Bill Bassuk, MBA, Chief Strategy Officer
Mr. Scott McKnight, Ed.D, Senior Vice President and Chief Financial Officer
Mr. Matt Bassuk, MBA, CEO, NVRT Labs

ADMINISTRATIVE TEAM

Mr. Jimmy Gomez, PhD, Vice President of Compliance and Quality Assurance
Mr. John Schmidt, MA, Vice President of Operations
Mrs. Lisa Gonzales, AAS, Vice President of Student Services
Mr. James Doran, J.D., Senior Business Compliance Officer
Mr. Nathan Scholze, BS, Director of Learning Technologies
Ms. Meklit Mennu, MA, Director of Education
Mrs. Terri Gomez, MA, Registrar / HR Coordinator
Mrs. Leslie Harrington, BS, Director of Career Services
Mrs. Sachelle Rohling, BA, Student Services Advisor
Mrs. Olivia Carter, Career Services Assistant
Mrs. Kate Olive, BS, Bookkeeper
Mr. Paul Rohling, BS, Senior HTM Curriculum Developer/Instructor
Mr. Mat Colson, BS, Senior HTM Curriculum Developer/Instructor
Mr. Manuel Ortega, BS, Senior HTM Curriculum Developer/Instructor
Mrs. Shelby Hooper, BA, Student Admissions Coordinator

Ms. Ashley Bergerson, BS, Marketing Coordinator
Mr. Hector Portela, BS, Finance Coordinator/VA SCO
Mrs. Gloria Gomez, Finance Assistant
Mr. Christopher Scalett, BS, Data Processor
Ms. Emma Martinez, Finance Assistant

FACULTY

Mrs. Guadalupe McKnight, MS, Medical Terminology and A&P	gmcknight@cbet.edu
Ms. Monique LaPlante, MS, Networking, and IT Instructor	mlaplante@cbet.edu
Mr. Manuel Ortega, BS, BMET Instructor	mortega@cbet.edu
Mr. Zach Nelson, BS, BMET Instructor	znelson@cbet.edu
Ms. Victoria Martinez, MA, History Instructor	vvaldez@cbet.edu
Ms. Meghan Rud, MS, Math Instructor	mrud@cbet.edu
Mrs. Leslie Harrington, BS, Professional Career Development Course	lharrington@cbet.edu
Mrs. Lisa Gonzales, AAS, Professional Career Development Course	lgonzales@cbet.edu
Mr. Christopher Gage, AAS, BMET Instructor	cgage@cbet.edu
Mr. Mike Adams, BS, BMET Instructor	madams@cbet.edu
Mr. Dylan Marrone, BS, Networking Instructor	dmarrone@cbet.edu
Mr. Steve Gutierrez, BAAS, Ethics Instructor	sgutierrez@cbet.edu
Mr. John A. Schmidt, BS, BMET and Imaging Instructor	jaschmidt@cbet.edu
Mr. Paul Rohling, BS, BMET and Imaging Instructor	prohgling@cbet.edu
Mr. Mathew Colson, BS, BMET and Imaging Instructor	mcolson@cbet.edu
Ms. Melissa Mocarski, MPA, BMET and Imaging Instructor	mmocarski@cbet.edu
Ms. Hailey Anthony, MBP, BIIS Instructor	hanthony@cbet.edu
Mr. Ryan Gonzalez, MS, BMET Instructor	rgonzalez@cbet.edu
Mr. Nathan Tegel, BS, BMET Instructor	ntegel@cbet.edu
Ms. Crystal Watson, MHS, BMET Instructor	cwatson@cbet.edu
Mr. Chris Langmeyer, MS, BMET Instructor	clangmeyer@cbet.edu
Mr. Antiwan Tarpley, AS, BMET Instructor	atarpley@cbet.edu
Mr. John “Wes” Pool, AS, BMET Instructor	jpool@cbet.edu
Mr. Nathan Melito, AAS, BESS Instructor	nmelito@cbet.edu
Mr. Dayton Closser, MS, BESS Instructor	dclosser@cbet.edu
Mr. Christopher Gage, AS/BET, Electronics Instructor	cgage@cbet.edu
Mr. Dylan Marrrone, BS/HA, Networking Instructor	dmarrone@cbet.edu
Mr. John Pool, AS, BMET Instructor	jpool@cbet.edu
Mr. Amar Ali, MS/BE, BMET Instructor	aali@cbet.edu
Mrs. Amanda Gaskin, BA, Imaging Instructor	agasking@cbet.edu
Ms. Roxie Freeman, MA-Edu, Professional Communications	rfreeman@cbet.edu
Mrs. Elizabeth Sayles, MS, MBA, RN, BMET Instructor	esayles@cbet.edu
Mr. Steve Gutierrez, BA, Ethics Instructor	sgutierrez@cbet.edu
Mr. Antiwan Tarpley, BA, BMET Instructor	atarpley@cbet.edu

ACADEMIC ADVISORY BOARD MEMBERS

Larry Nguyen CEO, Summit Imaging
Danielle McGeary Vice President, Healthcare Technology Management, AAMI
Preston Wilson Director of Facilities Management, Citizens Medical Center
Robert Bundick Director of HTM and Biomedical Engineering, ProHealth Care
Aaron Predum Director of Biomedical Engineering, Hawaii Pacific Health
David Anthony, Chief Operations Officer, Medical Imaging Solutions Group
Dr. Donna Rice, Professor and Chair, Northcentral University
Robert Smothers, CABMET Board Member, US Air Force (Retired), CABMET

INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Association for the Advancement of Medical Instrumentation (AAMI)
North Texas Biomedical Association (NTBA)
Career Schools & Colleges of Texas (CSCT)
Alamo Workforce Board
Texas VeteransCommission
Texas Workforce Board
Texas Workforce Commission (TWC)
Texas Higher Education Coordinating Board (THECB)
Wellness for Warriors
CyberTexas
NC-SARA

COLLEGE ARTICULATION AND ACADEMIC PARTNERS

Southeastern Community College Iowa (SCC)
Charter College
Ft. Hays State University
Purdue University Global
RTG & Associates

MAIN CAMPUS

105 Windy Meadows, Bldg. 2, Suites 201 & 202, Schertz, TX 78154.
Max DL Class Capacity: 30:1

HOURS OF OPERATION

Monday – Friday 8:00 am – 5:00 pm

EMERGENCY CLOSINGS

In the event of severe weather conditions, such as hurricanes, ice storms, or other acts of nature, that create hazardous conditions and extended power outages, administrators may find it necessary to close the college. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or College holidays, an emergency number will be posted on the outside door.

HOLIDAYS

Martin Luther King, Jr. Day
President's Day
Spring Break
Good Friday
Memorial Day
Independence Day
Veteran's Day
Labor Day,
Columbus Day
Thanksgiving Day
Christmas Eve
Christmas Day
The day after Winter Term II ends through New Year's Day

CLASS START DATES

Training schedules are posted on the website for the current year. New session schedules may become available depending on enrollment requests. For a complete list of program/course start dates visit the website at https://cbet.edu/schedule. *Note: Course availability varies. Courses require four (4) or more students to start.*

Corporate clients seeking customized corporate training schedules should contact the School President. Note training schedules posted on the website may change based on enrollment requirements.

ADMISSIONS AND ENROLLMENT

ADMISSIONS REQUIREMENTS FOR BMET PROGRAMS:

Admission Requirements for the Biomedical Equipment Technician Certificate Program:

1. Be at least 18 years of age.
2. Provide a high school diploma, or GED, College Transcripts, DD214 or JST.
3. Review policies and procedures with a college representative. Complete the Application.
4. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
5. Complete the Enrollment Agreement.

Admission Requirements for the Associate of Applied Science Degree in Biomedical Equipment Technology – IDL (AAS-BMET) Degree Program:

1. Be at least 18 years of age.
2. Provide a High School diploma, or GED, College Transcripts, DD214 or JST.
3. Review policies and procedures with a college representative.
4. Complete the Application.
5. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
6. Complete the Enrollment Agreement.

LICENSING AND CERTIFICATION

Students and graduates may be eligible to sit for various exams and certifications following completion of their program of study. Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registrationexamination, nor does itguarantee employment.

The College does not promise, guarantee, or imply that graduation from its programs will satisfy specific association or industry registration requirements and guarantee students will pass any outside examinations. The College provides credentialing necessary to fulfill the employer education requirements of BMET professionals and prepares graduates to obtain entry-level employment in

the biomedical equipment and technology field.

It is important to note that new graduates are not eligible to sit for the certification exams without first accruing a minimum of two years' work experience. To become certified, biomedical equipment technicians must accrue work experience and pass a 150-question exam administered by the Association for the Advancement of Medical Instrumentation (AAMI).
The following private associations offer industry certifications to graduates of Biomedical Equipment Technician Certificate programs and the AAS-BMET programs:

- Association of Advanced Medical Instrumentation (AAMI)*.
  - Certified Biomedical Equipment Technician (CBET).
  - Certified Radiology Equipment Specialist (CRES).
  - Certified Healthcare Technology Manager (CHTM).
  - Certified Associate in Biomedical Technology (CABT).
- DNV. Hospital Accreditation Certification and Training Services.
  - Certified Healthcare Operations Professional-Basic (CHOP-B).
  - Certified Healthcare Operations Professional-Advanced (CHOP-A).
  - Certified Healthcare Operations Professional-Executive (CHOP-E).

CBET's VA Facility Code Number: 249M 9443

AAMI MEMBERSHIP

All CBET students can enroll in AAMI for free while actively engaged in training. A link to the application for membership is available on the College website at www.cbet.edu.

ADMISSIONS PROCESS

- Step 1 – Complete the Inquiry Form to receive access to the digital Application Portal for completing and uploading of requisite documentation.
  - Review the Catalog.
- Step 2 – Provide the following documents:
  - High school diploma, GED, College Transcripts, DD214 or JST
  - Catalog and Sign Policy Acknowledgement Form CSC-005
  - Review and sign Record of Previous Education and Training CSC-010)
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID)
- Step 3 – Speak with an admissions representative via phone, video conference, or in person. The CBET admissions representative will explain the policies and procedures of the College, all aspects of the training program(s), and answer questions about the program(s).
- Step 4 – Approved applicants will be given the authorization to complete the Enrollment Agreement and to discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Sign and submit the Enrollment Agreement, pay deposit, and submit a TFC installment contract, if applicable.

College of Biomedical Equipment Technology®

BIOMEDICAL EQUPMENT SUPPORT SPECIALIST (BESS) – IDL ADMISSIONS AND ENROLLMENT

ADMISSIONS REQUIREMENTS

Admission Requirements for the Biomedical Equipment Support Specialist Certificate Program (CERT-BESS):

1. Be at least 18 years of age.
2. Provide a high school diploma, GED, Industry Certification, and/or College Transcripts.
3. Provide DD214 or JST if applicable.
4. Review policies and procedures with a college representative. Complete the Application.
5. Complete the Application.
6. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
7. Complete the Enrollment Agreement.

Admission Requirements for the Associate of Applied Science Degree in Biomedical Equipment Support Specialist – IDL (AAS-BESS) Degree Program:

8. Be at least 18 years of age.
9. Provide a high school diploma, GED, Industry Certification, and/or College Transcripts.
10. Provide DD214 or JST if applicable.
11. Review policies and procedures with a college representative.
12. Complete the Application.
13. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
14. Complete the Enrollment Agreement.

LICENSING AND CERTIFICATION

Students and graduates may be eligible to sit for various exams and industry certifications after completing their program of study. However, program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment.

The College does not promise, guarantee, or imply that graduation from its programs will satisfy specific association or industry registration requirements and guarantee that students will pass any outside examinations or certification testing. However, the College provides credentialing necessary to fulfill the employer education requirements of Healthcare Information Systems professionals. It prepares graduates to obtain entry-level employment in the Healthcare Information Systems and Cyber technology field.

The following private associations offer industry certifications to graduates of Healthcare Information Systems Certificate programs and the AAS-HISM programs:

- CompTIA

- CompTIA A+ (Core 1) and (Core 2)
- CompTIA IT Fundamentals (ITF+)
- CompTIA Security+
- CompTIA Network+
- CompTIA Cloud+
- CompTIA Server+
- CompTIA Cybersecurity Analyst (CySA+)

- American Health Information Management Association
  - Registered Health Information Technician (RHIT®)

ADMISSIONS PROCESS

- Step 1 – Complete the Inquiry Form to receive access to the digital Application Portal for completing and uploading requisite documentation.
  - Review the Catalog.
- Step 2 – Provide the following documents:
  - High school diploma, GED, College Transcripts, DD214 or JST
  - Catalog and Sign Policy Acknowledgement Form CSC-005
  - Review and sign Record of Previous Education and Training CSC-010)
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID)
- Step 3 – Speak with an admissions representative via phone, video conference, or in-person. The CBET admissions representative will explain the policies and procedures of the College and all aspects of the training program(s) and answer questions about the program(s). It is essential to fully disclose past criminal history (misdemeanors and/or felonies) or medical disabilities to our Admissions Representative before enrolling at CBET.
- Step 4 – Approved applicants will be authorized to complete the Enrollment Agreement and discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Sign and submit the Enrollment Agreement, pay a deposit, and submit a TFC installment contract, if applicable.

CBET's VA Facility Code Number: 249M 9443

INTERACTIVE DISTANCE LEARNING (IDL) OVERVIEW

Our courses blend face-to-face online meetings via Zoom® Video Conferencing and on-site training. This allows instructors and students to engage in interactive learning sessions. To enroll in our IDL courses, students should have a functional knowledge of personal computers, including, but not limited to:

- Understanding of basic computer hardware and software and ability to perform computer operations, such as:
  - Managing files and folders: save, name, copy, move, backup, rename, delete, check properties.
  - Using software applications, such as Word, PowerPoint, Excel, email clients
  - Knowledge of copying and pasting, spell-checking, saving files in different formats.

  - Recognizing and understanding common file formats such as .doc or .docx, .pdf, and .txt
  - Microsoft Office (software includes Microsoft Word, Excel, Outlook Access, and PowerPoint) and knowledge of how to use the software.
  - Adobe Acrobat Reader (This can be downloaded for free online.)
  - Using appropriate plugins
  - Printing pages from a browser or using the internet.
- Ability to engage in online discussion groups and forums, upload assignments, and interact with instructors and others in online video conferencing.
- Having knowledge and access to the proper equipment is a must. This includes having a reliable internet connection (preferably high-speed) and a computer that meets the technical requirements depicted below. It is recommended to have backup computer access in case of equipment or service malfunction.

TECHNICAL REQUIREMENTS

Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:

- 1.6 GHz processor or faster, 512Mb RAM or greater
- Current anti-virus application
- High-speed Internet connection, and monitor
- Integrated or external microphone and speakers
- 720p Webcam
- Valid and accessible Email address (Gmail, Yahoo, Hotmail, iCloud, AOL, etc.)
- Modern HTML5 compatible Web Browser (i.e., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, Internet Explorer 10 or higher, or Opera)
- Adobe Reader or iOS Preview
- Microsoft Office 2007 or greater (or Google or Apple equivalent)

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

ADMISSIONS PROCEDURES FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

Per the Americans with Disabilities Act (ADA), the College has made appropriate accommodations such as designated parking facilities, ramped entrances, and accessible water fountains and restrooms. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services. A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability or special needs that might affect the student's academic progress and require a reasonable accommodation. All requests for accommodation must be made in writing to the Director of Education. Approval and preparation of accommodations may delay entry into the program.

College of Biomedical Equipment Technology®

DENTAL EQUIPMENT REPAIR TECHNICIAN – IDL ADMISSIONS AND ENROLLMENT

ADMISSIONS REQUIREMENTS

Admission Requirements for the *Dental Equipment Repair Technician Certificate Program*:

1. Be at least 18 years of age.
2. Provide a high school diploma, GED, Industry Certification, and/or College Transcripts.
3. Provide DD214 or JST if applicable.
4. Review policies and procedures with a college representative. Complete the Application.
5. Complete the Application.
6. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
7. Complete the Enrollment Agreement.

LICENSING AND CERTIFICATION

Students and graduates may be eligible to sit for various future exams and industry certifications after completing their program of study. However, program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment.

The College does not promise, guarantee, or imply that graduation from its programs will satisfy specific association or industry registration requirements and guarantee that students will pass any outside examinations or certification testing. However, the College provides credentialing necessary to fulfill the employer education requirements of Dental Equipment Repair professionals. It prepares graduates to obtain entry-level employment in the Dental Equipment Repair field.

ADMISSIONS PROCESS

- Step 1 – Complete the Inquiry Form to receive access to the digital Application Portal for completing and uploading requisite documentation.
  - Review the Catalog.
- Step 2 – Provide the following documents:
  - High school diploma, GED, College Transcripts, DD214 or JST
  - Catalog and Sign Policy Acknowledgement Form CSC-005
  - Review and sign Record of Previous Education and Training CSC-010)
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID)
- Step 3 – Speak with an admissions representative via phone, video conference, or in- person. The CBET admissions representative will explain the policies and procedures of the College and all aspects of the training program(s) and answer questions about the program(s). It is essential to fully disclose past criminal history (misdemeanors and/or felonies) or medical disabilities to our Admissions Representative before enrolling at CBET.
- Step 4 – Approved applicants will be authorized to complete the Enrollment Agreement and discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Sign and submit the Enrollment Agreement, pay a deposit, and submit a TFC installment contract, if applicable.

TECHNICAL SUPPORT

Students that encounter technical difficulties or require additional support may contact an admissions representative by phone at (844) 879-9043 Toll-Free or (210) 233-1102, or directly contact Nathan Scholze at nscholze@cbet.edu for assistance. In addition, on every page in Canvas, there is a "Help Icon" which will direct you to technical support.

BACKGROUND CHECKS AND DRUG TESTING

Since many employers conduct background checks and drug testing before hiring, it is important to make our prospective students aware that many careers in Healthcare Technology Management discourage hiring individuals with a long history of traffic violations, suspended or revoked driver's license or an unsafe MVR (driving) record, or a history of criminal background, felony conviction, and active drug use. Toward that end, CBET does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. It is essential to provide full disclosure of past criminal history (misdemeanors and/or felonies) to our Admissions Representative prior to enrolling at CBET. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program. CBET will not deny enrollment to any prospective student on the basis of their criminal history except in the case of enrollment into a program requiring state licensure. Presently, there are no state licensure requirements for our programs.

STATE OF CALIFORNIA DISCLOSURES

CBET is an Out-of-State Institution with the Bureau for Private Postsecondary Education, pursuant to California Education Code, Section 94801.5. Students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an enrollment agreement.

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. The STRF assessment is $2.50 per $1,000 of institution charges until further notice.

CREDIT FOR PREVIOUS EDUCATION & TRAINING

CBET may grant credit for completion of certain courses taken at other post-secondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation. The maximum number of course/credit hours that can be accepted can be no more than 50% of the program credit hours. The minimum accepted GPA is 2.0. The tuition would be calculated based on the percentage of the credit hours granted; for example, if 30% of credit accepted, the tuition would be 70% of the program tuition.

Transfer Credit may also be given for military courses, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST), and programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: 1) National Guide to Educational Credit for Training Programs, and 2) Guide to the Evaluation of Education Experiences in the Armed Services.

Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average (CGPA) but is factored into the determination of the maximum time in which a program must be completed, as published in the section entitled Satisfactory Academic Progress. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by CBET.
- The courses for transfer can be applied to graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better). The minimum GPA accepted is 2.0.
    - Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks will be accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the School Director is final on questions of transfer credits. No official evaluation credit is made until the student has been accepted by CBET, and the School Director reviews and approves the transcript from the institution awarding the credits.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE). Students will be notified via email regarding transfer credit decisions.

CPE AND TRANSFER OF CREDIT DOCUMENT SUBMISSION

Transcripts should be sent to the College of Biomedical Equipment Technology, School Director, 105 Windy Meadows Bldg. 2, Suites 201 & 202. Schertz, TX 78154. Any supporting documentation for CPE or Transfer Credit may be sent via email to the attention of the School Director at admissiondept@cbet.edu.

Requests for CPE and Transfer of Credit will be processed within ten (10) business days following receipt. All requests must be submitted within two (2) weeks of program commencement.

TRANSFERRING CREDITS TO OTHER COLLEGES

The transferability of credits is the sole decision of the receiving school, college, or university to which the student intends to transfer. CBET makes no representation that our credits are transferable to other institutions. For this reason, students should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending CBET to determine if the certificate and courses will transfer. CBET has an articulation or transfer agreement with Charter College.

PRIOR LEARNING ASSESSMENT (PLA)

REQUIREMENTS

You are eligible to participate in the Prior Learning Assessment (PLA) program if you meet these requirements:

SUBMITTING PLA PORTFOLIOS

You must submit a separate portfolio for each course for which you seek credit. Some components of your original portfolio may be used in multiple submissions. We strongly encourage you to work on one portfolio at a time, as this allows you to use feedback from the initial portfolio to inform the development of additional portfolios. Technical coursework PLA portfolio data must reflect application of skills within the past 5 years, and general education coursework PLA must be evidenced within the past 10 years. Course prerequisites and course sequencing must be observed to ensure appropriate skill development; hence, partial credit for a course is not an option.

Within five (5) days of receipt of the PLA fee and portfolio, CBET will acknowledge to the student in writing its decision. Decisions are final. If you wish to reapply for PLA a new portfolio and $400.00 must be submitted.

All PLA applications must be received 14 days prior to the start of class.

CREDITS AWARDED

Credit petitioned via PLA must be for a specific CBET course within your academic program and, in some instances, can be applied toward the externship course. CBET awards credit for college-level learning that can be assessed, verified, and documented. Credit is awarded for learning, not experience. Evidence is critical for a successful portfolio. Your prior learning must be:

- Related to your current educational goals and objectives.
- Must be college-level and be relevant to a specific course for which CBET grants academic credit.
- Include evidence to support having achieved course learning objectives. Samples include:
    - Certifications/training certificates.
    - Professional evaluations.
    - Awards/commendations.

PLA credits are considered "non-traditional" transfer credits. Accrediting guidelines limit the amount of credit applied toward completion to 50%.

A student cannot receive transfer credit for a course they are currently attending. Academic credit is awarded when a student meets the program's specific admissions requirements.

Credit received for prior learning will be posted to the academic transcript in fulfillment for the course petitioned as PLA credit and counted toward transfer credit limits. There is no letter grade assigned, and it is not factored into the GPA. Fees for each approved PLA course will be deducted from the cost of the program. PLA credit awarded cannot duplicate previously awarded credit from other schools, or via the transfer of credit policy.

TUITION AND FEES

FEE SCHEDULE

Training Program	Tuition	Textbooks & Supplies	Total Cost
Biomedical Equipment Technician Certificate - IDL	$9,998*	Electronic Supplies $63.97**	$10,061.97 with textbooks & Supplies
Associate of Applied Science Degree in Biomedical Equipment Technology -IDL	$24,995*	Textbooks cost is $135.98** Electronic Supplies $63.97**	$25,194.95 with textbooks & Supplies
Biomedical Equipment Support Specialist (BESS) Certificate – IDL	$12,497.50**	Textbooks are included in tuition. Electronic Supplies: $63.97**	$12,561.47 with textbooks and supplies
Associate of Applied Science Degree in Biomedical Equipment Support Specialist (BESS) – IDL	$24,995**	Textbooks are included in tuition. Electronic Supplies: $63.97**	$25,058.97 with textbooks and supplies
Dental Equipment Repair Technician Certificate – IDL	$9,998**	Textbooks are included in tuition. Electronic Supplies: $43.97**	$10,041.97 with textbooks and supplies

OTHER FEES AND PAYMENT INFORMATION

Projected total program cost is based on full or part-time continuous enrollment for the entire program. Events such as transfer of credits, failing one or more courses, and interruption in attendance may change the total cost of the program.

* The displayed tuition cost of program is reduced by the credit hours successfully transferred into your program of study, either from an outside institution or from a previous enrollment, and assumes you pass all courses as you attempt them. CBET discloses the tuition rate for an entire program on the enrollment agreement even though it only financially obligates the student for a portion of the entire program as outlined in the refund policy. When calculating a refund, the percentage of tuition retained by the institution will be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

** For BMET Programs: Textbooks will be delivered in digital form. Textbooks are not included in the price of tuition. All textbook and materials fees do not include taxes and shipping charges.

** For BESS Programs: Textbooks will be delivered in digital form. Textbooks are included in the price of tuition. Course materials fees do not include taxes and shipping charges.

LATE PAYMENTS

Students are expected to keep their account current. A late fee will be assessed for every month payment is late. Late fees vary by State and are identified in the RIC.

COLLECTIONS

In the event, a student's account becomes thirty-five (35) days past due. Every effort will be made to contact the student via phone and email and a delinquency notice will be sent to the student's address on record. In the event no payment is received after 90 days, the account may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt. By accepting enrollment with CBET and by providing a phone number(s), students agree that CBET has the students' consent to provide the phone number(s) to third-party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to CBET will be used by third-party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for CBET to provide his/her phone number to third-party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising the Director of Education, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.

PAYMENT OF CHARGES

Students with payment plans are expected to make payments on the scheduled date in accordance with the retail installment contract signed during the enrollment process. All other students will be billed for courses purchased and/or in accordance with the agencies designated term of obligation. All account balances must be current before the upcoming term.

In accordance with Title 38 US Code 3679 subsection (e), CBET adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA. CBET will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Requirestudent secure alternative or additional funding; and
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce a certificate of eligibility by the first day of class.
- Provide written request to be certified; and
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to the College of Biomedical Equipment Technology. No interest payment plans are also available to qualified applicants. See Student Loan Options.

COURSE REPEAT POLICY

A student must repeat a course in which a grade of "F" was received. A student can repeat each failed course once; however, once they reach 1.5 times the length of time required for graduation, they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program. A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course. Per Course Repeat Fees: BMET Program = $1249.75; BESS Program = $1249.75.

RE-ENTRY STUDENTS

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 6 months following the date the student withdrew without payment of additional tuition for that portion of the course or program. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, the approval of the Director of Education and the college president will be required. Any student who is applying for re- admission must sign a new enrollment agreement, and both their financial and satisfactory academic progress statuses will be reviewed and considered as part of the approval or denial process of the re-entry application. All fees and adjustments are allocated on the enrollment agreement.

FINANCIAL AID

Currently, the College is not Title IV approved. No Title IV federal financial aid is offered or provided. Financial assistance in the form of state grants and loans may be available to students who qualify.

WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)

CBET is an approved eligible training provider in Texas and qualified to enroll US Department of Labor WIOA funded applicants. Participants must be deemed eligible for WIOA services before enrollment at CBET and produce a financial award letter before admission. For detailed information concerning these programs, students should contact their local workforce office. A list of one-stop providers around the nation is available at
https://www.dol.gov/general/topic/training/onestop.

RETURN OF WIOA FUNDS OR AGENCY FUNDING

CBET, as an eligible training provider, shall, in accordance with its stated refund policy, refund monies that are paid for by the designated WIOA sponsoring agency for individuals who enroll in and begin training but drop out of courses. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated WIOA sponsoring agency and shall not be refunded to the student.

If a credit balance is created on a student's account as a result of any other agency funding, that amount will be refunded to the agency where the funds originated at the time the student is withdrawn. These funds will not be provided as a refund directly to the student.

STUDENT LOAN FUND (SEE RETAIL INSTALLMENT CONTRACT FOR ALL TERMS AND OBLIGATIONS)

CBET's owners established a Student Loan Fund for the purpose of assisting students in the payment of their tuition. The desire is for these funds to be repaid as soon as possible so that they can be made available to future students. Students desiring tuition assistance from this Fund should complete the required Student Loan Fund Application. Upon approval of their request, the student will be required to sign a Retail Installment Contract (RIC). The program is available to students who display financial need. Financial need is determined by the results of the loan application and the cost of the program. Outside lenders are also available to students. Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, less the amount of any refund. Defaulting on loans could result in damage to credit ratings, loss of eligibility for future options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. CBET will transfer defaulted loans to collection agencies. Credit may be adversely affected. Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules can be obtained by contacting the College.

DUE DATES

Students with payment plans are expected to make payments on the scheduled date in accordance with the retail installment contract signed during the enrollment process.

FINANCIAL DELINQUENCY

Students with 30 days of delinquency may be blocked from beginning classes in their next semester. Any student with an owing account balance will be required to make a single payment to cover the owed balance. This single payment must be received by Friday of Week 1 of the next scheduled course. Students that are delinquent or not paid in full over 30 days are subject to withdrawal and will not receive their certificate/degree or transcript until all financial obligations are met. CBET also reserves the right to deny access to courses, final exams, and other educational services at the College; suspend or terminate enrollment; deny or cancel registration for additional classes; withhold transcripts, degrees, diplomas, and course completion certificates for failure to remit tuition payments.

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan.
- The interest rate (if applicable).
- When the student must start repaying the loan.
- The effect borrowing will have on the student's eligibility for other types of financial aid.
- A complete list of any charges the student must pay (loan fees) and information on how the charges are collected.
- The yearly and total amounts the student borrowed.
- The maximum repayment periods and the minimum repayment amount.

- An explanation of default and its consequences.
- An explanation of available options for consolidating or refinancing the student loan; and
- A statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving college:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s).
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment.
- The name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions.
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default.
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note; and,
- Make payments on the student loan even if the student does not receive a bill or repayment notice.

If the student applies for a deferment or forbearance, he/she must continue to make payments until notification that the request has been granted and

- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, changes his/her name, address, or Social Security Number, or transfers to another institution.

POLICIES AND PROCEDURES FOR LENDING VERIFICATION

- All selected applicants will be verified.
- Selected applicants must submit required verification.
- If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
- Students will be notified if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information.
  Note: CBET reserves the right to make exceptions to the above-stated policies due to extenuating circumstances on a case-by-case basis.

SCHOLARSHIPS

Three scholarships are available to qualified applicants. Students must meet all requirements for scholarship eligibility and be approved by CBET's scholarship committee, which includes the college owners. Award amounts may vary. The total scholarship funds available are evaluated annually by the scholarship committee. Once the annual general funds budget has been reached, the institution will close the scholarship application for the rest of the current calendar year, and no additional applications will be accepted.

Scholarship Requirements:

- Applicants must be accepted to CBET for enrollment into a current program.
- Applicants must submit all scholarship materials to CBET before starting training.
- Financial need is not required for institutional scholarship eligibility.
- Applicants may receive financial assistance, including RIC, in conjunction with institutional scholarships.
- No refunds will be given if the institutional scholarship creates a credit balance on the student's account.
- Following enrollment, scholarship recipients must maintain a cumulative grade point average (GPA) of 2.0 or greater (on a 4.0 scale) throughout their academic journey. Otherwise, the scholarship, or the remaining portion of it, may be withdrawn.
- Failing a class will result in having the scholarship committee review your scholarship eligibility and can result in the scholarship being rescinded.
- Institutional scholarship funds are payable for each term of the obligation.
- Institutional scholarships cannot be combined with any other tuition discounts.
- Institutional scholarships are non-transferable.
- Institutional scholarships are forfeited in the case of dismissal, expulsion, voluntary or involuntary withdrawal; and,
- Institutional scholarships may be reinstated upon readmission if the student's withdrawal circumstances are deemed mitigating circumstances. The student must submit a written request, and the scholarship committee must approve the request.

SCHOLARSHIP OPTIONS

Sergeant First Class Sammy Davis Scholarship
Eligibility: See Scholarship Application.

First Sergeant Warren Bassuk Memorial Scholarship Application
Eligibility: See Scholarship Application

Glyn Hopkins Memorial Scholarship
Eligibility: See Scholarship Application

APPLICATION PROCESS

Scholarships are intended to be competitive and are awarded in accordance with the prescribed intent of each scholarships. In general, CBET Institutional scholarship applications should include the following items:

PART 1 - Biographical Data

Complete the CBET Application. To request an application, send your contact data to the CBET admissions officer through our online portal at https://cbet.edu/admissions. All requirements with an asterisk (*) must be submitted to complete the application:

- CBET Application *
- Photocopy of a Valid Government Issued ID Card as proof of eligibility *
- Proof of High School Graduation or GED Completion (Diploma or Transcript) *
- Resume
- Transcripts from other post-secondary institutions (Recommended)

PART 2 - Professional and Community Activities

As part of the scholarship consideration process, the Scholarship Committee would like to know more about each applicant. Please submit a short essay, 250-300 words describing your personal and/or professional contributions to your community. In addition, if you have received any awards, recognitions, or honors, we would also be very interested in hearing about them.

- Short essay response (250-300 word maximum) *
- Certificates, Awards, Recognitions (Not Mandatory)

PART 3 - Letters of Recommendation

Lastly, we would like to hear from your professional colleagues, former teachers, or others with whom you share a professional relationship. We are interested in your capacity for higher education and professional work ethics. The best letters of recommendation are usually from those in the industry we serve, healthcare. However, we have received outstanding letters of recommendation from other professional colleagues and community leaders nationwide. Please provide two (2) letters of recommendation.

- Letter of Recommendation 1*
- Letter of Recommendation 2*

SUBMISSION, APPROVAL, AND FUNDING INFORMATION

The Scholarship Selection Committee will convene once per term to review applications and decide on awards. The scholarship committee reserves the right to adjust or cancel an award at any time because of changes in a recipient's enrollment or academic status or upon learning of any changes in the recipient's initial, current, or future eligibility. Scholarship awards will be applied directly towards a student's financial obligation.

AVAILABLE FUNDS

CBET has budgeted $300,000 annually for scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. These awards are made possible from general funds budgeted each year with the approval of the Executive Team.

** It is important to note that with a full tuition scholarship, the student is financially liable for all textbooks and course materials. While the scholarship covers the cost of tuition, it is crucial for students to budget and plan accordingly for the additional expenses related to required textbooks and course materials. By being mindful of these financial obligations, students can still make the most of their scholarship while ensuring they have the necessary resources for academic success.

CANCELLATION AND REFUND POLICY

GENERAL OVERVIEW

The College of Biomedical Equipment Technology (CBET) maintains a transparent, equitable, and consistently applied Cancellation and Refund Policy in accordance with ACCET, the Texas Workforce Commission, and the Texas Higher Education Coordinating Board. This policy ensures student protection and compliance with all relevant regulations.

APPLICABILITY

This policy applies to all students enrolled at CBET.

FULL REFUND ELIGIBILITY

A full refund of tuition and fees will be granted under the following circumstances:

- The applicant is not accepted into the program.
- The program or course is discontinued and prevents completion.
- Enrollment was obtained through misrepresentation in CBET's marketing.
- Program deficiencies or violations of regulatory requirements are identified.

CANCELLATION NOTIFICATION

Written or in-person notice is not required. New students are allowed a six-week (42-day) trial period to withdraw without tuition liability. Only the cost of books (under $300.00) will be retained.

FINANCIAL OBLIGATION AND REFUND DETERMINATION

- Students will not be financially obligated beyond 12 months.
- Refunds are calculated based on:
  - Start Date
  - Last Date of Attendance (LDA)
  - Date of Determination (DOD)
  - Tuition and fees incurred vs. amount paid
  - Percentage of programs completed

DATE OF DETERMINATION (DOD)

The DOD is initiated by:

- Verbal or written withdrawal by the student
- Institutional termination for non-attendance, academic, or conduct reasons

DROP/ADD PERIODS

First Term/First Class:

- Students must complete the first Canvas assignment by Thursday (Day 4) of Week 1.
- Failure to do so may result in withdrawal or a Leave of Absence (LOA).
- There is no financial obligation if withdrawn within the 42-day trial period.

Subsequent Terms/Classes:

- Withdrawal by Day 14 incurs no financial obligation.
- Post-drop/add outcomes:
  - Cease attendance = "W"
  - Fail after midterm = "F"

CANCELLATION POLICY

- Within 72 Hours: Full refund (excluding weekends/holidays).

- Before Class Start/No-Show: Full refund.
- Trial Period: Withdrawal within 6 weeks incurs only book cost.

REFUND POLICY

Refunds are based on scheduled hours attended, excluding suspensions, LOAs, or holidays. The effective date for refunds is based on:

- LDA
- Date of withdrawal
- Institutional termination
- 14 days after LDA if no other action is taken

REFUND COMPUTATION

Refunds are pro-rated if less than 75% of the course is completed. No refunds are issued beyond 75% completion.

Week Completed	Refund %
Week 1	100%
Week 2	100%
Week 3	75%
Week 4	50%
Week 5-6	0%

REFUND DEADLINES

- No Shows/Cancellations: Refund within 45 days of start or cancellation date.
- Withdrawals: Refund within 45 days of LDA or DOD, whichever is earlier.

ACTIVE MILITARY SERVICE

Students called to active duty may:

1. Receive a pro-rata refund.
2. Receive an incomplete with re-enrollment rights.
3. Receive final grades/credit if 90% of coursework is completed and mastery is demonstrated. Refunds must be issued within 45 days of the DOD.

CALIFORNIA STUDENTS - STUDENT TUITION RECOVERY FUND (STRF)

Covers economic loss due to:

- Institutional closure
- Failure to refund
- Uncollected legal restitution
- Other qualifying events
  Note: A valid SSN or Taxpayer ID is required. Claims must be filed within four years, with some exceptions.

STUDENT-CENTERED BENEFITS

CBET's refund policy provides the following advantages:

- Risk-free enrollment within a 72-hour and six-week cancellation window
- No requirement for a formal written withdrawal
- Financial obligations limited to 12 months
- Fair, pro-rated tuition refunds up to 75% of program completion
- Timely refund processing within 45 days
- Flexible military leave accommodations
- Transparent grade assignment procedures
- Start Date.
- Last date of Attendance (LDA).
- Date of Determination (DOD).
- Charges to the Student.
- Total amount paid.
- Weeks earned and resulting percentage of program completed.

DATE OF DETERMINATION (DOD)

The date of determination is the date the student gives written or verbal notice of withdrawal to CBET or the date CBET terminates the student, or by applying the attendance, conduct, or Satisfactory Academic Progress policies.

DROP/ADD PERIOD FOR FIRST TERM/FIRST CLASS

All students must check into the Canvas learning management system (LMS) no later than Thursday; (the fourth (4^{th}) day) of the first week. To successfully drop the First course without financial liability, all students must request to drop the course on or before the forty-second (42) day (last day) or Sunday of the sixth week of the first term/first course. Students may officially withdraw from class during drop/add period without receiving grades, or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W," withdrawn without a grade. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

DROP/ADD PERIOD FOR SUBSEQUENT TERMS/CLASSES

All students must check into the Canvas learning management system (LMS) no later than Thursday, the fourth (4th) day of the first week, or complete all assignments by the 7^{th} day of the course with prior coordination with the instructor. Students who do not complete any assignment during the first week may request a Leave of Absence (LOA) for good cause prior to 14 days of consecutive absences or be administratively withdrawn from the course or program. To successfully drop a course without financial liability, all students must request a drop on or before the fourteenth (14) day of a six (6) week term or payment period, ending on Sunday of the second week. This is the drop/add period for all students. Students may officially withdraw from class during the drop/add period without receiving grades,

or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W," withdrawn without a grade. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

COURSE CANCELLATION POLICY

Program/Course Cancellations: The College reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the student if there is a cancellation.

72 Hour Cancellation Policy: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

Cancellation Prior to the Start of Class or No Show: If an applicant accepted by CBET cancels prior to the start of scheduled classes or never attends class (no-show), all monies paid will be refunded.

Cancellation within the Two-Week Trial Period: CBET enables students to cancel within the first two-weeks of training, or the "Two-Week Trial Period." The policy applies to new students enrolled in their initial class(es) in the AAS program or the certificate program only. Students considering a cancellation under the "two-week trial period" policy will have all tuition charges refunded.

College of Biomedical Equipment Technology

Cancellation and Refund Policy for Asynchronous Distance Education Courses

Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the date of notification to the student if the student is terminated;
   (b) the date of receipt of written notice from the student; or
   (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
   (a) An enrollee is not accepted by the school.
   (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and

(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the Last Date of Attendance (LDA). Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    i. The last day of attendance if the student is terminated by the school; and/or
    ii. The date of receipt of notice from the student; and/or
    iii. By applying the attendance, conduct, or Satisfactory Academic Progress policies; and/or
    iv. Two weeks (14 days, 10 school days) following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege.
4. The minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the Student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the Student has been charged, except that a student may not collect a refund if the Student has completed 75 percent or more of the total number of hours in the portion of the program for which the Student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

REFUND DUE DATES

No Shows and Cancellations: If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be paid within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

Enrolled Students: For an enrolled student, the refund will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student at the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the Student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the Student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the Student for the portion of the program the Student does not complete following withdrawal.
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the Student has previously received a grade on the Student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the Student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the Student has:
- satisfactorily completed at least 90 percent of the required coursework for the program; and
- demonstrated sufficient mastery of the program material to receive credit for completing the program.
- The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days of the effective date of determination.

STUDENT TUITION RECOVERY FUND (CALIFORNIA STUDENTS ONLY)

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. The STRF assessment is $2.50 per
$1,000 of institution charges until further notice.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

76215. Student Tuition Recovery Fund Disclosures (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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916)
574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program 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 buthas failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note:Authority cited:Sections 94803, 94877 and 94923, Education Code. Reference:Section 94923, 94924 and 94925, Education Code.

MILITARY & VETERAN BENEFITS

MILITARY AND VETERAN STUDENT INFORMATION AND POLICIES

All applicable policies and procedures governing VA education benefits are approved by the Texas Veteran's Commission (TVC). The TVC, acting as the SAA, approves facilities. Veterans may qualify for a variety of military and veteran benefits programs to finance their training. Applicants must complete the Veterans On-Line Application (VONAPP) to begin to receive the benefit unless indicated differently. More information about VA education benefits is available at http://www.benefits.va.gov/gibill.

Students applying for veteran's benefits through the College must supply verification of high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

VA Facility Code Number: 249M9443

Attendance Policy for Student Receiving VA Educational Benefits:

The College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each course. All students who do not attend or interact with the online learning platform for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. Special accommodations are authorized for military personnel who are called to active duty or reserve training for a period of approximately two weeks. Service members should see the Director of Education before the first date; the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty. Once a student is administratively dropped, the College will promptly notify VA that the individual's VA education benefits are being terminated due to unsatisfactory attendance. The student's attendance record will be retainedin the veteran's file for the United States Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes. Students who are administratively dropped from the College due to attendance and are interested in re- entering can apply for re-enrollment.

A VA student can miss no more than 20% of the scheduled classes in any individual course. Should a student miss more than 20% of the scheduled classes in any course, the student's enrollment for VA education benefits must be terminated effective the last date that student attended a class before exceeding 20% absenteeism.

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits:

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.

A VA student whose CGPA falls below the minimum requirements at the end of each semester will be placed on Warning for the subsequent term of enrollment. If the VA student's CGPA falls below the required CGPA at the end of the second semester, the student's VA educational benefits will have terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress can petition re-entry into the college through the SAP appeal process. If an appeal is granted, a VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a 2.0 CGPA.

Course Repetitions for Students Receiving VA Educational Benefits:
Classes that are successfully completed may not be certified for again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a class for successful completion, that course class may be repeated and certified to VA again.

SKILLBRIDGE

The College of Biomedical Equipment Technology has partnered with the DoW SkillBridge program to provide opportunity for transitioning Service members, and their spouses to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. CBET SkillBridge connects Service members with industry partners in real-world job experiences. For transitioning Service members SkillBridge provides an invaluable chance to work and learn in the BMET field. Service members participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience. Separating Service members can be granted up to 180 days of permissive duty to focus solely on training full-time with approved industry partners after unit commander (first O-4/Field Grade commander in chain of command) provides written authorization and approval. These industry partners offer real-world training and work experience in in-demand fields of work while having the opportunity to evaluate the Service member's suitability for the work.

COLLEGE POLICIES

STUDENT RESPONSIBILITIES

Students are responsible for understanding and following all rules and regulations that the College may make known to the student body. The College reserves the right to make changes in any area of the College, including but not limited to curriculum, faculty, location, equipment, rules, and regulations in accordance with THECB or TWC.

CODE OF CONDUCT POLICY

Students attending CBET must respect the rights and welfare of the other students, faculty, administration, and guests. Conduct that disrupts the class, and does not cease after two warnings, may cause a student to be terminated under the same rules as withdrawal. Students who retake the class and are unable to refrain from disrupting the second class may be terminated without the option to renew. Prohibited acts include possession or use of firearms or weapons, possession and/or distribution of narcotics or any controlled substances, assault, disruptive behavior interfering with teaching, academic

dishonesty, theft of property, abuse of technological resources, accessing obscene or pornographic materials online, and harassment based on gender, ethnicity, national origin, religion, disability, or any other characteristic.

Violation of the CBET student conduct policy may be grounds for dismissal, depending upon the severity of the misconduct. After a preliminary investigation, the allegation may be dismissed, or the student will be informed of the charges. If it is determined that severe misconduct or felony has occurred, defined by any act punishable by incarceration under federal or state law, CBET retains the right to immediately suspend the student until such time that a hearing determines the outcome. Penalties may include a warning, suspension, or dismissal.

CBET reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional. Students are expected to adhere to the standards of conduct both in the classroom and on college premises. Violation of these rules will subject the student to reprimand, probation, suspension, and dismissal. The College reserves the right to assess all penalties.

A student found to violate College regulations has the right to appeal the decision, following the grievance protocol. A student who has been dismissed for violating the policy may not apply for readmission for one year.

COPYRIGHT POLICY

CBET does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CBET shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CBET community to do so as well. Members of the CBET community who violate this policy may be subject to discipline through standard CBET procedures. An individual engaged in the unauthorized copying or use of software may also face a civil suit, criminal charges, and penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability. Questions about this policy should be directed to the School Director. Policy information is available at http://copyright.gov.

PLAGIARISM POLICY

Plagiarism is defined as the act of using words and ideas from another person or source without giving proper acknowledgment to that person or source. A student is plagiarizing if they:

- Turn in someone else's work as their own,
- Copy words or ideas from someone else without giving credit by using proper in-text citations and a work cited page.
- Fail to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page.
- Student's work and ideas are less than 40% whether or not credit is given.

USE OF ARTIFICIAL INTELLIGENCE POLICY

A paper written by Artificial Intelligence, including **ChatGPT**, is not considered your own original work. It doesn't matter which Artificial Intelligence program or software you use. CBET uses plagiarism detection and artificial intelligence detection tools to detect AI- generated content. Using any of these platforms to write your papers is considered plagiarism.

Knowingly using a third party, including **ChatGPT**, or other artificial intelligence technologies, to write or produce any assignments (paid or unpaid) that a student submits as their own work for

assessment is deliberate cheating and is academic misconduct.

Plagiarism is against the law if it infringes an author's intellectual property rights. It will result in a failing grade for the assignment and may even result in suspension or termination from CBET. **First offense:** Director of Education advises students and documents the offense via an Academic Warning. **Second Offense:** Students can be dismissed from CBET at the discretion of the Director of Education. Advising will be documented and placed in the student's academic file.

CAMPUS SAFETY

The safety of students, faculty, staff, and visitors is a vital concern to CBET. Everyone at CBET is involved in creating a safe environment and is encouraged to report all safety concerns to the School Director.

DRUG AND ALCOHOL-FREE POLICY

CBET offers a drug and alcohol-free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession, use and distribution of illicit drugs and alcohol are strictly prohibited. This applies to every student on college property or participating in a college activity. Students who require prescription drugs that may impair their college work should inform the College or the instructor for proper documentation.

CAREER SERVICES & PLACEMENT ASSISTANCE

CBET assists students in finding employment after training. Although CBET cannot guarantee employment, we will help students to secure jobs through a variety of means, including job searches and available job postings, resume writing assistance, and training in interviewing techniques. Graduates are eligible to access the College's placement assistance program at no additional cost.

STUDENT RECORDS

CBET maintains permanent student files organized by year and cohort. Student records are maintained at the main campus. Student files may include application, enrollment agreement, TWC forms CSC-005 and CSC- 010, record of previous education, transcripts, financial information, scholarship information, notices related to failure to maintain satisfactory performance, refund computation forms (where applicable), and appropriate verification materials as required. All student records are confidential, and CBET adheres to the requirements of the Family Education Rights and Privacy Act (FERPA).

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents unless written permission has been given by the parents to divulge such information to the student.
- The College will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:
    - Records are required by college officials in the proper performance of duties,
    - Organizations conducting studies for educational and governmental agencies,
    - U.S. Government agencies as listed in Public Law 93-380,
    - Accrediting agencies,
    - Parents of dependent children as defined in the Internal Revenue Code of 1954,
    - Appropriate persons about an emergency,
    - Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
    - In connection with the award of financial aid, and
    - In response to legal court orders.

In addition to the reasons listed above, the College may also release any information which it has designated as "directory information," unless the student specifically objects in writing to such disclosure (as further described below).

The College has designated the following categories of student information as "directory information":

- Student's name.
- Student's address.
- Student telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to the College by the student).
- Date and place of birth.
- Programs are undertaken by the student.
- Dates of attendance.
- Degree awarded.

The College may disclose any of the above-listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the Director objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received and rescinded in writing by the student. Material considered to be objectionable may be expunged from the student's record under any one of the following conditions:

- The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
- The student corrects the situation, which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal against any decision made by a school official by requesting a hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failure 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

FERPA permits the disclosure of students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student,
§99.32 of FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

DISMISSAL

A student may be dismissed from the College for violation of the attendance policy, improper conduct, failure to satisfy financial obligations to the institution, or failure to maintain satisfactory progress. Please see the section titled "Satisfactory Academic Progress/Academic Probation" in the Academic Policies section for a complete definition of satisfactory progress.

NON-DISCRIMINATION

CBET does not discriminate in admission, campus activities, education, or employment based on race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding.

GRIEVANCE PROCEDURES

The administration, faculty, and staff of CBET maintain an open-door policy for students to voice their concerns or complaints. Occasionally a student or former student will require assistance with a problem at a level outside of CBET. Information regarding state and accrediting agency points of contact is available upon request and located on the school's website at www.cbet.edu.

The formal CBET grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a professional manner.
2. If the grievance cannot be settled with the instructor within ten days, the student may ask for the intervention of the President to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievances can be settled at this level of intervention. The President will evaluate the grievance and gather information. The student will be kept informed by the President as to the status of the grievance, as well as the resolution of the problem.

Students dissatisfied with the College's response to their complaint or who are not able to file a complaint with the College can file a complaint with TWC, or the College's accreditor.

TWC COMPLAINT PROCEDURE

Dear Students:
This school has a Certificate of Approval from the Texas Workforce Commission (TWC).
The TWC-assigned school number is S-3817.

The school's programs are approved by TWC, as well as The Accrediting Councilfor Continuing Education and Training (ACCET).

Students must address their concerns about this school or any of its educational programs.
by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are notable to file a complaint with the school, can file a formal complaint with TWC, as well as with other Relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's website at:
www.texasworkforce.org/careerschoolstudents

Students may also direct unresolved grievances about CBET or any of its educational programs to Texas Workforce Commission, Career Colleges and Colleges
101 East 15th Street Austin, Texas 78778-0001 Phone:
512-936-3100
Information on filing a complaint with TWC can befound on TWC's Career Schools and Colleges website at http://csc.twc.state.tx.us/ and on CBET's website at https://cbet.edu/schedule

STATE OF CALIFORNIA COMPLAINT POLICY

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

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, studentsshould make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

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

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

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

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

Online Complaint Submission Form

NC-SARA COMPLAINT PROCESS

Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution. SARA consumer protection provisions require the Institution's Home State, through its SARA Portal Entity, to investigate and resolve https://nc-sara.org/sara-student-complaints-0allegations of dishonest or fraudulent activity by the state's SARA- participating institutions, including the provision of false or misleading information. The student should begin the complaint process with the institution and if resolution is not found, the student would contact the Institution's Home State SARA Portal Entity. The SARA State Portal Entities are listed at https://www.nc- sara.org/state-portal-entity- contacts and the student complaint process link is available at: https://nc-sara.org/sara-student- complaints-0.

STUDENT SERVICES

The College offers a wide range of support services to aid students in persisting through to graduation and in securing employment in their career field. The services support academic programs and seek to enhance the student experience.

ACADEMIC ADVISEMENT

CBET faculty and staff are available to advise students on academic challenges, and if needed, provide a referral to special counseling services when required. If a student needs assistance in any course, the student should notify the faculty member, the Director of Education, or the Director. Tutoring takes place outside of class time, and at a time, that is mutually convenient to the student and the relevant faculty member.

ORIENTATION

An online student orientation program is conducted prior to each start date to acquaint new students with the college's online Learning Management System (LMS), CANVAS, their Support Services, and to review policies, and procedures.

CAREER SERVICES ASSISTANCE

Career Services aids students while they are in school and after graduation to find the right fit in the workforce. The College conducts one-on-one counseling sessions, mock interviews, guidance on professional dress and communications, and aids in resume preparation.

LIBRARY

CBET's makes available to its students an electronic library/resource center for both technical and general education training. The library/resource centers are embedded in the CANVAS LMS and accessible to active enrollees.

OTHER SUPPORT

The College maintains relationships with local community support services for students who may need additional assistance such as transportation, childcare, counseling, and shelter.

ACADEMIC POLICIES

INSTRUCTIONAL METHODS AND ACTIVITIES

The online classroom is designed around the course syllabus and has everything students need to be successful, including ways to learn and connect with the instructor and classmates.

1. Please review the CBET Policy on: DROP/ADD PERIODS (refer to page 22/23 in the course catalog). See catalog at www.cbet.edu
   a. FIRST TERM (new) students. All students must check into the Canvas learning management system (LMS) and access their courses no later than Thursday, the fourth (4th) day of the first week to submit their first assignment. Students who do not access their courses by Thursday will be immediately contacted and reminded of the attendance policy.
   b. To successfully drop the First course without financial liability, all NEW students must request to drop the course on or before the forty-second (42) day (last day) or Sunday of the sixth week of the first term/first course. Students may officially withdraw from classes during the drop/add period without receiving grades or incurring financial obligations for dropped classes. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W" or "X" withdrawal without a grade.
   c. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

2. Please review the CBET Policy on: DROP/ADD PERIODS (refer to page 22/23 in the course catalog). See catalog at www.cbet.edu
   a. SUBSEQUENT TERMS/CLASSES. All students must check into the Canvas learning management system (LMS) and complete the course check-in quiz no later than Thursday; the fourth (4th) day of the first week. Students who do not access their courses by Thursday will be immediately withdrawn from the course and must request a Leave of Absence (LOA) for good cause prior to 8 days of consecutive absences or be administratively withdrawn from their courses/program.
   b. To successfully drop a course without financial liability, all students must request to drop the course on or before the eighth (8th) day of a six (6) week term or payment period, ending on Sunday of the second week. This is the drop/add period for all CERT/AAS-BMET students. Students may officially withdraw from class during the drop/add period without receiving grades or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties.
   c. A student who stops attending a course after the drop/add period will receive a "W," withdrawn without a grade. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

3. INCOMPLETES AND COURSE REPEATS. Please reference page 42 of the course catalog for more information. See catalog at www.cbet.edu
   a. To receive an incomplete "I", the student must petition the instructor for an extension to complete the required coursework. The student must be able to pass the course with the completed work and garner a grade of 70 or better. Incomplete grades that are not completed within 7 business days after the beginning of the next session will be converted

to the existing grade earned in the course and will affect the student's GPA accordingly. CBET reserves the right to extend the time needed to fulfill the incomplete.

b. An "I" does not count towards the Grade Point Average (GPA) until a grade is assigned. A "W" is given when a student is dropped from the roster during the course and does not replace the previous grade(s). Grades of "W" and "F" are recorded in the academic transcript and reflected in the GPA. When a course is repeated after failure or withdrawal, the later grade will replace the first grade in calculating the CGPA.
c. A student must repeat a course in which a grade of "F" was received. A student can repeat each course once, however, once they reach 1.5 times the length of time required for graduation, they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program. A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course.
d. Once you have read, and understand the above policy indicate that you have below. If you do not understand the policy, please contact the CBET Student Advocate at 210-233-1102, Ext 202.

4. SAP AND COURSE WITHDRAWALS AND FAILURES. When a student withdraws from a course, the course is assigned a "W" grade. This grade does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted. A failing grade negatively impacts a student's CGPA and Rate of Progress.
   a. REQUIREMENTS FOR GRADUATION. Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average (GPA) of at least 2.0, and 80% attendance to graduate.
   b. Once you have read and understand the above policies indicate that you understand by marking the appropriate box. If you do not understand the policy, please contact the CBET Student Advocate at 210-233-1102, Ext 202.

5. ACKNOWLEDGMENT OF POLICIES.
   a. Please Acknowledge that you have reviewed the course syllabus/course catalogue, and the plagiarism policy (page 29) and that you fully understand what is expected of you in each course.
   b. By acknowledging that you have reviewed these items and policies you are officially accepting this course and assume all financial responsibility associated with each course. See catalog at www.cbet.edu

Instructor Lead Weekly Live Group Training (Webinars) (M, T, W, TH, F, SAT, SUN). Mandatory instructor-led group webinars are conducted via Zoom at least once per week (50 Minutes). These sessions are live and conducted in a group format. Students may request one-on-one student/instructor webinars. Students should be prepared to respond to instructor prompts for webinars every week. Each webinar is recorded for students to review at their discretion.

Online Discussion Forum (daily/weekly). The online learning environment includes a discussion board with weekly prompts and instructions regarding daily and weekly assignments. Students are required to engage in discussion board activities. Students must respond to all instructor discussion topics and weekly prompts. Students must provide substantive responses, 200 words or MORE, to instructor

discussion forums. Additionally, students must respond to a minimum of three (3) student discussion postings, with 150 words or MORE each week.

Online Classes (Daily). Students are expected to engage in online learning in CANVAS, CBET's learning management system. Students complete weekly assignments, quizzes, tests, and other requirements prescribed by the instructor of record in CANVAS. Students are responsible for engaging in the online learning environment in the same manner one would engage in a traditional classroom, by complying with and adhering to all course requirements.

Research and Writing Assignments: Students work with instructors to select an appropriate research and writing topic, compile a bibliography, and mine data to create an essay on the biomedical equipment industry. Essays are critiqued on the organization of content, style, and grammar. During the 6-week course, students must submit at least one essay.
Formatting Requirements: APA or MLA format.

Textbooks:
All textbooks are delivered electronically, and readings required for each course are posted in the syllabus.

ATTENDANCE POLICY

MINIMUM STANDARDS OF ATTENDANCE:

CBET upholds a minimum acceptable attendance rate of 80% for all our programs. For example, in our 6-week terms, exceeding one week's absence would cause a student to drop below the 80% threshold. This attendance requirement is not only integral to our commitment to academic excellence but also aligns with the rigorous requirements set by state, federal, accreditation, and professional licensing agencies.

DEFINITION OF ATTENDANCE

In the following guidelines, attendance is defined as an act of academic submission, which includes various activities such as discussion board posts, assignment submissions, completion of quizzes, webinar attendance and responses, and other requirements outlined in the course syllabus. It is important to note that simply logging into the course does not constitute an act of academic participation.
Participation in live weekly webinars is a crucial component of the course curriculum, and students are expected to attend all scheduled sessions. Active involvement in these webinars is important for overall academic success. In the event that a student is unable to attend a webinar, the student must notify the instructor in advance and subsequently watch the Webinar Cloud Recording posted on Canvas.
Additionally, all students are required to submit a Weekly Webinar Reflection, regardless of whether they attended the live weekly webinar or not. This ensures that every student remains engaged with the course content and contributes to their learning experience.

PROCEDURE FOR 14-DAY NON-PARTICIPATION DROPS:

Students who do not make an academic submission within the first 14 calendar days of each course without prior approval of an extension from their instructor will be subject to nonparticipation measures as outlined below:

The school administration will conduct a review of the student's attendance records upon reaching the 14th consecutive day of non-participation. The review will consider any extenuating circumstances provided by the student such as medical issues, family emergencies, or other good cause. If no Leave of Absence has been requested prior to the 14th calendar day of the term by the student, the student will be dropped from the course on the 15th day of the term and be financially liable for the prorated cost of the course.

FINANCIAL OBLIGATIONS

Students who drop or violate the attendance policy after the initial 14 days of the course will be held accountable for financial obligations as per CBET's refund and cancellation policy, outlined in the Course Catalog. This policy ensures that students understand the importance of consistent attendance and commitment to their academic endeavors.

PROCEDURE FOR REINSTATEMENT PROCESS:

To be reinstated in the college, a student must take the necessary steps to contact the college and arrange to schedule a meeting with the Director of Education (DOE). During this meeting, the student will discuss the reasons for their extended absence and work with the DOE to develop a plan for improved attendance and academic success. The student may be required to provide documentation or evidence supporting their absence during this meeting. Upon approval of the reinstatement plan,

the student's academic privileges will be restored for a probationary period. The length of this probationary period will be determined by the DOE. During this time, the student will be allowed to resume participation in educational activities at the discretion of the DOE, who will decide whether the student continues as part-time or full-time.

Additional Attendance criteria:

1. Attendance is administered by the course instructors and recorded weekly.
2. Students engaged in externships must log time and skill mastery data in the online adaptive learning platform. Hours and competencies are documented by externship preceptors and reviewed and approved by the College.
3. Students are reminded it is their responsibility to be always current on all assignments. Absences do not excuse program obligations, which lead to satisfactory academic progress.
4. Students should remember that attendance records reflecting absences are kept by the College. Any agency that provides educational, financial assistance to a student may request information concerning attendance and progress.

TARDINESS AND EARLY DEPARTURES

The College expects students to participate in instructor-led weekly webinars and to be on time every week. When a student arrives late, he/she not only misses the material that has been presented, but it is also disruptive to both the instructor and fellow students. If a student arrives 15 minutes late or leaves 15 minutes early, the instructor may record the student as “Late” in the Canvas Attendance module. If a student receives a “Late” three (3) or more times within any course, he/she will be placed on Academic Warning by the office of the Director of Education and contacted for counseling.

MAKE-UP WORK

To receive full credit, all assignments must be completed on time and in the manner instructed. This policy only applies to the vocational program course. Make-up work shall:

1. Be supervised by an instructor approved for the subject being made-up.
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
3. No more than 5% of the missed work can be made up. All work must be completed and submitted within 7 calendar days of its original due date. All coursework must be submitted no later than 6 calendar days after the course ends.

If extenuating circumstances prevent a student from attending college for an extended period (e.g., hospitalization and recovery from a severe accident or illness), the student should apply for a Leave of Absence (LOA) under the institution's published LOA policy.

Regular and substantive active participation online is required to achieve the minimum 80% attendance standard for graduation. A student attends online courses by participating actively in classes or otherwise engaging in academically related activities. Examples of such activities that demonstrate “regular and substantive interaction” include but are not limited to: contributing to online discussions or text

chat sessions; submitting assignments or working drafts; working through exercises; taking assessments; student participation in interactive tutorials or computer-assisted instructions, participation in an online study group, initiating contact with a faculty member for academic support, tutoring, or other course-related activities. Students should be sure to meet online deadlines for submitting their work as late work will not receive full credit. Note: Logging into class without active participation as defined above does not constitute participation, and therefore there is no attendance credit.

LEAVES OF ABSENCE

A Leave of Absence (LOA) is a temporary break in a student's attendance during which they are continuously enrolled. An LOA may be granted for emergency situations, such as serious illness, debilitating injury, family crises, or for other good causes. Students who wish to suspend their studies for a limited time must submit a written request or via phone call for a Leave of Absence to the Director of Education. Leaves of Absence will be granted for a maximum of 60 calendar days for the Certificate program or 180 days for the AAS- BMET and AAS – HISM programs for emergency situations such as a death in the immediate family.

Only one leave of absence will be granted in 12 months. In extenuating circumstances (e.g., medical/surgical conditions, unforeseen family crisis, death in the family, etc.), two Leaves of Absence can be given within 12 months, provided that proper documentation is presented and that both Leaves together amount to no more than the maximum days permitted.
A student who fails to return from an approved Leave of Absence will be considered withdrawn as of the expected return date of the Leave of Absence.

PROGRAM/COURSE EVALUATION

Students are expected to complete the online course evaluation at the end of the semester. A link will be provided by the instructor following completion of the course.

ACADEMIC INTEGRITY

Faculty and students must observe the published Code of Conduct.

ACADEMIC CALENDAR/COURSE SCHEDULE

To obtain a current list of course schedules visit the academic calendar at https://cbet.edu/wp-content/uploads/2022/12/2022-2027-Academic-Calendar-11222022-2ded338f7bc68adc26225ab6f4befb81.pdf

EXTERNSHIP POLICY

This course provides students with an opportunity to put theory and knowledge to work and to develop BMET skills in a real-world environment. Additional requirements are outlined in the Externship Guide.

Externship Eligibility: Students must have completed (grade of C or better) all prerequisites or have permission from the Director of Education.

Externship Schedules: Completing programs on time requires dedicated adherence to the externship agreement, which includes 135 clock hours over six weeks, or 22.5 clock hours per

week. In most instances, externships are scheduled during normal business hours, Monday through Friday, between the hours of 8:00 am and 6:00 pm.

Externship Attendance: The Director of Education will monitor attendance closely. Students must attend their extern site as scheduled. Students failing to adhere to the schedule and hours established with the externship provider may be terminated from the program or dropped from the course.

It is the student's responsibility to ensure that all physical exams, immunizations, and drugs screening are complete prior to starting Externship, if required. The student must reach out to the Careers Coordinator to begin the process 3 months prior to starting the externship to allow ample time for completing the process.

All externship hours must be completed, and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate unless they have performed all externship hours prescribed for the course.

Externship Competencies: All students on externship assignments are required to provide hours and competency reports via the online adaptive learning platform. Failure to submit this data may result in repeating hours.

Termination/Withdrawal from Externship: Any student displaying unprofessional behavior while performing externship duties will be moved to another site. If a second offense is reported, the student will be terminated by the College. Students displaying unprofessional behavior while performing externship duties, which causes the institution to lose the site will be terminated by the college and will not be considered eligible for re-entry to the College.

Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from the College.

DISTANCE EDUCATION LOG-IN SECURITY

All online courses require a secure log-in to the learning management system using the CBET assigned username and password. This is required for students to be registered for courses and to participate in the online training. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course.

EVALUATION AND GRADING

Student performance will be evaluated via exams, tests, quizzes, and projects and hands-on demonstrations where applicable. Exams, tests, and quizzes are designed to measure cognitive ability. Hands-on demonstration and projects are intended to measure the command of performance techniques. In computing grades, the requirements will be weighted in accordance with the scale depicted on the course syllabus. The criteria will be utilized:

- Online Engagement and Participation in Course Discussion* through CANVAS
- Weekly Quiz and Homework Assignments

- Written Assignments/Capstone Exercises
- Mid-termand Final Exams

GRADING SYSTEM

DISCUSSION BOARD REQUIREMENTS

Students are required to respond to the discussion prompts by Thursday and two students by Saturday each week of the course. Grading of the discussions will be compiled using the following Rubric:

Criteria	Levels of Achievement			
	Beginning	**Developing**	**Accomplished**	**Exemplary**
Activity	**0 to 13 points**	**14 to 15 points**	**16 to 17 points**	**18 to 20 points**
	Usuallycontributesonly 1 posting on the last possible day of the designated period.	All required postings by **Saturday**; however, therewasnotadequate time for others to read and respond to some postings before the deadline.	Allrequiredpostings by **Friday**; adequate time for others to read and respond before the deadline.	Exceedsrequired postings by **Thursday**; postings spread over the designated period; providesmore than enough time for classmates to read and respond before the deadline.
	0 to 13 points	**14 to 15 points**	**16 to 17 points**	**18 to 20 points**
Engagement	Negligible responses to fellow student(s) posting(s). Rarely engages with students and generally ignores others' postsand/or has a negative effect throughmisrepresenting content in other posts, inappropriatecomments made, and/or attempts to dominate the discussion.	Somewhat contributes to the student(s) posting(s), butthefocus is generally on own posts. Occasionally interacts with others' postings but little attempt to involve other students in the discussion. Short statements such as "I agree with...".	Frequently contributes to the student(s) posting(s). Often attemptsto directgroup discussion to present relevantviewpointsand meaningfulreflectionby others. Interacts respectfully with students.	Consistently and effectively contributes to the student(s) posting(s).Frequentlyinitiates dialogueandmotivates group discussion by providing feedback to students' postings, asking follow-up questions, and through thoughtful, reflective comments. Respectfully encourages a variety of viewpoints and invites contributions from others.
Content	**0 to 41 points**	**42 to 47 points**	**48 to 53 points**	**54 to 60 points**
	Postings only slightly related to discussion topics. Generally inaccurate. May occasionallycontaina gross factual error.	Postingsaddress peripheral topics. Generally accurate, but withsomeomissionsand errors. The tendency to recite fact.	Postings produce adequate, general answers but may not alwaysdirectlyaddress discussion questions. Dominated by opinionsratherthan by analysis and scholarly thought. Assertions are not supportedbyevidence.	Postings are characterized by clarity of argument, depth of insight into course content, applicationofcoursecontent, relevancy, and unique insights.

CBET uses the four (4.0) point grading system. The grade, point, and percentage equivalents are as follows:

A	(4.0)	90-100	F	(0.0)	59 and Below
B	(3.0)	80-89	W	(0.0)	Withdrawal
C	(2.0)	70-79	I		Incomplete
D	(1.0)	60-69	TC		Transfer Credit
			PE		Proficiency Credit

ESSAY RUBRIC

Plan, coordinate, execute, and complete the essay per the guidance presented in the course syllabus and the essay rubric below.

Percentage of Score	Essay Element	1 Not Yet	2 Almost	3 Right On
25%	Structure (Total of 40 points possible)			
	1. Formatting			
	2. Title Page plus 2-4 content pages			
	3. Introduction on first content page			
	4. Conclusion on last content page			
	5. Reference/Citations			
25%	Content (Total of 40 points possible)			
	1. Introduction and Topical Paragraph			
	2. MainBody (Paragraph 1)			
	3. MainBody (Paragraph 2)			
	4. MainBody (Paragraph 3)			
	5. Conclusion			
25%	Mechanics (Total of 40 points possible)			
	1. Grammar			
	2. Vocabulary			
	3. Spelling			
	4. Section, paragraph, and sentence structure /coherence			
25%	Creativity and Originality (Total of 40 points possible)			
	1. The use of original sources			
	2. Original ideas, content, concepts			
	3. Abilityto connect research to concepts			
	4. Use of multiple references			

INCOMPLETES AND COURSE REPEATS

To receive an incomplete "I", the student must petition the instructor for an extension to complete the required coursework. The student must be able to pass thecourse with the completed work and garner a grade of 70 or better. Incomplete grades that are not completed within 7 business days after the beginning of the next session will be converted to the existing grade earned in the course and will affect the student's GPA accordingly. CBET reserves the right to extend the time needed to fulfill the incomplete.

An "I" does not count towards the Grade Point Average (GPA) until a grade is assigned.
A"W" is given when a student is dropped from the roster during the course and does not replace the previous grade(s). Grades of "W" and "F" are recorded in the academic transcript and reflected in the GPA. When a course is repeated after failure or withdrawal, the later grade will replace the first grade in calculating the CGPA. The clock hours of the course repetition are counted toward the maximum timeframe.

CBET shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status.

A student must repeat a course in which a grade of "F" was received. A student can repeat each course once, however, once they reach 1.5 times the length of time required for graduation, they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program.

A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course.

SEMESTER CREDIT HOUR POLICY

The College utilizes the following formula for clock-to-credit-hour conversions for the lecture, laboratory, and externship/internship:

- Lecture Hours: Instructional hours consisting of theory or new principles.
- Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).
- Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.
- Laboratory Credit Hours: Semester Credits – Must teach a minimum of 30 laboratory hours to award 1-semester credit (divide laboratory hours by 30).
- Externship/Internship Hours: Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during the training program.
- Externship/Internship Credit Hours: Semester Credits – Must teach a minimum of 45 externship hours to award 1-semester credit (divide externship/ internship hours by 45).

SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to graduate, a student in a Certificate or associate degree program must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured at evaluation points that occur every six weeks (i.e., every term) or sooner if deemed necessary. SAP information is available to all students through the student portal and grades are accessible in real-time. Students failing to meet SAP receive SAP reports via email at the progress evaluation period. SAP is measured in two (2) ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours.

CUMULATIVE GRADE POINT AVERAGE (CGPA) MINIMUM REQUIREMENT

All students enrolled at CBET must meet the minimum cumulative grade point average (GPA) of 2.0 at each evaluation period.

QUANTITATIVE PROGRESS MINIMUM REQUIREMENT

Quantitative progress is defined as the clock/credit hours achieved divided by the clock/credit hours attempted. To make satisfactory academic progress, a student's quantitative progress must be at least 80% of the clock/credit hours attempted.

MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length. Once a student reaches the 150% point of their program, the student's enrollment will be terminated unless a request is made from the student to the instructor or Director of Education to continue the program.

PROGRESS & PROBATION POLICIES

The first time a student is not making SAP, the student is placed on Academic Warning. Students on Academic Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Student Advisor, and will receive advice to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to Probation. At this time, the student may be eligible to appeal, see Appealing SAP below. If the appeal is denied, the student's status will continue Probation for one (1) additional evaluation point. If it is identified that the student will need more than one evaluation point to reach success, the student may be allowed to continue Probation, with a specific, detailed Academic Success Plan to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Student Advisor, and will receive advice to assist them in improving their academic progress. Students on Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks. At the end of Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be withdrawn. The students with Academic Success Plans will be reviewed according to the individual plan benchmarks.

APPEALING SAP

Students may appeal SAP withdrawal or probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to withdrawal (see Grading System).

SAP withdrawal or probation may not be appealed by students who cannot complete the program within the 150% maximum timeframe.

If a student wishes to appeal their SAP withdrawal or probation, they must submit their written appeal packet electronically to the Student Advisor or Director of Education by midnight, two (2) business days from the notification of SAP withdrawal or probation. The appeal packet must include the following:

1. The circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include the death of a family member, military service, and childcare problems. Documentation to support the appeal should be submitted.
2. The Appeal must state what steps have been taken to correct the situation.

The Student Advisor will notify the student via the student portal regarding the outcome of the appeal within three (3) business days. A student that does not appeal SAP withdrawal or probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP" process.

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal, including students seeking to enroll with a change of program. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on probation and required to devise an Academic Success Plan.

SAP AND COURSE WITHDRAWALS AND FAILURES

When a student withdraws from a course, the course is assigned a "W" grade. This grade does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted. A failing grade negatively impacts a student's CGPA and Rate of Progress.

REQUIREMENTS FOR GRADUATION

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

COURSE PREREQUISITES

Students must complete course prerequisites to progress within each program unless prior learning credit has been awarded, or the student can evidence a minimum of one year of experience working as a BMET. Courses taken out of sequence must be approved and documented by the Director of Education.

GRADUATION CEREMONY

As an online institution, CBET does not host traditional in-person graduation ceremonies. However, we take great pride in recognizing the achievements of our students upon successful completion of their respective programs. Graduates receive an official diploma as a testament to their hard work and dedication, marking the culmination of their academic journey with us. We celebrate the accomplishments of our graduates and are proud to support them as they take on the next step in their Healthcare Technology Management careers.

INTERACTIVE DISTANCE LEARNING (IDL) OVERVIEW

Our courses blend face-to-face online meetings via Zoom® Video Conferencing and online training. This allows instructors and students to engage in interactive learning sessions. To enroll in our IDL courses, students should have a functional knowledge of personal computers, including, but not limited to:

- Understanding of basic computer hardware and software and ability to perform computer operations, such as:
  - Managing files and folders: save, name, copy, move, backup, rename, delete, check properties.
  - Using software applications, such as Word, PowerPoint, Excel, email clients
  - Knowledge of copying and pasting, spell-checking, saving files in different formats.
  - Recognizing and understanding common file formats such as .doc or .docx, .pdf, and .txt
  - Microsoft Office (software includes Microsoft Word, Excel, Outlook Access, and PowerPoint) and knowledge of how to use the software.
  - Adobe Acrobat Reader (This can be downloaded for free online.)
  - Using appropriate plugins
  - Printing pages from a browser or using the internet.
- Ability to engage in online discussion groups and forums, upload assignments, and interact with instructors and others in online video conferencing.

- Having knowledge and access to the proper equipment is a must. This includes having a reliable internet connection (preferably high-speed) and a computer that meets the technical requirements

depicted below. It is recommended to have backup computer access in case of equipment or service malfunction.

TECHNICAL REQUIREMENTS

Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:

- 1.6 GHz processor or faster, 512Mb RAM or greater
- Current anti-virus application
- High-speed internet connection, Printer, and monitor
- Integrated or external microphone and speakers
- 720p Webcam
- Valid and accessible Email address (Gmail, Yahoo, Hotmail, iCloud, AOL, etc.)
- Modern HTML5 compatible Web Browser (i.e., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, Internet Explorer 10 or higher, or Opera)
- Adobe Reader or iOS Preview
- Microsoft Office 2007 or greater (or Google or Apple equivalent)

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

PROGRAMS OF STUDY
BIOMEDICAL EQUIPMENT TECHNICIAN CERTIFICATE

420 Clock Hours/24.0 Semester Credits
24 Weeks Full Time
48 Weeks Part-Time

PROGRAM DESCRIPTION

The Biomedical Equipment Technician Certificate program provides a comprehensive overview of the biomedical equipment and healthcare technology management industry. Students study hardware, software, and troubleshooting for medical devices. Training includes basic electronics, schematics, pneumatics, hydraulics, customer service skills, environmental care, EOC training, data management systems, and general biomedical equipment troubleshooting. Students garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement; repair of general medical equipment malfunctions; adjustment of medical equipment utilizing standard and special-purpose tools and electronic test equipment; conduct preventive maintenance checks and services; and conduct calibration, verification, certification, and electrical safety tests.

PROGRAM OBJECTIVES

This program equips students with skills necessary to obtain entry-level jobs at hospitals, Original Equipment Manufacturers (OEM) who specialize in making medical equipment, and Independent Service Organizations (ISO) who source contracts for private biomedical companies.

PERFORMANCE OBJECTIVES

The program performance objectives include repair and module replacement; simple printed circuit board repair; repair of general medical or optical equipment malfunctions; adjustment of medical, or optical equipment utilizing common and special purpose tools; testing and measuring diagnostic equipment; performing preventive maintenance checks and services; conducting calibration, verification, certification, and electrical safety tests.

CAREER OBJECTIVES

This program also prepares students to work in positions such as Biomedical Equipment (BMET) Technician (installation, maintenance, and repairs), Field Service Engineers, Field Service Technician, Electronics Technician, Specialized Equipment Field Service, Maintenance Technician,
Medical Equipment Technician, Clinical Engineering, Clinical Engineering Technician, Patient Care Technician. Maintenance Mechanic, BMET Sales, Technical Support, Customer Service Technician,
BMET Consultant and BMET Management. Healthcare Technician (telemetry tech, anesthesia tech, lab tech, laser tech, equipment tech, electronics tech, pharmacy tech, liquid nitrogen tech, Perioperative Clinical Engineer Technician, materials manager). Mobile Medical Equipment Representative, Integration Specialist, Dialysis Technician, Customer Service Engineer
Durable Medical Equipment Representative/Technician, Delivery Driver (Medical Equipment Technician). Also, Sales, Technical Support, Consulting, and Management. O*NET: 49-9062.00 / CIP Number: 15.0401.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student-to-teacher ratio for lecture and lab = 30:1

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES:								
MATH1301 Math for Electronics	45	3	0	0	0	0	45	3
Choose one of the following courses:								
PCDV1305 Professional Career Development	30	2	30	1	0	0	60	3
AHLC1310 Advanced HTM Leadership	30	2	30	1	0	0	60	3
CORE COMPONENT COURSES:								
BMET 1302 Medical Terminology & Anatomy and Physiology,	45	3	0	0	0	0	45	3
BMET1305Electronics I	45	3	0	0	0	0	45	3
BMET 2304 Biomedical Equipment I	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	30	2	30	1	0	0	60	3
BMET 1309 IntroductiontoTest, Measurement and Diagnostic Equipment	30	2	30	1	0	0	60	3
PCVD1305 Professional Career Development	30	2	30	1	0	0	60	3
BMET 2301 Troubleshooting Theory and Methodology	30	2	30	1	0	0	60	3
PROGRAM TOTALS	**300**	**20**	**120**	**4**	**0**	**0**	**420**	**24**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time spent by a student in this course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars
- Reading course presentations/ "lectures"
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions
- Conducting research
- Writing papers
- Completing other assignments (e.g., projects)

COURSE DESCRIPTIONS

BMET 1302 – Medical Terminology & Anatomy and Physiology

3 Semester Credit Hours/45 Clock Hours (45 Lecture Hours/0 IDL Laboratory Hours)

The student will learn and develop the ability of the Biomedical Technician to communicate with the healthcare staff confidently and competently. Students will be prepared to recognize the anatomical and physiological aspects of the human body required to repair, calibrate, and perform preventive maintenance, checks, and service of medical equipment.

Prerequisite: NONE

Time-on-Task: 121 Hours.

MATH 1301 – Math for Electronics

3 Semester Credit Hours/45 Clock Hours (45 Lecture Hours/0 IDL Laboratory Hours)

Students will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons in this course are filled with practical exercises and information that students can put to immediate use as BMETs.

Prerequisite: NONE

Time-on-Task: 116 Hours.

BMET 1305 – Electronics I

3 Semester Credits/45 Clock Hours (45 Lecture Hours/0 IDL Laboratory Hours)

The student will learn basic electrical theory and concepts. Students will learn about atomic theory and magnetism, resistors, and resistance, (SP)multi-meters and their use, voltage, current, and power relationships, AC and DC circuits, and circuit analysis using Ohm's and Watt's laws.

Prerequisite: MATH 1301

Time-on-Task: 118 Hours.

Books/Materials required:

Electronics I:*** Nobook needstobepurchased *** Supplies:

DigitalMultimeter - $21.99.https://www.amazon.com/gp/product/B08DV1T385

- *ElectronicsFun Kitw/Case & Power Supply Module $15.99. https://www.amazon.com/dp/B099MQV8ZW*
- *Amazon.com: 9V 1A ACDC 100V-240V Power Supply Adapter Cord for Arduino UNO MEGA, US Plug 5.5mm x 2.1mm & 2.5mm : Electronics* *$9.98*

BMET2304 – Biomedical Equipment I

3 Semester Credits/45 Clock Hours (45 Lecture Hours/0 IDL Laboratory Hours)

The student will learn the purpose and how to identify a variety of general medical equipment and test equipment. The student will also learn to perform a preventative maintenance inspection and be able to troubleshoot the five most common problems associated with each medical device. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisite: NONE

Time-on-Task: 122 Hours.

BMET 1303 – Networking Fundamentals I

3 Semester Credits/45 Clock Hours (45 Lecture Hours/0 IDL Laboratory Hours)

In this online course, the student will learn to identify how the Internet works, ranging from how bits are modulated on wires and wireless to application-level protocols like BitTorrent and HTTP. This is an introductory course on computer networking, specifically the Internet. The course also explains the principles of how to design networks and network protocols. Students gain experience reading RFCs (Internet protocol specifications) as statements of what a system should do.

Prerequisite: NONE

Time-on-Task: 123 Hours.

Books/Materials required:

Networking I: CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) $45.99. CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) (CompTIA Network + All-In-One Exam Guide): Jernigan, Scott, Meyers, Mike: 9781264269051: Amazon.com: Books

BMET 1309 – Introduction to Test, Measurement and Diagnostic Equipment

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

The Introduction to Test, Measurement, and Diagnostic Equipment course is designed as an Interactive Distance Learning (IDL) course including asynchronous and synchronous live virtual instruction. The participant experience includes an introduction to Test, Measurement, and Diagnostic Equipment (TMDE) utilized in the performance of maintenance activities on biomedical devices. Students will participate in discussions on the material and equipment covered throughout the course and explain the functions of commonly used test equipment, the importance of calibration, traceability, and documentation in the healthcare industry. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: BMET1303, 1305, and BMET2304

Time-on-Task: 129 Hours.

PCVD 1305 – Professional Career Development

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

Professional Career Development is a 6-week course designed to strengthen the students' understanding of the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize the development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem-solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None

Time-on-Task: 112 Hours.

AHLC 1310 – Advanced HTM Leadership

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This course synthesizes targeted readings, real-world case studies, and interactive discussions on topics such as Joint Commission compliance, budget analysis, recall management, and the cultural nuances between civilian and military workforces. Students will engage with contemporary leadership theories and apply them to HTM scenarios, preparing them to navigate the complex challenges facing modern healthcare organizations. By the end of this course, learners will have a stronger command of how to lead teams, manage departmental operations, and drive change within their organizations.

Prerequisites: *Enrollment in this professional development course is limited to individuals who meet at least one of the following criteria:*

- ***Have previous professional experience working in the Healthcare Technology Management (HTM) industry;***
- ***Are currently employed within the HTM field; or***
- ***Are sponsored or enrolled through an employer pay partnership within the HTM sector.***

Time-on-Task: 112 Hours.

BMET 2301 – Troubleshooting Theory and Methodology

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This 6-week course is designed to introduce students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify a problem and employ manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing, verifying the resolution, adjusting for re-engagement and documentation. Just as important, the BMET then records their solution through quality documentation of actions, outcomes, and lessons learned. These skills will be taught and reinforced using guided discussions, case studies, and lessons learned through experiences in the BMET field from the instructor and fellow students. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: *All CERT courses successfully completed.*

Time-on-Task: 117 Hours.

ASSOCIATE OF APPLIED SCIENCE IN BIOMEDICAL EQUIPMENT TECHNOLOGY - IDL

1110 Clock Hours / 60 Semester Credit Hours
60 WEEKS/15 MONTHS (FULL TIME)
120 WEEKS/30 MONTHS (PART-TIME)

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Biomedical Equipment Technology - IDL is an interactive distance learning program designed to prepare the student to seek a variety of entry-level positions in the healthcare technology and management field. Students undergo training in electronics and computer technology, with an emphasis on medical applications, operations, and procedures. The program includes instruction in instrument calibration, design, installation, and testing, as well as safety, maintenance, and equipment repair procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field.

PROGRAM OBJECTIVES

Students will garner the theoretical and practical knowledge necessary to work in the biomedical technology and healthcare technology management fields. The student will develop leadership skills and an understanding of policies that govern diagnosis centers, healthcare facilities, and modern hospitals. Students learn how to repair, calibrate, measure, and diagnose failures in medical equipment and biomedical instruments.

PERFORMANCE OBJECTIVES

Students will learn how to apply basic engineering principles and technical skills to solve complex biomedical problems including how to properly maintain diagnostic and life support equipment in the health and medical fields; utilizing electronic and computer technology for medical equipment calibration, application, and testing; evaluating equipment policies and procedures; conducting safety and maintenance checks, and consulting and managing healthcare technology divisions within hospitals and healthcare organizations.

CAREER OBJECTIVES

This program also prepares students to work in positions such as Biomedical Equipment (BMET) Technician (installation, maintenance, and repairs), Field Service Engineers, Field Service Technician, Electronics Technician, Specialized Equipment Field Service, Maintenance Technician,
Medical Equipment Technician, Clinical Engineering, Clinical Engineering Technician, Patient Care Technician. Maintenance Mechanic, BMET Sales, Technical Support, Customer Service Technician,
BMET Consultant and BMET Management. Healthcare Technician (telemetry tech, anesthesia tech, lab tech, laser tech, equipment tech, electronics tech, pharmacy tech, liquid nitrogen tech, Perioperative Clinical Engineer Technician, materials manager). Mobile Medical Equipment Representative, Integration Specialist, Dialysis Technician, Customer Service Engineer
Durable Medical Equipment Representative/Technician, Delivery Driver (Medical Equipment Technician). Also, Sales, Technical Support, Consulting, and Management. O*NET: 49-9062.00 / CIP Number: 15.0401.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student-to-teacher ratio for lecture and lab = 30:1

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES								
COMM 1301 Business Professional Communication	45	3	0	0	0	0	45	3
EHTM 1310Ethics in HTM	45	3	0	0	0	0	45	3
MATH1301 Mathfor Electronics	45	3	0	0	0	0	45	3
ENGL 1301 TechnicalWritingfor Healthcare	45	3	0	0	0	0	45	3
Choose one of the following courses:								
AHLC1310 Advanced HTM Leadership	30	2	30	1	0	0	60	3
PCDV 1305 Professional Career Development	30	2	30	1	0	0	60	3
TOTAL HOURS	210	14	30	1	0	0	240	15
CORE COMPONENT COURSES								
COMP1302 ComplianceandSafety	45	3	0	0	0	0	45	3
BMET 1302 Medical Terminology & Anatomy and Physiology	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	30	2	30	1	0	0	60	3
BMET 1309 Introduction to Test, Measurement and Diagnostic Equipment	45	3	0	0	0	0	45	3
BMET1305Electronics I	45	3	0	0	0	0	45	3
BMET 1306 Healthcare Technology Management I	45	3	0	0	0	0	45	3
BMET2310 Infection Control	45	3	0	0	0	0	45	3
BMET 2301 Troubleshooting Theory and Methodology	30	2	30	1	0	0	60	3
BMET 2303 Networking Fundamentals II	30	2	30	1	0	0	60	3
BMET 2304 BiomedicalEquipment I	45	3	0	0	0	0	45	3
BMET 2305 BiomedicalEquipment II	30	2	30	1	0	0	60	3
BMET2306Electronics II	30	2	30	1	0	0	60	3
BMET2320 IntroductiontoImaging	30	2	30	1	0	0	60	3
BMET 2308 Introductionto ClinicalAsset Management Systems	45	3	0	0	0	0	45	3
BMET 2385 Healthcare Technology Management Applications / Externship	0	0	0	0	135	3	135	3
TOTAL HOURS	525	35	210	7	135	3	870	45
PROGRAM TOTALS	**735**	**49**	**240**	**8**	**135**	**3**	**1110**	**60**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time spent by a student in this course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars
- Reading course presentations/ "lectures"
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions
- Conducting research
- Writing papers
- Completing other assignments (e.g., projects)

COURSE DESCRIPTIONS

COMM 1301 - Business Professional Communication

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn the importance of professionalism and proper communication in a healthcare setting; interacting with co-workers, recognize the cultural differences of members in an organization, and employ the appropriate communication strategies recognizing cultural diversity. Topics include how to interpret verbal and nonverbal messages with accuracy and effectiveness, build positive interpersonal relationships in the workplace, identify, and overcome common obstacles in group meetings, create and deliver a business presentation, while at the same time anticipating and responding to questions that may arise. Emphasis is also placed on projecting and maintaining a professional image while interacting with clients and developing and studying situational approach methods.

Prerequisites: None

Time-on-Task: 110 Hours

EHTM 1310 – Ethics in Healthcare Technology Management

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The 6-week IDL course, EHTM 1310, presents a range of topics addressing ethics in Healthcare Technology Management (HTM). Business ethics and corporate ethics (with accompanying topics of risk management, compliance, and quality improvement) are included within the description of organizational ethics. The course emphasizes a patient-centered care approach to healthcare delivery and positions the Biomedical Equipment Technician, or HTM Professional, at the center of a wide range of issues directly affecting the delivery of high-quality patient-centered care.

Prerequisites: None.

Time-on-Task: 129 Hours

MATH 1301 – Math for Electronics

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

Students will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons in this course are filled with practical exercises and information that students can put to immediate use as BMETs.

Prerequisites: None.

Time-on-Task: 116 Hours.

ENGL 1301 – Technical Writing in Healthcare

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course introduces the fundamentals of academic writing and the composition process, including drafting, revising, and editing coursework and observing the appropriate grammatical, mechanical, and stylistic conventions. Also, the course topics will focus on the visual analysis, oral presentation, and communicating through the composition process, while implementing the mechanics of writing utilizing a wide range of sources.

Prerequisites: None. Time-on-Task: 121 Hours.

PCDV 1305 - Professional Career Development

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

Professional Career Development is a 6-week course designed to strengthen the students' understanding of the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize the development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem-solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None.

Time-on-Task: 112 Hours.

AHLC 1310 – Advanced HTM Leadership

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This course synthesizes targeted readings, real-world case studies, and interactive discussions on topics such as Joint Commission compliance, budget analysis, recall management, and the cultural nuances between civilian and military workforces. Students will engage with contemporary leadership theories and apply them to HTM scenarios, preparing them to navigate the complex challenges facing modern healthcare organizations. By the end of this course, learners will have a stronger command of how to lead teams, manage departmental operations, and drive change within their organizations.

Prerequisites: ***Enrollment in this professional development course is limited to individuals who meet at least one of the following criteria:***

- ***Have previous professional experience working in the Healthcare Technology Management (HTM) industry;***
- ***Are currently employed within the HTM field; or***
- ***Are sponsored or enrolled through an employer pay partnership within the HTM sector.***

COMP 1302 –Compliance and Safety

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

Safety and Compliance is a 6-week course designed to introduce the student to federal regulations, accepted standards, and the accreditation process. The course will walk students through interpretation of federal regulations, NFPA guidelines for health care facilities, as well as the examples of standards for both DNV, and TJC. It will also provide students with insights to inspection protocols.

Prerequisites: BMET 2304 Biomedical Equipment I

Time-on-Task: 121 Hours.

BMET 1302 - Medical Terminology & Anatomy and Physiology

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

Medical Terminology & Anatomy is a 6-week course designed to introduce and strengthen the student's basic knowledge of bone structures and the main systems of the human body and the language of medicine. Utilizing a systems approach, the course will focus on basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Also, the course will define, interpret, and pronounce medical terms relating to structure and function, diagnosis, clinical procedures of the healthcare system as they correlate with equipment repair, calibration, and preventive maintenance.

Prerequisites: None.

Time-on-Task: 121 Hours.

BMET 1303 - Networking Fundamentals I

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed to strengthen the students understanding of basic networking concepts and terminology. Students will develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

Prerequisites: None.

Time-on-Task: 123 Hours.

Books/Materials required:

Networking I: CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) $45.99. CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) (CompTIA Network + All-In-One Exam Guide): Jernigan, Scott, Meyers, Mike: 9781264269051: Amazon.com: Books

BMET 1309 – Introduction to Test, Measurement and Diagnostic Equipment

3 Semester Credits/60 Clock Hours (30 Lecture, 30 lab, 0 ext.)

The Introduction to Test, Measurement, and Diagnostic Equipment course is designed as an Interactive Distance Learning (IDL) course including asynchronous and synchronous live virtual instruction. The participant experience includes an introduction to Test, Measurement, and Diagnostic Equipment (TMDE) utilized in the performance of maintenance activities on biomedical devices. Students will participate in discussions on the material and equipment covered throughout the course and explain the functions of commonly used test equipment, the importance of calibration, traceability, and documentation in the healthcare industry. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: BMET 1303, 1305, and BMET 2304

Time-on-Task: 129 Hours.

Books/Materialsrequired: **** No book needs to be purchase****

BMET 1305 - Electronics I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field-effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

Prerequisites: MATH 1301.

Time-on-Task: 118 Hours.

*Books/Materials required for Electronics I: *** No book needs to be purchased *** Supplies: Digital Multimeter- $21.99.https://www.amazon.com/gp/product/B08DV1T385*

- *ElectronicsFun Kitw/Case & Power Supply Module $15.99.*

https://www.amazon.com/dp/B099MQV8ZW

- *Amazon.com: 9V 1A ACDC 100V-240V Power Supply Adapter Cord for Arduino UNO MEGA, US Plug 5.5mm x 2.1mm & 2.5mm : Electronics $9.98*

BMET 1306 - Healthcare Technology Management I

3 Semester Credit Hours /45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will study healthcare systems, the roles, and responsibilities of clinical technicians in healthcare systems, how they impact the BMET field, and the value they add. The course will explore the foundations of Healthcare Technology Management (HTM) by presenting topics such as managing medical equipment, logistical acquisition, scheduling preventative maintenance, handling corrective maintenance, prioritizing levels of repairs, and the disposal of the equipment after it has reached the end of its lifecycle. Also, the course provides the identification of critical information needed to distinguish the difference between BMET standards, regulations, and guidelines that will assist the student as he enters the HTM industry regarding the lifecycle guidelines and limitations of the medical equipment they manage.

Prerequisites: BMET 1302.

Time-on-Task: 112 Hours.

BMET 2301 – Troubleshooting Theory and Methodology

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This 6-week course is designed to introduce students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify a problem and employing manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing, and verifying the resolution, and adjusting for re-engagement. Just as important, the BMET then records the solution through quality documentation of actions, outcomes, and lessons learned. These skills will be taught and reinforced using guided discussions, case studies, and lessons learned from experiences in the BMET field from the instructor and fellow students. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: BMET 1306.

Time-on-Task: 117 Hours.

BMET 2310 – Infection Control

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

Infection Control is a 6-week course designed to develop a foundational awareness of infection control, safety precautions, and basic preventative protocols for working in the healthcare and medical industry. In addition to covering safety as it pertains to the Environment of Care (EOC), the course will explore specific topics associated with standard and transmission-based precautions to prevent the spread of infection, identify microorganisms that cause disease, discuss the types of transmissions, and the chain of infection.

Prerequisites: *None*

Time-on-Task: 114 Hours.

BMET 2303 - Networking Fundamentals II

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course expands the student's knowledge of network media, topographies, protocols, and standards.

Students develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

Prerequisites: BMET 1303.

Time-on-Task: 124 Hours.

*Books/Materials required: Networking Fundamentals II: ** Use Same Book as Networking I **

BMET 2304 - Biomedical Equipment I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course introduces students to the hierarchy of statutes, regulations, standards, including accreditation standards, and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer's specifications; and learn standard practices for electrical safety testing, HTM, and medical ethics. Also, the course introduces the equipment management principles that maximize the life span and minimize life-cycle costs as a BMET employs and troubleshoots facility equipment while emphasizing resource and chemical use management. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: None.

Time-on-Task: 122 Hours.

BMET 2305 - Biomedical Equipment II

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

The student will learn about troubleshooting various types of equipment that are commonly used at most medical facilities. The course will guide the student through the most common problems that can arise with a particular piece of equipment, teach the student how to resolve the issue, and how to conduct preventative maintenance to prevent failure in the future correctly. The course will utilize operator/user manuals and service manuals to the discussed equipment and familiarize them with how to read and navigate the manuals for proper troubleshooting techniques. The final assignment will comprise field research on specific pieces of medical equipment such as: obtaining the service manual, obtaining pricing on a new unit, obtaining the end of life of the equipment, finding third party repair vendors, obtaining repair costs and turnaround time. The final assignment will strengthen the students' understanding of the day- to-day process of a BMET and will allow them to go to work at any facility with minimal training. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: BMET 2304.

Time-on-Task: 123 Hours.

BMET 2306 - Electronics II

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

The student will learn about digital theory, including fundamental gates, numbering systems, and

simplification techniques used for the implementation of digital circuitry. The course covers fundamental gates, numbering systems and simplification techniques used for the implementation of digital circuitry, as well as different IC specifications and interfacing problems found between different families of digital logic. The latter portion of the course focuses on the different digital codes, seven segment displays, and flip-flops with emphasis placed throughout the course on schematic interpretation, nomenclature, and troubleshooting. Sophisticated programmable logic devices are discussed throughout this course.

Prerequisites: BMET 1305.

Time-on-Task: 120 Hours.

*Books/Materials required: Electronics II: *** No book needs to be purchase *** Supplies:*

- *Soldering Iron Kit Electronics - $12.99*
  https://www.amazon.com/dp/B076P5KPMG
- *4-Digit Digital Clock Kits with PCB for Soldering - $12.99*
  https://www.amazon.com/WHDTS-Soldering-Practice-Electronics-Instructions/dp/B0711MHKDZ

BMET2320 – Introduction to Imaging

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

Introduction to Imaging is a 6-week course designed to introduce students to radiographic instrumentation, the history of radiation, safety precautions, and the differences between the multiple modalities. The course will cover the major components, models, options, and costs associated with various radiographic systems, conducting preventative maintenance, and developing solutions for common user issues and equipment failure. Students will participate in discussions on the material and equipment covered throughout the course and explain the workings and functions of commonly used X-ray equipment in today's healthcare facilities. Virtual Reality. Lastly, the students will be able to set up a Virtual Reality headset and access the relevant weekly VR Lab content using an Oculus Quest 2 headset to test, measure, and diagnose multiple devices in virtual reality to simulate common medical equipment maintenance and repair procedures.

Prerequisites: BMET 2304.

Time-on-Task: 122 Hours.

Books/Materials required:

Intro to Imaging – Book: Essentials of Radiographic Physics and Imaging 3rd Edition -

- *As low as $89.99 to buy hardcover.*
- *As low as $16.99 to rent eBook.*

https://www.amazon.com/Essentials-Radiographic-Physics-Imaging-Johnston/dp/0323566685

BMET 2308 – Introduction to Clinical Asset Management Systems

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn and explore a variety of commonly used databases in the healthcare technology industry and how to utilize them for tracking equipment status, creating and generating scheduled work orders for preventative maintenance, tracking equipment repairs and incident reports, uploading, and managing service contracts, and handling corrective maintenance requests. The student will be shown how to manipulate the database in order to run specific reports in order to ensure deadlines and performance goals are met, and expiring contracts are handled promptly.

Prerequisites: COMP 1301.

Time-on-Task: 110 Hours.

BMET2385 – Healthcare Technology Management Applications

3 Semester Credits/60 Clock Hours (30 lecture, 30 labs, 0 ext.)

The Healthcare Technology Management Applications course is a comprehensive capstone designed to strengthen students' understanding of biomedical equipment technicians' roles and responsibilities within a healthcare system. The course serves both as a review of the foundational principles presented throughout the BMET Certificate and associate degree programs and as a foundation upon which students can prepare for employment as an HTM professional, seek continuing education and professional development opportunities, and/or pursue career enhancement and advancement within the organizations they serve.

***Prerequisite:* All classes in the AAS degree program.**

Time-on-Task: 127 Hours.

BMET 2385 – Externship (*Optional*)

3 Semester Credit Hours/135 Clock Hours (0 lecture, 0 lab, 135 ext.)

The externship offers students applied healthcare technology management and service experience. In the externship, the student will learn and perform electrical safety inspections, preventative maintenance, and minor repairs on selected pieces of medical equipment. Students are expected to adhere to all policies and regulations associated with their externship facilities. The schedule for meeting the requirement of this experience will be arranged between the student, faculty member, and externship site.

***Prerequisites:* All classes in the AAS degree program.**

Time-on-Task: 128 Hours.

COVID – All students have an option to participate in an onsite externship if there is a medical facility offering externship opportunities within their community. Otherwise, select BMET 2285 – Healthcare Technology Management Applications course.

CERTIFICATE in BIOMEDICAL EQUIPMENT SUPPORT SPECIALIST – IDL

540 Clock Hours/30 Semester Credits
30 Weeks Full Time /60 Weeks Part Time

PROGRAM DESCRIPTION

The Biomedical Equipment Support Specialist Certificate program provides a comprehensive overview of the biomedical equipment and healthcare technology management industry. Students study hardware, software, and troubleshooting for medical devices. Training includes basic electronics, schematics, pneumatics, hydraulics, customer service skills, environmental care, EOC training, data management systems, and general biomedical equipment troubleshooting. In addition, students garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement. Repair general medical equipment malfunctions; adjust medical equipment utilizing standard and special-purpose tools and electronic test equipment; conduct preventive maintenance checks and services; and perform calibration, verification, certification, and electrical safety tests.

PROGRAM OBJECTIVES

The Biomedical Equipment Support Specialist (BESS) certificate program is designed to provide students with the base knowledge, skills, and competencies to maintain, configure, and troubleshoot networked biomedical devices, telehealth peripherals, and imaging devices. The curriculum offers entry-level and existing Biomedical Technicians the foundation in Information systems technologies, including configuration, maintenance, and troubleshooting of networked biomedical devices.

PERFORMANCE OBJECTIVES

This program curriculum is designed to generate graduates who are competent to:

- Recognize Healthcare Information Systems terminology, topography, and technologies.
- Illustrate the basics of computing and processing.
- Explain the value of data and information.
- Illustrate working knowledge and understanding of threats, attacks, and vulnerabilities. Categorize the distinct types of social engineering techniques and analyze potential indicators of different cyber-attacks.
- Establish a foundation in essential Server operations, including installing, managing, and troubleshooting servers in a Healthcare environment on-site and virtual environments.
- Apply physical and network IT security across the healthcare information technology topography.
- Determine a primary and supportive Healthcare network by installing, configuring, securing, and testing multiple biomedical and network devices to support healthcare operations.

CAREER OBJECTIVES

This program also prepares students to work in positions such as Biomedical Equipment (BMET) Technician (installation, maintenance, and repairs), Field Service Engineers, Field Service Technician, Electronics Technician, Specialized Equipment Field Service, Maintenance Technician, Medical Equipment Technician, Clinical Engineering, Clinical Engineering Technician, Patient Care Technician. Maintenance Mechanic, BMET Sales, Technical Support, Customer Service Technician, BMET Consultant and BMET Management. Healthcare Technician (telemetry tech, anesthesia tech, lab tech, laser tech, equipment tech, electronics

tech, pharmacy tech, liquid nitrogen tech, Perioperative Clinical Engineer Technician, materials manager). Mobile Medical Equipment Representative, Integration Specialist, Dialysis Technician, Customer Service Engineer Durable Medical Equipment Representative/Technician, Delivery Driver (Medical Equipment Technician). Also, Sales, Technical Support, Consulting, and Management.

O*NET: 11-3021.00 Computer and Information Systems Manager

CIP Number: 52.1206 Information Resources Management.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student to teacher ratio for lecture and lab = 30:1.

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES								
Choose one of the following courses:								
PCDV 1305 Professional Career Development	30	2	30	1	0	0	60	3
AHLC 1310 Advanced HTM Leadership	30	2	30	1	0	0	60	3
CORE COMPONENT COURSES								
BMET1305Electronics I	45	3	0	0	0	0	45	3
BMET 2304 BiomedicalEquipment I	45	3	0	0	0	0	45	3
BMET 2308 Introduction to Clinical Asset Management Systems	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	30	2	30	1	0	0	60	3
HISM1505 CompTIA Tech+	45	3	0	0	0	0	45	3
HISM1510 Introduction to Servers (Server+)	30	2	30	1	0	0	60	3
HISM1520 Cybersecurity Fundamentals (Sec+)	30	2	30	1	0	0	60	3
HISM2510 Medical Device Integration	30	2	30	1	0	0	60	3
HISM2515 Network Troubleshooting and Methodology	30	2	30	1	0	0	60	3
PROGRAM TOTALS	**360**	**24**	**180**	**6**	**0**	**0**	**540**	**30**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time a student spends in this course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars
- Reading course presentations/ "lectures."
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions.
- Conducting research.
- Writing papers.
- Completing other assignments (e.g., projects).

COURSE DESCRIPTIONS

PCDV 1305 - Professional Career Development

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

Professional Career Development is a 6-week course designed to strengthen the students' understanding of the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize the development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem-solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None.

Time-on-Task: 112 Hours.

AHLC 1310 – Advanced HTM Leadership

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This course synthesizes targeted readings, real-world case studies, and interactive discussions on topics such as Joint Commission compliance, budget analysis, recall management, and the cultural nuances between civilian and military workforces. Students will engage with contemporary leadership theories and apply them to HTM scenarios, preparing them to navigate the complex challenges facing modern healthcare organizations. By the end of this course, learners will have a stronger command of how to lead teams, manage departmental operations, and drive change within their organizations.

Prerequisites: ***Enrollment in this professional development course is limited to individuals who meet at least one of the following criteria:***

- ***Have previous professional experience working in the Healthcare Technology Management (HTM) industry;***
- ***Are currently employed within the HTM field; or***
- ***Are sponsored or enrolled through an employer pay partnership within the HTM sector.***

BMET 1305 - Electronics I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field- effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

Prerequisites: None.

Time-on-Task: 118 Hours.

*Books/Materials required for Electronics I: *** No book needs to be purchased *** Supplies: Digital Multimeter- $21.99.https://www.amazon.com/gp/product/B08DV1T385*

- Electronics Fun Kitw/Case & Power Supply Module $15.99. https://www.amazon.com/dp/B099MQV8ZW

Amazon.com: 9V 1A AC DC 100V-240V Power Supply Adapter Cord for Arduino UNO MEGA, US Plug 5.5mm x 2.1mm & 2.5mm : Electronics $9.98

BMET 2304 - Biomedical Equipment I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course introduces students to the hierarchy of statutes, regulations, standards, including accreditation standards, and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer's specifications; and learn standard practices for electrical safety testing, HTM, and medical ethics. Also, the course introduces the equipment management principles that maximize the life span and minimize life-cycle costs as a BMET employs and troubleshoots facility equipment while emphasizing resource and chemical use management.

Prerequisites: None.

Time-on-Task: 122 Hours.

BMET 1303 - Networking Fundamentals I

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed course designed to strengthen the students understanding of basic networking concepts and terminology. Students will develop an understanding of local area

networks (LAN), wide area networks (WAN), the Internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

Prerequisites: None.

Time-on-Task: 123 Hours.

Books/Materials required: *Networking I: CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008)* (**Provided).**

CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) (CompTIA Network + All-In-One Exam Guide): Jernigan, Scott, Meyers, Mike: 9781264269051: Amazon.com:

BMET 2308 – Introduction to Clinical Asset Management Systems

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn and explore a variety of commonly used databases in the healthcare technology industry and how to utilize them for tracking equipment status, creating and generating scheduled work orders for preventative maintenance, tracking equipment repairs and incident reports, uploading, and managing service contracts, and handling corrective maintenance requests. The student will be shown how to manipulate thedatabase in order to runspecific reports in order to ensure deadlines and performance goals are met, and expiring contracts are handled promptly.

Prerequisites: BMET1303.

Time-on-Task: 110 Hours.

HISM 1505 - CompTIA Tech+

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course will strengthen the students' understanding of basic principles and techniques of providing PC, mobile, applications, and network support. They will develop an understanding on how to up a computer workstation and use basic software applications, explain the functions and types of devices used within a computer system, apply basic computer maintenance and support principles, describe some principles of software and database development, configure computers and mobile devices to connect to home networks and to the Internet and identify security issues affecting the use of computers and networks. This course prepares students for the CompTIA IT Fundamentals+ Exam.

Prerequisites: *None.*

Time-on-Task: 142 Hours.

Books/Materials required: **Provided.**

Networking I: ITF+ CompTIA ITFundamentalsAll-in-One Exam Guide (Second Edition) $19.99. ISBN-10: 1260441873. ISBN-13: 978-1260441871

HISM 1510 – Introduction to Servers

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed to enhance the students understanding of Servers. They will develop an understanding of basic server installation, management and troubleshooting servers. The student will be able to identify essential hardware and software technologies of on-premises and hybrid server environments including high availability, cloud computing and scripting. They will be able to diagnose and resolve common hardware and software issues by applying troubleshooting skills or providing

appropriate customer support. The student will be able to summarize server infrastructure, services, virtualization cloud computing, and security. This course prepares students for the CompTIA Server + Exam.

Prerequisites: *None.*

Time-on-Task: 145 Hours.

Books/Materials required: **Provided.**

Networking I: CompTIA Server+ Certification All-in-On Exam Guide,(Second Edition) ISBN-10: 1260469913. ISBN-13: 978-1260469912

HISM 1520 – Cybersecurity Fundamentals

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course provides the broad-based knowledge necessary to prepare for further study in specialized Cybersecurity fields and teaches primary topics relating to securing network services, network devices and network traffic. Students will learn about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows in addition to the TCP/IP suite component protocols, and Ethernet operations. This course prepares students for the CompTIA Security+ Exam.

Prerequisites: *None.*

Time-on-Task: 130 Hours.

Books/Materials required: **Provided.**

Networking I: CompTIA Security+ All-in-On Exam Guide, (Sixth Edition) **Provided**.
ISBN-10: 1260464008. ISBN-13: 978-1260464009

HISM 2510 – Medical Device Integration

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course enhances the student's understanding of medical device integration, management, change, interoperability, and risk associated with networked and standalone medical devices to monitor and diagnose patients. They will develop an understanding of asset management with the aid of CMMS and CMDB. Students will develop the skills to determine interoperability, change management, and risk associated with introducing new medical devices. They will be able to diagnose and resolve standard hardware and software issues by applying medical device integration skills or providing appropriate customer support. The student will be able to summarize the change management process, integration process, and risk related to adding or removing medical devices.

Prerequisites: *None.*

Time-on-Task: 107 Hours.

HISM 2515 – Network Troubleshooting and Methodology

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course introduces students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify problems and employ manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing and verifying the resolution, and adjusting for re-engagement.

Prerequisites: *None.*

Time-on-Task: 129 Hours.

ASSOCIATE OF APPLIED SCIENCE IN BIOMEDICAL EQUIPMENT SUPPORT SPECIALIST - IDL

1065 Clock Hours / 60 Semester Credit Hours
60 Weeks / 15 Months (Full-Time)
120 Weeks / 30 Months (Part-Time)

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Biomedical Equipment Support Specialist (BESS) program is designed to provide students with knowledge, skills, and competencies to develop, maintain and integrate medical, telehealth periphery, and imaging devices into new and existing physical and virtualized networks. The curriculum addresses foundational Information technology consisting of but not limited to Information governance, Healthcare information compliance and foundational IT hardware and software, cloud-based infrastructure, Network security and vulnerabilities, and selection, configuration, management, and maintenance of essential Healthcare network devices. Students explore how healthcare network configurations, Healthcare device integration, and cloud computing can be safely and securely optimized for any Healthcare organization, as well as understand and integrate new and emerging technologies.

PROGRAM OBJECTIVES

Students will possess the theoretical and practical knowledge necessary to work in the healthcare information systems and technology management fields. Students will develop a solid foundation in healthcare information systems' business and technology side. In addition, they will understand healthcare information systems and management related to patient, provider, and payer impacts. Healthcare Information Systems certificate and degree prepare students to work in the expanding field of health information systems successfully.

PERFORMANCE OBJECTIVES

Students will learn to apply essential information systems principles and technical skills to solve complex healthcare problems. Students will graduate with expertise in complex healthcare information systems; they will garner the ability to analyze existing systems, troubleshoot, and manage risk and change, as well as the know-how to design and implement technology solutions appropriate to laws, regulations, and organizational policies and goals.

CAREER OBJECTIVES

This program also prepares students to work in positions such as Biomedical Equipment (BMET) Technician (installation, maintenance, and repairs), Field Service Engineers, Field Service Technician, Electronics Technician, Specialized Equipment Field Service, Maintenance Technician,
Medical Equipment Technician, Clinical Engineering, Clinical Engineering Technician, Patient Care Technician. Maintenance Mechanic, BMET Sales, Technical Support, Customer Service Technician, BMET Consultant and BMET Management. Healthcare Technician (telemetry tech, anesthesia tech, lab tech, laser tech, equipment tech, electronics tech, pharmacy tech, liquid nitrogen tech, Perioperative Clinical Engineer Technician, materials manager). Mobile Medical Equipment Representative, Integration Specialist, Dialysis Technician, Customer Service Engineer, Durable Medical Equipment Representative/Technician, Delivery Driver (Medical Equipment Technician). Also, Sales, Technical Support, Consulting, and Management.

O*NET: 11-3021.00 Computer and Information Systems Manager
CIP Number: 52.1206 Information Resources Management.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student-to-teacher ratio for lecture and lab = 30:1.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student-to-teacher ratio for lecture and lab = 30:1.

. CIP Number: 52.1206 Information Resources Management.
O*NET: 11-3021.00 Computer and Information Systems Manager

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

Upon completion of all requirements, the student will be awarded an Associate of Applied Science degree. Student to Teacher Ratio for lecture and lab = 30:1.

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES								
COMM1301 Business Professional Communication	45	3	0	0	0	0	45	3
EHTM 1310 Ethics in Healthcare Technology Management	45	3	0	0	0	0	45	3
MATH1301 Math for Electronics	45	3	0	0	0	0	45	3
ENGL 1301 Technical Writing for Healthcare	45	3	0	0	0	0	45	3
Choose one of the following courses:								
PCDV1305 Professional Career Development	30	2	30	1	0	0	60	3
AHLC 1310 Advanced HTM Leadership	30	2	30	1	0	0	60	3
TOTAL HOURS	210	14	30	1	0	0	240	15
CORE COMPONENT COURSES								
BMET 1305 Electronics I	45	3	0	0	0	0	45	3
BMET 2304 BiomedicalEquipment I	45	3	0	0	0	0	45	3
BMET 2305 BiomedicalEquipment II	30	2	30	1	0	0	60	3
BMET 1303 Networking Fundamentals I	30	2	30	1	0	0	60	3
BMET 2303 Networking Fundamentals II	30	2	30	1	0	0	60	3
BMET 2308 Introduction to Clinical Asset Management Systems	45	3	0	0	0	0	45	3
HISM 1501 Introduction to Computer Hardware and Software (A+)	45	3	0	0	0	0	45	3
HISM 1505 CompTIA Tech+	45	3	0	0	0	0	45	3
HISM 1510 Introduction to Servers (Server +)	30	2	30	1	0	0	60	3
HISM1520 Cybersecurity Fundamentals (Sec+)	30	2	30	1	0	0	60	3
HISM 1525 Cloud Foundations (Cloud+)	30	2	30	1	0	0	60	3
HISM 2501 Cyber Defense and Countermeasures (CySA+)	30	2	30	1	0	0	60	3
HISM2510 MedicalDevice Integration	30	2	30	1	0	0	60	3
HISM 2515Network Troubleshooting and Methodology	30	2	30	1	0	0	60	3
HISM2520 Biomedical Information System Analyzing and Design	30	2	30	1	0	0	60	3
TOTAL HOURS	540	36	270	9	0	0	810	45
PROGRAM TOTALS	**735**	**49**	**330**	**11**	**0**	**0**	**1065**	**60**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time a studentspends in any course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars

- Reading course presentations/ "lectures."
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions
- Conducting research
- Writing papers
- Completing other assignments (e.g., projects)

COURSE DESCRIPTIONS

COMM 1301 - Business Professional Communication

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn the importance of professionalism and proper communication in a healthcare setting, interacting with co-workers, recognizing the cultural differences of members in an organization, and employing the appropriate communication strategies to recognize cultural diversity. Topics include how to interpret verbal and nonverbal messages with accuracy and effectiveness, build positive interpersonal relationships in the workplace, identify and overcome common obstacles in group meetings, create and deliver a business presentation, and simultaneously anticipate and respond to questions that may arise. Emphasis is also placed on projecting and maintaining a professional image while interacting with clients and developing and studying situational approach methods.

Prerequisites: None

Time-on-Task: 110 Hours

EHTM 1310 – Ethics in Healthcare Technology Management

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The 6-week IDL course, EHTM 1310, presents a range of topics addressing ethics in Healthcare Technology Management (HTM). Business and corporate ethics (with accompanying topics of risk management, compliance, and quality improvement) are included in the organizational ethics description. In addition, the course emphasizes a patient-centered care approach to healthcare delivery and positions the HTM Professional at the center of a wide range of issues directly affecting the delivery of high-quality patient-centered care.

Prerequisites: None.

Time-on-Task: 129 Hours

MATH 1301 – Math for Electronics

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

Students will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons in this course are filled with practical exercises and information that students can put to immediate use as BMETs.

Prerequisites: None.

Time-on-Task: 116 Hours.

ENGL 1301 – Technical Writing for Healthcare

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course introduces the fundamentals of academic writing and the composition process, including

drafting, revising, and editing coursework and observing the appropriate grammatical, mechanical, and stylistic conventions. Also, the course topics will focus on visual analysis, oral presentation, and communicating through the composition process, while implementing the mechanics of writing utilizing a wide range of sources.

Prerequisites: None.

Time-on-Task: 121 Hours.

PCDV 1305 - Professional Career Development

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

Professional Career Development is a 6-week course designed to strengthen the students' understanding of the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize the development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem-solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None.

Time-on-Task: 112 Hours.

AHLC 1310 – Advanced HTM Leadership

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This course synthesizes targeted readings, real-world case studies, and interactive discussions on topics such as Joint Commission compliance, budget analysis, recall management, and the cultural nuances between civilian and military workforces. Students will engage with contemporary leadership theories and apply them to HTM scenarios, preparing them to navigate the complex challenges facing modern healthcare organizations. By the end of this course, learners will have a stronger command of how to lead teams, manage departmental operations, and drive change within their organizations.

Prerequisites: ***Enrollment in this professional development course is limited to individuals who meet at least one of the following criteria:***

- ***Have previous professional experience working in the Healthcare Technology Management (HTM) industry;***
- ***Are currently employed within the HTM field; or***
- ***Are sponsored or enrolled through an employer pay partnership within the HTM sector.***

BMET 1303 - Networking Fundamentals I

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed to strengthen the student's understanding of basic networking concepts and terminology. Students will develop an understanding of local area networks (LAN), wide area networks (WAN), the Internet, security, cabling, and applications related to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, and master the competencies, terminologies, and practical applications of networking.

Prerequisites: None.

Time-on-Task: 123 Hours.

Books/Materials required: *CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008)* **Book included in tuition.**

CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) (CompTIA Network + All-In-One Exam Guide): Jernigan, Scott, Meyers, Mike: 9781264269051: Amazon.com:

BMET 1305 - Electronics I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field- effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

Prerequisites: MATH 1301.

Time-on-Task: 118 Hours.

*Books/Materials required for Electronics I: *** No book needs to be purchased *** Supplies:*

Digital Multimeter- $21.99.https://www.amazon.com/gp/product/B08DV1T385

- *Electronics Fun Kit w/Case & Power Supply Module $15.99.*

https://www.amazon.com/dp/B099MQV8ZW

Amazon.com: 9V 1A AC DC 100V-240V Power Supply Adapter Cord for Arduino UNO MEGA, US Plug 5.5mm x 2.1mm & 2.5mm : Electronics $9.98

BMET 2303 - Networking Fundamentals II

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course expands the student's knowledge of network media, topographies, protocols, and standards. Students develop an understanding of local area networks (LAN), wide area networks (WAN), the Internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

Prerequisites: BMET 1303.

Time-on-Task: 124 Hours.

Books/Materials required: *CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008)* **Book included in tuition**.

CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-008) (CompTIA Network + All-In-One Exam Guide): Jernigan, Scott, Meyers, Mike: 9781264269051: Amazon.com: Books

*** Use the same book as BMET1303 Networking Fundamentals I***

BMET 2304 - Biomedical Equipment I

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course introduces students to the hierarchy of statutes, regulations, standards, including accreditation standards, and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer's specifications; and learn standard practices for electrical safety testing, HTM, and medical ethics. Also, the course introduces the equipment management principles that maximize the life span and minimize life-cycle costs as a BMET employs and troubleshoots facility equipment while emphasizing resource and chemical use management.

Prerequisites: None. **Time-on-Task: 122 Hours.**

BMET 2305 - Biomedical Equipment II

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

The student will learn about troubleshooting various types of equipment that are commonly used at most medical facilities. The course will guide the student through the most common problems that can arise with a particular piece of equipment, teach the student how to resolve the issue, and how to conduct preventative maintenance to prevent failure in the future correctly. The course will utilize operator/user manuals and service manuals to the discussed equipment and familiarize them with how to read and navigate the manuals for proper troubleshooting techniques. The final assignment will comprise field research on specific pieces of medical equipment such as: obtaining the service manual, obtaining pricing on a new unit, obtaining the end of life of the equipment, finding third party repair vendors, obtaining repair costs and turnaround time. The final assignment will strengthen the students' understanding of the day- to-day process of a BMET and will allow them to go to work at any facility with minimal training.

Prerequisites: BMET 2304.

Time-on-Task: 123 Hours.

BMET 2308 – Introduction to Clinical Asset Management Systems

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

The student will learn and explore a variety of commonly used databases in the healthcare technology industry and how to utilize them for tracking equipment status, creating and generating scheduled work orders for preventative maintenance, tracking equipment repairs and incident reports, uploading, and managing service contracts, and handling corrective maintenance requests. The student will be shown how to manipulate thedatabase in order to run specific reports in order to ensure deadlines and performance goals are met, and expiring contracts are handled promptly.

Prerequisites: None.

Time-on-Task: 110 Hours.

HISM 1501 – Introduction to Computer Hardware and Software (A+)

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course is designed to enhance the student's understanding of computer hardware and software. They will develop an understanding of essential computer hardware components and how each component interacts as one assembled system. The student will be able to identify and assemble a computer system based on certain requirements. They will be able to diagnose and resolve common hardware and software issues by applying troubleshooting skills or providing appropriate customer support. The student will be able to summarize networking infrastructure, services, virtualization cloud computing, and security forensics. This course prepares students for the CompTIA A+ Core 1 and Core 2 Exam.

Prerequisites: *None.*

Time-on-Task: 156 Hours.

Books/Materialsrequired: *CompTIA A+ CompleteStudy Guide: Core 1 Exam 220-1101 and Core 2 Exam 220-1102 5th Edition.* **Book included in tuition.** *ISBN-10: 1119862914. ISBN-13: 978-1119862918*

HISM 1505 — CompTIA Tech+.

3 Semester Credit Hours/45 Clock Hours (45 lecture, 0 lab, 0 ext.)

This course will strengthen the students' understanding of basic principles and techniques of

providing PC, mobile, applications, and network support. They will develop an understanding on how to up a computer workstation and use basic software applications, explain the functions and types of devices used within a computer system, apply basic computer maintenance and support principles, describe some principles of software and database development, configure computersand mobile devices to connect to home networks and to the Internet and identify security issues affecting the use of computers and networks. In addition, this course prepares students for the CompTIA IT Fundamentals+ Exam.

Prerequisites: *None.*

Time-on-Task: 142 Hours.

Books/Materials required: *ITF+ CompTIA IT Fundamentals All-in-One Exam Guide (Second Edition).*

Book included in tuition. *ISBN-10: 1260441873. ISBN-13: 978-1260441871*

HISM 1510 – Introduction to Servers (Server+)

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed to enhance the student's understanding of Servers. They will develop an understanding of basic server installation, management, and troubleshooting of servers. The student will be able to identify essential hardware and software technologies of on-premises and hybrid server environments, including high availability, cloud computing, and scripting. Students will be able to diagnose and resolve standard hardware and software issues by applying troubleshooting skills or providing appropriate customer support.

The student will be able to summarize server infrastructure, services, virtualization cloud computing, and security. In addition, this course prepares students for the CompTIA Server + Exam.

Prerequisites: *None.*

Time-on-Task: 145 Hours.

Books/Materialsrequired:*CompTIA Server+CertificationAll-in-OnExamGuide(Second Edition).*

Book included in tuition. *ISBN-10: 1260469913. ISBN-13:978-1260469912*

HISM 1520 – Cybersecurity Fundamentals (Security+)

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course provides the broad-based knowledge necessary to prepare for further study in specialized Cybersecurity fields and teaches primary topics relating to securing network services, network devices and network traffic. Students will learn about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows in addition to the TCP/IP suite component protocols, and Ethernet operations. This course prepares students for the CompTIA Security+ Exam.

Prerequisites: *None.*

Time-on-Task: 130 Hours.

Books/Materialsrequired: *CompTIA Security+ All-in-On Exam Guide,(SixthEdition).* **Book included in tuition. *ISBN-10: 1260464008. ISBN-13: 978-1260464009***

HISM 1525 – Cloud Foundations (Cloud +)

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

The Cloud Foundations course is designed to strengthen the students' understanding of basic cloud infrastructure and services. The students will develop an understanding of cloud solutions for storage, networking, and security and in managing cloud operations with processes, procedures,

and improvements. Students will develop a solid foundation in Cloud architecture and design, security, deployment, operations, and support. In addition, this course prepares students for the CompTIA Cloud+ Exam.

Prerequisites: *HISM 1520 Cybersecurity Fundamentals*

Time-on-Task: 117 Hours.

Books/Materialsrequired:*CompTIA Cloud+Certification All-In-OneExam Guide(Exam Cv0-003).*– **Book included in tuition. ISBN-10: 1264264879. ISBN-13: 978-1264264872**

HISM 2501 – Cyber Defense and Countermeasures (CySA+)

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course is designed to increase the students understanding of cybersecurity threats and attacks, including the application of environmental reconnaissance techniques such as OS fingerprinting, e-mail harvesting, and social media profiling using various tools (e.g., Nmap, netstat, and Syslog). Students will use threat detection tools, perform data analysis and interpret the results to identify vulnerabilities, threats, and risks to an organization with the end goal of securing and protecting applications and systems within an organization. This course prepares students for the CompTIA CySA+ Exam.

Prerequisites: HISM *1525 Cloud Foundations*

Time-on-Task: 149 Hours.

Books/Materialsrequired: *CompTIA CySA+CybersecurityAnalystCertification All-in-One Exam Guide, Second Edition.* **Book included in tuition. ISBN-10: 126046430X. ISBN-13: 978-1260464306.**

HISM 2510 – Medical Device Integration

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course enhances the student's understanding of medical device integration, management, change, interoperability, and risk associated with networked and standalone medical devices to monitor and diagnose patients. They will develop an understanding of asset management with the aid of CMMS and CMDB. Students will develop the skills to determine interoperability, change management, and risk associated with introducing new medical devices. They will be able to diagnose and resolve standard hardware and software issues by applying medical device integration skills or providing appropriate customer support. The student will be able to summarize the change management process, integration process, and risk related to adding or removing medical devices.

Prerequisites: *None.*

Time-on-Task: 107 Hours.

HISM 2515 – Network Troubleshooting and Methodology

3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)

This course introduces students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify problems and employ manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing, and verifying the resolution, and adjusting for re-engagement. **Prerequisites: *None.***

Time-on-Task: 129 Hours.

HISM 2520 – Biomedical Information Systems Analyzing and Design
3 Semester Credit Hours/60 Clock Hours (30 lecture, 30 lab, 0 ext.)
This six-week course is designed to enable students to recognize structural and functional network design in a healthcare framework. Students will define the reliability, redundancies, security, and fault tolerance of a healthcare network and the components of a network. In addition, they will state a healthcare network's step-by- step design, development, documentation, and evaluation process.
Prerequisites: *None.*
Time-on-Task: 137 Hours.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION: **ASSOCIATES OF APPLIED SCIENCE**

Upon completion of all requirements, the student will be awarded an Associate of Applied Science degree. Student to Teacher Ratio for lecture and lab = 30:1.

COURSE BUNDLE - IN BIOMEDICAL EQUIPMENT TECHNOLOGY – IDL and BIOMEDICAL EQUIPMENT SUPPORT SPECIALIST – IDL

If you want to strengthen your core skills as a BMET, almost the entire CBET catalog is available as an avocational individual course bundle. However, one course is not available for the course bundle: ENGL 1301 Technical Writing in Healthcare.

CERTIFICATE in DENTAL EQUIPMENT REPAIR TECHNICIAN – IDL

435 Clock Hours / 24.0 Semester Credits
24 Weeks Full Time / 48 Weeks Part Time

PROGRAM DESCRIPTION

The Dental Equipment Repair Technician (DRT) certificate program is founded on equipping students with the essential knowledge and skills required in the dental equipment repair field. The curriculum covers many topics, ensuring a well-rounded educational experience and outcome, beginning with basic electronics. Students will gain a foundational understanding of electronic concepts and components crucial for diagnosing and repairing dental equipment. Additionally, the program includes in-depth lessons on Ohm's Law, principles of electrical circuits, and their applications in troubleshooting and repair tasks. Safety and infection control are also critical components of the program and are focused throughout the curriculum. This ensures that technicians are well-versed in maintaining a safe and sterile dental environment for patients, dentists, and technicians. This knowledge is vital for patient safety and regulatory compliance.

PROGRAM OBJECTIVES

The Dental Equipment Repair Technician (DRT) certificate program provides in-depth training on the operation, maintenance, and repair of dental-specific equipment essential for accurate diagnostics and patient care. It includes instructions on compressor and vacuum systems, emphasizing their maintenance and repair. Additionally, the curriculum covers sterilizer maintenance to ensure a sterile environment and prevention of infections.

PERFORMANCE OBJECTIVES

This program curriculum is designed to generate graduates who are competent to:

- Define the role of a Dental Repair Technician (DRT) within the dental healthcare environment, including their responsibilities and professional scope.
- Students will be able to explain Ohm's Law, define its components (voltage, current, resistance), and apply it to calculate the voltage, current, or resistance in a circuit using appropriate formulas.
- Recognize and describe common electrical components such as resistors, capacitors, inductors, diodes, and transistors.
- Students will demonstrate proficiency in identifying these components both visually and through schematic symbols.
- Achieve a comprehensive understanding of the principles underlying direct current (DC) and alternating current (AC) electrical systems.
- Understand the principles of lockout-tagout (LOTO) procedures.
- Identify and interpret safety data sheets (SDS). Recognize color coding for gases and hazardous signage in healthcare and dental clinic settings.
- Identification of Safety Hazards. Identify potential safety hazards related to environmental factors. Identify potential safety hazards related to macro/micro electrical situations. Identify potential safety hazards related to chemical exposure.
- Demonstrate a foundational understanding of dental anatomy, identifying key structures and their relevance to equipment maintenance and repair.

- Exhibit proficiency in identifying and describing various types of dental handpieces, including their components and basic functions.
- Differentiate between different dental specialists and delineate their respective roles within the dental practice, facilitating effective communication and collaboration.
- Attain a basic comprehension of hydraulics and pneumatics, including the principles governing fluid and gas transmission systems commonly found in dental equipment.
- Describe the units of pressure utilized in dental equipment maintenance, such as PSI, Pascal, and Bar, and demonstrate the ability to convert between these units as necessary for troubleshooting and calibration purposes
- Identify the essential components and layout of a dental clinic and understand the importance of ergonomics, sterilization, and infection control in the clinic setup. Explain the basic principles of ultrasonic cleaning.
- Differentiate between wet ring and dry vacuum systems in design, operation, maintenance requirements, and suitability for dental applications.
- Assess and identify common issues, such as loss of suction or water contamination, and implement appropriate troubleshooting steps to resolve them.
- Perform routine maintenance tasks on the wet ring and dry vacuum systems, including cleaning filters, checking oil levels (if applicable), and inspecting for leaks to ensure optimal performance and longevity.
- Adhere to safety regulations when working with vacuum systems, including ensuring proper ventilation, practicing electrical safety, and using personal protective equipment.
- Demonstrate knowledge of proper installation and setup
- Describe the proper use and maintenance of ultrasonic cleaners in a dental setting. Understand the importance of sterilization in infection control. Identify different types of sterilization methods used in dental clinics.
- Describe the procedures for testing the effectiveness of sterilizers. Describe the proper handling and recycling procedures for amalgam waste.
- Provide students with the knowledge and skills necessary to troubleshoot, maintain, and repair a variety of dental delivery equipment.
- Provide in-depth knowledge in dental x-ray systems, dental chairs, delivery units, and concludes with a practical assessment to demonstrate their acquired knowledge and skills.

CAREER OBJECTIVES

This program also prepares students to work in positions such as Biomedical Equipment (BMET) Technician (installation, maintenance, and repairs), Field Service Engineers, Field Service Technician, Electronics Technician, Specialized Equipment Field Service, Maintenance Technician,

Medical Equipment Technician, Clinical Engineering, Clinical Engineering Technician, Patient Care Technician. Maintenance Mechanic, BMET Sales, Technical Support, Customer Service Technician,

BMET Consultant and BMET Management. Healthcare Technician (telemetry tech, anesthesia tech, lab tech, laser tech, equipment tech, electronics tech, pharmacy tech, liquid nitrogen tech, Perioperative Clinical Engineer Technician, materials manager). Mobile Medical Equipment Representative, Integration Specialist, Dialysis Technician, Customer Service Engineer

Durable Medical Equipment Representative/Technician, Delivery Driver (Medical Equipment Technician). Also, Sales, Technical Support, Consulting, and Management. O*NET: 49-9062.00 Medical Equipment Repairers CIP Number: 15.0401 – Biomedical Technology/Technician

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student to teacher ratio for lecture and lab = 30:1

College of Biomedical Equipment Technology ®

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES								
MATH1301 Math for Electronics	45	3	0	0	0	0	45	3
Choose one of the following courses:								
PCDV 1305 Professional Career Development	30	2	30	1	0	0	60	3
AHLC 1310 Advanced HTM Leadership	30	2	30	1	0	0	60	3
CORE COMPONENT COURSES								
BMET1305Electronics I	45	3	0	0	0	0	45	3
DENT 2701 Introduction to the Dental Environment	45	3	0	0	0	0	45	3
DENT 2710 Dental Utilities and Support Systems	30	2	30	1	0	0	60	3
DENT 2720 Dental Delivery Systems	30	2	30	1	0	0	60	3
BMET 1309 Introduction to Test, Measurement, and Diagnostic Equipment	30	2	30	1	0	0	60	3
BMET 2301 Troubleshooting Theory and Methodology	30	2	30	1	0	0	60	3
PROGRAM TOTALS	**285**	**19**	**150**	**5**	**0**	**0**	**435**	**24**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time a student spends in this course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars
- Reading course presentations/ "lectures."
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions.
- Conducting research.
- Writing papers.
- Completing other assignments (e.g., projects).

COURSE DESCRIPTIONS

PCDV 1305 - Professional Career Development
3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)
Professional Career Development is a 6-week course designed to strengthen the students' understanding of the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize the development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem-solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and
projects. Prerequisites: None. Time-on-Task: 112 Hours.

AHLC 1310 – Advanced HTM Leadership

3 Semester Credits/60 Clock Hours (30 Lecture Hours/30 IDL Laboratory Hours)

This course synthesizes targeted readings, real-world case studies, and interactive discussions on topics such as Joint Commission compliance, budget analysis, recall management, and the cultural nuances between civilian and military workforces. Students will engage with contemporary leadership theories and apply them to HTM scenarios, preparing them to navigate the complex challenges facing modern healthcare organizations. By the end of this course, learners will have a stronger command of how to lead teams, manage departmental operations, and drive change within their organizations.

Prerequisites: ***Enrollment in this professional development course is limited to individuals who meet at least one of the following criteria:***

- *Have previous professional experience working in the Healthcare Technology Management (HTM) industry;*
- *Are currently employed within the HTM field; or*
- *Are sponsored or enrolled through an employer pay partnership within the HTM sector.*

Time-on-Task: 112 Hours.

BMET 1301 – Math for Electronics

3 Semester Credit Hours/45 Clock Hours (45 Lecture, 0 Lab, 0 ext.)

Students will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons in this course are filled with practical exercises and information that students can put to immediate use as BMETs.

Prerequisites: None.

Time-on-Task: 116 Hours.

BMET 1305 - Electronics I

3 Semester Credit Hours/45 Clock Hours (45 Lecture, 0 Lab, 0 ext.)

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field- effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

Prerequisites: None.

Time-on-Task: 118 Hours.

*Books/Materials required for Electronics I: *** No book needs to be purchased *** Supplies:*
Digital Multimeter - $21.99. https://www.amazon.com/gp/product/B08DV1T385
Electronics Fun Kit w/Case & Power Supply Module $15.99.
https://www.amazon.com/dp/B099MQV8ZW
100V-240V Power Supply Adapter DC 9V 1A
$5.99.https://www.amazon.com/dp/B08H5Q4X43

DENT 2701 – Introduction to the Dental Environment

3 Semester Credit Hours/45 Clock Hours (45 Lecture, 0 Lab, 0 ext.)

Introduction to the Dental Environment is a 6-week course that introduces dental repair technicians as well as existing biomedical equipment technicians (BMETs). This course instructs students on the general

environment of a dental clinic or facility and how to employ reasoning and problem-solving steps to troubleshoot, isolate, and identify problems associated with medical and dental equipment devices. The course prepares students to perform equipment problem analysis, understand the equipment user perspective, and how to use scenario information and resources, such as flowcharts and process of elimination theory, along with service manuals to visualize and determine logical and efficient solutions. The students understand the relationship between regulatory safety agencies and their day-to-day tasks. They will enhance their troubleshooting skills through a gained electronics and information systems understanding. Culminating in an in-depth problem-solving and repair action plan assessment. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None.

Time-on-Task: 118 Hours.

DENT 2710 – Dental Utilities and Support Systems

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

The Dental Utilities and Support Systems – is a 6-week initial training course for entry-level and intermediate technicians. Each module is two weeks in length. This course provides students with the knowledge and skills to troubleshoot, maintain, and repair various dental utilities and support systems. Throughout the course, students will learn to apply reasoning and problem-solving to effectively troubleshoot, isolate, and identify problems associated with dental support equipment. They develop a foundation to perform equipment problem analysis and form an understanding from the perspective of the equipment user. They will utilize scenario information and resources, such as flowcharts, process of elimination theory, and service manuals, to determine logical solutions. The course will culminate in a cumulative final involving an in-depth problem-solving and repair-action plan assessment, allowing students to demonstrate their proficiency in applying the knowledge and skills learned throughout the course.

Prerequisites: None.

Time-on-Task: 126 Hours.

DENT 2720 – Dental Delivery Systems

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 0 Lab, 0 ext.)

Dental Delivery Systems – is a 6-week initial training course for beginner and intermediate DRT's as well as Biomedical Equipment Technicians (BMET's). This course focuses on providing students with the knowledge and skills necessary to troubleshoot, maintain, and repair a variety of dental delivery equipment. Throughout the course, students will learn how to apply reasoning and problem-solving steps to effectively troubleshoot, isolate, and identify problems associated with dental equipment devices. They will also learn how to perform equipment problem analysis, understand the equipment user perspective, and utilize scenario information and resources, such as flowcharts, process of elimination theory, and service manuals to determine logical solutions. The course will culminate in an in-person and in-depth problem-solving and repair-action plan assessment, allowing students to demonstrate their proficiency in applying the knowledge and skills learned throughout the course.

Prerequisites: DENT 2710.

Time-on-Task: 126 Hours.

BMET 1309 - Introductions to Test, Measurement, and Diagnostic Equipment

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

The course is designed to support a student's career readiness by developing a better understanding of

the skills required for positions within the Healthcare Technology Management career field. Students will analyze various types of TMDE that is utilized in the performance of scheduled and unscheduled maintenance activities within Healthcare Delivery Organizations (HDO), including Hospitals, Independent Service Organizations (ISO), Original Equipment Manufacturers (OEM), and other service providers. Students will participate in discussions on the material and equipment covered throughout the course and explain the functions of commonly used test equipment, the importance of calibration, traceability, and documentation within the healthcare industry.

Prerequisites: *None.*

Time-on-Task: 142 Hours.

BMET 2301 – Troubleshooting Theory and Methodology

3 Semester Credit Hours/60 Clock Hours (30 Lecture, 30 Lab, 0 ext.)

Troubleshooting Theory and Methodology is a 6-week course designed to introduce students to the basic concepts and theories of troubleshooting. The course focuses on troubleshooting methodologies that identify a problem and employing manageable, practical steps to correct the problem. These steps include identifying the problem, determining the probable cause, testing cause-hypothesis, creating a feasible solution, implementing, and verifying the resolution, and adjusting for reengagement. Just as important, the BMET then records the solution through quality documentation of actions, outcomes, and lessons learned. These skills will be taught and reinforced using guided discussions, case studies, and lessons learned from experiences in the BMET field from the instructor and fellow students.

Prerequisites: *All courses in the CERT.*

Time-on-Task: 117 Hours.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION:

Certificate of Completion

A Certificate of Completion will be awarded after the successful completion of the program.

Student to Teacher Ratio for lecture and lab = 30:1.

MEDICAL EQUIPMENT TECHNICIAN (MET) SEMINAR

106 Clock Hours
6 Weeks

COURSE DESCRIPTION

The MET course is designed to provide students with a comprehensive online learning experience that fosters confidence and the development of practical skills. The course blends a user-friendly online learning environment, TALENT - Learning Management System, comprehensive e-learning content, and immersive virtual reality content to deliver an effective hybrid learning model to students globally. As a benchmark for measuring learning outcomes, the course has been designed to ensure students complete the course with the necessary skills and knowledge to pass the Association for the Advancement of Medical Instrumentation (AAMI) Certified Associate of Biomedical Technology (CABT) certification.

The online classes require students to actively participate in the TALENT platform, where they will find weekly assignments, quizzes, tests, e-learning, and other course requirements. Instructor-led training (ILT) webinars are conducted on a regular basis, providing students with mandatory training sessions. These webinars, lasting 60 minutes each, are scheduled throughout the week (Monday to Friday). Lastly, to enhance the learning experience, virtual reality (VR) labs are integrated into various modules throughout the course. These VR components provide an immersive learning environment for students to put theory into practice and obtain practical hands-on experience in a virtual learning environment.

LEARNING OBJECTIVES

At the completion of this course, the student will be able to:

1. Explain medical terminology, interactions of body systems, and the use of medical devices in a clinical environment.

2. Explain the description, purpose, and faults of medical devices. Understanding the use of tools and test equipment repair.

3. Understand the foundation in safety protocols, risk management, and regulatory compliance within the medical field.

4. Demonstrate their knowledge of electrical and electronics theories.

5. Explain how information and networking systems affect a healthcare environment.

6. Develop and implement a plan for repair using a structured, intelligent approach.

PERFORMANCE OBJECTIVES

The MET course is appropriate for individuals who have newly entered the field by direct employee hire or are entering the field by means of apprenticeships or other OJT training opportunities and are looking to earn an entry level training certificate of completion to kick-start their career. In a professional healthcare setting, these professionals will be responsible for scheduled technology maintenance, supporting senior technicians, incoming/routine inspections on new equipment, and minor troubleshooting. Characteristics of an MET include, but are not limited to strong communication skills, problem solving abilities, resourcefulness, strong time management skills, motivation and resilience, and technology acumen.

Our work with HDOs, ISOs, and OEMs indicates that the greatest demand for such a course is associated with newly hired career transitioning healthcare employees as well as entry-level employees with transferable skills, such as those with strong electronics, avionics, or other related skills and experience. Our partners in healthcare have also indicated that the course will serve as an effective means of ensuring quality through the standardization of training supporting their national, and, in the case of GE-Healthcare, standardized global workforce education and training initiatives.

CAREER OBJECTIVES

The MET course results in a Certificate of Completion for participants. It is designed to support both apprenticeships and pre-apprenticeships for our healthcare technology management industry partners endeavoring to meet the acute shortage of qualified workers. It addresses the foundational training needs of new hires in the field.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after the successful completion of the program. The student to teacher ratio for lecture and lab = 30:1

TUITION AND FEES

FEE SCHEDULE

Training Program	Tuition	Textbooks & Supplies	Total Cost
Medical Equipment Technology (MET)	$2,499.50	$0	$2,499.50 with textbooks & Supplies

PROGRAM OUTLINE

COURSE PREFIX &TITLE	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES								
Medical Equipment Technology (MET)	66	0	40	0	0	0	106	0
COURSE TOTALS	**66**	**0**	**40**	**0**	**0**	**0**	**106**	**0**

TIME-ON-TASK ANALYSIS

Time on task is the total learning time a student spends in this course, including instructional time and time spent studying and completing course assignments and other activities (e.g., reading, research, writing, individual and group projects). These activities are:

- Attending the weekly webinars
- Reading course presentations/ "lectures."
- Reviewing course notes
- Reading assignment references, books, or other course materials
- Participation in online discussions.
- Conducting research.
- Writing papers.
- Completing other assignments (e.g., projects).

COURSE DESCRIPTION

Medical Equipment Technology (MET)

106 Clock Hours (66 Lecture, 40 Lab, 0 ext.)

The MET course is designed to provide students with comprehensive online learning experience that fosters confidence and the development of practical skills. The course blends a user-friendly online learning environment, TALENT - Learning Management System, comprehensive e-learning content, and immersive virtual reality content to deliver an effective hybrid learning model to students globally. As a benchmark for measuring learning outcomes, the course has been designed to ensure students complete the course with the necessary skills and knowledge to pass the Association for the Advancement of Medical Instrumentation (AAMI) Certified Associate of Biomedical Technology (CABT) certification. Students must actively participate in the TALENT platform, where they will find weekly assignments, quizzes, tests, e-learning, and other course requirements. Instructor-led training (ILT) webinars are conducted on a regular basis, providing students with mandatory training sessions. These webinars, lasting 60 minutes each, are scheduled throughout the week (Monday to Friday). Lastly, to enhance the learning experience, virtual reality (VR) labs are integrated into various modules throughout the course. These VR components provide an immersive learning environment for students to put theory into practice and obtain practical hands-on experience in a virtual learning environment.

Prerequisites: None.
Time-on-Task: 106 Hours.

GRADUATION REQUIREMENTS

Students must have completed courses and programs per all College policies, fulfilled all financial obligations, a cumulative grade point average of at least 2.0, and 80% attendance to graduate.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION: ***Certificate of Completion***

A Certificate of Completion will be awarded after the successful completion of the program.

Student to Teacher Ratio for lecture and lab = 30:1.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student who withdraws from the College as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition or fees for the program; or

3. the assignment of an appropriate final grade or credit for thecourses in the program, but only if the instructor or instructors of the program determine that the student has:
   a. satisfactorily completed at least 90 percent of the required coursework for the program; and
   b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

   Refunds will be consummated within 45 days of the effective date of determination.

IMAGING SEMINARS – Hybrid

IDL Lecture: Hours vary.

On-SiteLab Hours: Hours vary.

Clock Hours: Hours vary.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded to every student after the successful completion of each course.

- *Studentsmust obtain anoverall grade of 80% to receive a certificate ofcompletion for these avocational courses.*

COURSE DESCRIPTIONS

IMAG 2301 – Introduction to Imaging

IDL Lecture: 45 Clock Hours
6 WEEKS
IMAG 2301 – Introduction to Imaging ($1,149.75)
Introduction to Imaging is a 6-week course designed to introduce students to radiographic instrumentation, the history of radiation, safety precautions, and the differences between the multiple modalities. The course will cover the major components, models, options, and costs associated with various radiographicsystems, conductingpreventative maintenance, anddeveloping solutions for common user issues and equipment failure. Students will participate in discussions on the material and equipment covered throughout the course and explain the workings andfunctions of commonly used X-ray equipment in today's healthcare facilities.

IMAG2305–Advanced Imaging–

IDL Lecture: 30 Clock Hours
Assessment: 40 Hours
Clock Hours: 70 Hours
5 Weeks Lecture, 1 Week Labs
IMAG 2305 – Advanced Imaging ($4,595.00)
Students receive both theoretical and experiential education, training to build the skills and knowledge necessary to understand and repair medical imaging systems. Students will be able to understand the major components used in medical imaging systems and how they function together. Students will learn how toresolve component, system, and IT network-based errors andfaults. Students will be able toexplain site survey system install requirements for new and existing structures. Students will perform necessary maintenance procedures on medical imaging systems while complying with federal, state, and local regulations. Students will be able to discuss and evaluate standard exposure techniques for body regions, individual anatomic structures, and
differential absorption.
Pre-Requisite: IMAG 2301 – Introduction to Imaging

IMAG 2310 – Principles of Injector Service
IDL Lecture: 7 Clock Hours
Assessment: 1 Hour
Clock Hours: 8 Hours
1 Day
IMAG 2310 – Principles of Injector Service Seminar ($1,595.00)
The medical contrast Injector course is designed for Imaging Technicians seeking the skills and knowledge necessary to maintain optimal performance of contrast injector devices. The course includes one-day of online distance learning training. It includes a survey of injector products; an examination of injector components; anexploration of normal operations; approaches topreventative maintenances, checks, and services; the 5 most common problems associated with injector functions; and a survey of test equipment.

IMAG2315 – Multi-Vendor Portable X-Ray
IDL Lecture: 15 Clock Hours
Assessment:40 Hours
Clock Hours: 55 Hours
2 Weeks Lecture, 1 Week Labs
IMAG 2315 – Multi-Product Portable X-Ray ($2,595.00)
Portable X-ray units are found in most radiological/diagnostic imaging departments. They are typically exposed to a higher abuse leveldue toelevator openings, tight roomentrances, limited patient access, and lack of space for maneuverability. This constant abuse will cause premature mechanical failure if not properly identified and corrected early. The trained service professional will be taught the skills necessary for mechanical, electromechanical, and electronic maintenance of the AMX 4. Each sub- system of the mechanical unit and the generator is thoroughly analyzed.
Pre-Requisite: IMAG 2301 – Introduction to Imaging

IMAG 2320 - Multi-Vendor C- Arm Course
IDL Lecture: 20 Clock Hours
Assessment:40 Hours
Clock Hours: 60 Hours
2 Weeks Lecture, 1 Week Labs
IMAG 2320 – C-Arm Course ($2,595.00)
The Multi-Product C-Arm course is a hybrid course for Imaging Technicians seeking the skills and knowledge necessary to maintain optimal performance of C-Arm imaging devices. The course includes two-weeks of online learning and one-week of hands-on training. The online learning phases includes a survey of C-Arm products; an examination of C-Arm components; an exploration of normal operations; approaches to preventative maintenances, checks, andservices; the 5 most common problems associated with C-Arm function, and a survey of test equipment. The one-week hands on portion of the course includes physical inspection and components; normal operations; power; diagnostics; calibration and adjustments; tests and measurements; error codes; and first look standards and expectations.
Pre-Requisite: IMAG 2301 – Introduction to Imaging

IMAG 2325 – Fundamentals of ComputedTomography
IDL Lecture: 15 Clock Hours
Assessment:40 Hours
Clock Hours: 55 Hours
3 Weeks Lecture, 1 Week Labs
IMAG2325 – Fundamentals of Computed Tomography Seminar ($4,395.00)
The Computed Tomography (CT) Systems Course is designed to provide a foundation of knowledge of multi-vendor CT products and their use in the medical industry. Imaging professionals attending this course will gain confidence in understanding detector assembly, DAS, SRU, X-ray control systems, and operator workstation sub-systems. Special attention will be given to x-ray tube changes. Hands-on lab time is emphasized and makes up 50% of the overall course content.
Pre-Requisite: IMAG 2305 – Advanced Imaging

IMAG 2330 – MRI Principlesand Physics
IDL Lecture: 20 Clock Hours
Assessment: 40 Hours
Clock Hours: 60 Hours
3 Weeks Lecture, 1 Week Labs
IMAG 2330 – MRI Principles and Physics Seminar ($4,395.00)
This course provides a fundamental understanding on how a MR image is generated. What molecule structure is used for the MRsignal and what affect a RF pulse has on the atoms to produce the MR signal. The course will provide understanding the function of the gradients and the RF roles. In addition, it will provide an understanding on how certain scan parameters affect the image quality.
Pre-Requisite: IMAG 2305 – Advanced Imaging

IMAG 2335 – Fundamentals of Diagnostic Radiography
IDL Lecture: 15 Clock Hours
Assessment:40 Hours
Clock Hours: 55 Hours
2 Weeks Lecture, 1 Week Labs
IMAG2335 – Fundamentals of Diagnostic Radiography ($2,595.00)
Imaging professionals attending this course will gain confidence in understanding functionality of the Diagnostic Radiology system major components. Understand safety procedures for patients, and physicians. Understand the criteria for high quality radiographs. Understand the parameters of all current image receptor technologies. Students are allowed to take the test twice andmustreceive a passing grade to attend the in-person labportion of the course. If the studentdoes not complete the test with a passing grade after two tries, they will be required to contact an administrator to reset the test.

IMAG2340 – Women's Health Series
IDL Lecture:
Assessment:
Clock Hours:
5 Weeks lecture, 1 Week Labs
IMAG 2340 – Women's Health Series ($8,095.00)
The Women's Health Series offers Three Courses taken concurrently for a significant discount. The three courses are the *IMAG 2350 Principles of Mammography course,* and *IMAG 2355 Principles of Ultrasound course*, and the *IMAG 2360 Principles of Dual X-Ray Absorptiometry.*

IMAG 2345 – Fundamentals of Diagnostic Fluoroscopy
IDL Lecture: 15 Clock Hours
Assessment:40 Hours
Clock Hours: 55 Hours
2 Weeks Lecture, 1 Week Labs
IMAG2345 – Fundamentals of Diagnostic Fluoroscopy Seminar ($3,395.00)
The Fluoroscopy course is atwo-week course designed to provide the knowledge and skills necessary to service, calibrate, and troubleshoot the Siemens R&F room. This comprehensive Fluoroscopy course is designed to meet specific training requirements for Imaging Technicians who frequently perform fluoroscopic procedures.

IMAG 2350 – Principles of Mammography
IDL Lecture: 10 Clock Hours
Assessment:14 Hours
Clock Hours: 24 Hours
2 Weeks Lecture, 2 Days Labs
IMAG 2350 – Principles of Mammography Seminar ($3,395.00)
Students receive both theoretical and experiential education and training to build the skills and knowledge necessary to understand Mammography fundamentals. Students will be able to describe the basic components and peripherals used in Mammography. Students will understand weekly Quality Control tasks as outlined by Mammography Quality Control Standards Act and perform required tests and calibrations. Students will discuss and evaluate standard exposure techniques, anatomic structures, and tissue differences.
Pre-Requisite: IMAG 2305 – Advanced Imaging

IMAG 2355 – Principles of Ultrasound
IDL Lecture: 10 Clock Hours
Assessment: 15 Hours
Clock Hours: 25 Hours
2 Weeks Lecture, 2 Days Labs
IMAG 2355 – Principles of Ultrasound Seminar ($2,595.00)
Students receive both theoretical and experiential education and training to build the skills and knowledge necessary to understand and apply their knowledge related to Ultrasound systems.
Discuss andevaluate standard exposure techniques for body regions, individual anatomic structures, and differential absorption.
Pre-Requisite: IMAG 2305 – Advanced Imaging

IMAG 2360 – Principles of Dual X-Ray Absorptiometry
IDL Lecture: 10 Clock Hours
Assessment:10 Hours
Clock Hours: 20 Hours
1 Week Lecture, 1 Day Labs
IMAG2360 – Principles of Dual X-Ray Absorptiometry Seminar ($2,595.00)
Students receive both theoretical and experiential education and training to build the skills and knowledge necessary to understand Dual X-Ray Absorptiometry (DXA) fundamentals. Describe the basic components and peripherals of the DXA products. Perform necessary maintenance procedures on a DXA system. Discuss and evaluate standard exposure techniques for body regions, individual anatomic structures, and differential absorption.
Pre-Requisite: IMAG 2305 – Advanced Imaging

IMAG 2370 – Biomedical & Imaging Information Systems (BIIS) Seminar- IDL
IDL Lecture: 45 Clock Hours
6 WEEKS
IMAG 2370 – Biomedical & Imaging Information Systems (BIIS) Seminar ($2,995.00)
The BIIS course is designed as an Interactive Distance Learning (IDL) course including asynchronous and synchronous instruction. The participant experience includes a self-assessment of skills and knowledge as well as an exploration of organizational capacity. Structurally, the course is designed to establish a strong IT/IS/Cybersecurity foundation for Biomedical Equipment and Imaging Technicians. Specific instructional methods and topical areas include the following:

- Skills & Knowledge Assessments.
- IDL with Live Instructor Interaction Weekly.
- CompTIA ITF/Security+.
- Medical Device Security & Integration Training.

IMAG 2375 – Radiographic Anatomy Seminar - IDL
IDL Lecture: 30 Clock Hours
Assessment: 0 Hours
Clock Hours: 30 Hours
2 WEEKS
IMAG 2375 – Radiographic Anatomy Seminar ($595.00).
Students receive both theoretical and experiential education and training to build the skills and knowledge necessary to understand possible anatomical, pathology, and other various artifacts and their interference with image quality. Discuss and evaluate standard exposure techniques for body regions, individual anatomic structures, and differential absorption.

IMAG 2380 – Radiation Safety Seminar - IDL
IDL Lecture: 2 Clock Hour
Assessment: 1 Hour
Clock Hours: 3 Hours
3 HOURS
IMAG 2380 – Radiation Safety Seminar ($595.00)
The Radiation Safety course is designed to provide knowledge on radiation safety procedures, including types of radiation, radiation hazards and safe handling practices, potential danger to working around radiation, and reporting requirements.

IMAG 2385 – MRI Safety Seminar - IDL
IDL Lecture: 2 Clock Hour
Assessment: 1 Hour
ClockHours:3Hours
3 HOURS
IMAG 2385 – MRI Safety Seminar ($595.00)
The MR Safety course will provide the necessary information to safely perform service procedures on a MR system in and around the MR suite or mobile van. Upon completion of this course the service engineer will be able to identify the hazards when performing MR service activities and precautions that must be taken when working around highly magnetic fields. Students are allowed to take the test twice and must receive a passing grade to receive a certificate. If after two tries the student does not complete the test with a passing grade, they will be required to contact an administrator to reset the test.

ADMISSIONS AND ENROLLMENT

ADMISSIONS REQUIREMENTS

Admission Requirements for the Imaging Academy:

1. Must possess prior education and/or experience in biomedical equipment technology and a foundational understanding of basic imaging Review policies and procedures with a college representative. Complete the Application.
2. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
3. Complete the Enrollment Agreement.

ADMISSIONS PROCESS

- Step 1 – Complete the Inquiry Form to receive access to the digital Application Portal for completing and uploading of requisite documentation. Review the Catalog.

- Step 2 – Provide the followingdocuments: Reviewand sign Record of Previous Education and Training CSC-010).
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID).

- Step 3 – Speak with an admissions representative via phone, video conference, or in person. The IA admissions representative will explain the policies and procedures of the College, all aspects of the training program(s), and answer questions about the program(s).
- Step 4 – Approved applicantswill be given the authorization to complete the Enrollment Agreement and to discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Sign and submit the Enrollment Agreement, payfor the desired course(s), and/or submit a TFC installment contract, if applicable.

Students that encounter technical difficulties or require additional support may contact an admissions representative by phone at (844) 879-9043 Toll-Free or (210) 233-1102. Email questions to: training@theimagingacademy.com.

DESCRIPTION OF THE FACILITY AND EQUIPMENT

CBET's main campus and corporate office houses the executive management team and support staff. Our headquarters is in San Antonio, Texas, adjacent to Fort Sam Houston, the military's home for biomedical equipment technician training. Training includes a combination of classroom and lab instruction. All courses are offered via Interactive Distance Learning. Our two training centers that facilitate the labs (hands-on) are in Woodstock, Georgia, approximately 30 minutes from the Atlanta airport, and Henderson, Nevada, approximately 15 minutes from the Las Vegas airport.

INTERACTIVE DISTANCE LEARNING (IDL) OVERVIEW

Our courses blend face-to-face online meetings via Zoom® Video Conferencing and on-site training. This allows instructors and students to engage in interactive learning sessions.

College of Biomedical Equipment Technology®

CANCELLATION AND REFUND POLICY FOR IMAGING SEMINARS

Cancellation and Refund Policy for Asynchronous Distance Education Courses Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the date of notification to the student if the student is terminated;
   (b) the date of receipt of written notice from the student; or
   (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
   (a) An enrollee is not accepted by the school.
   (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and
(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

8. Refunds will be totally consummated within 60 days after the effective date of termination.

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Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

1. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.** A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student'stranscript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program Page 2 of 2 CSC-023S PREVIOUS EDITIONS OF THIS FORM WILL NOT BE USED REV 06/14 other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and
(2) demonstrated sufficient mastery of the programmaterial to receive credit for completing the program.

2. Refundswill be totally consummated within 60 days after the effective date of termination.

College of Biomedical Equipment Technology®

Certified Healthcare Operations Professional (CHOP) Courses of Study

CHOP Certification is an "individual" Certification designed for Operations Professionals working in the healthcare environment. The Certified Healthcare Operations Professional (CHOP) certification is a three-phase program designed to provide participants with an in-depth knowledge of the physical environment requirements, equipment, and operations of today's highly complicated healthcare facilities. Each phase of the CHOP certification requires 3 weeks of classroom training followed by an exam. Participants start by taking the CHOP Basic (CHOP-B) and progress to the CHOP Advanced (CHOP-A) and finish with the CHOP Executive (CHOP-E).

TUITION AND FEES

FEE SCHEDULE

Training Program	Tuition	Textbooks& Supplies	Total Cost
Certified Healthcare Operations Professional – Basic (CHOP-B) Seminar	$1,195*	Booksincludedin Tuition*	$1,195 with textbooks
Certified Healthcare Operations Professional – Advanced (CHOP-A) Seminar	$1,195*	Booksincludedin Tuition*	$1,195 with textbooks

COURSE DESCRIPTIONS

Certified Healthcare Operations Professional – Basic (CHOP-B).

The CHOP-B is a 3-week course that introduces students to healthcare operations and compliance and is intended to provide participants an in-depth look into the NIAHO and ISO Standards, NDPA 101 and NFPA 99, and the relationship between these and other standards governing compliance and accreditation in a healthcare environment. The course is intended as an introduction to healthcare compliance and accreditation and is specifically oriented towards healthcare operations professionals.

Admission Requirements:

1. High school diploma or equivalent
2. Three (3) years of associated Physical Environment experience*, two (2) years of which must have been in a healthcare setting.
3. *Associated Physical Environment experience refers to work experience in the following functional areas: ISO 9001 Quality Management Systems, Facilities, Life Safety Management, Safety Management, Security Management, Hazard Materials Management, Emergency Management, Medical Equipment and Utility Management Systems.
4. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
5. Complete the Enrollment Agreement.

Exam:
All students must have access to a computer with an internet connection to complete the CHOP-B exam. Participants must pass the exam with a minimum score of 80%. Upon completion of the test, the professional will receive immediate feedback on the passing or failing of the exam.

- If the exam is passed, a certificate will be electronically sent for their recordwith the DNV GL watermark, the amount of contact hours granted, and a description describing the meaning/purpose of the certification.
- If the exam is not passed, the applicant may pay a fee and re-apply to sit for the exam, no sooner than 30 days from the last attempt.

Certification Terms:
The CHOP (B) certification will be valid for a 3-year period. At the end of this period, there will be the option to renew the certification with a fee and submission of 40 continuing education hours or to re-sit for the exam. Recertification information can be found on the CHOP-B Introduction page.
CHOP B (Basic) Retake Exam:
A retake exam is available to any participant who has completed the 3 Day CHOP-B classroom course. An Exam link willbe emailed to each registered participant before 8 am on the date of the exam. Please reach out to the Training and Education team with any questions: chopcertifications@dnv.com.

DNV – Certified Healthcare Operations Professional – Advanced (CHOP-A).

The 3-week course is intended to expand upon the Certified Healthcare Operations Professional (Basic) course. The course will explore topics associated with technological operations of the hospital such as central energy plant equipment, cooling towers, life safety equipment, utilities management, and others. The course is intended to support the healthcare professional in developing a comprehensive understanding of both individual and organizational compliance and accreditation requirements.

Topics Covered:

- Understanding the types, functions, and purpose of the critical operating equipment within the hospital (Fire Alarm Systems, Boilers, Chillers, Cooling Towers, etc.)
- Basics of heating and refrigeration (understanding the components of HVAC including PIU's, RTU's & VAV's)
- Healthcare construction and how to manage the environment during construction.
- The importance of infection control risk assessments and how/when to complete them.
- Theimportance of Alternative Life Safety Measures and how to properly complete them.
- Understanding the requirements surrounding medical gas systems and the importance of properly testing and maintaining these systems.
- Understanding the requirements surrounding Hyperbaric Chambers.
- Recognizing common mistakes in the Physical Environment.
- Understanding where regulations come from and how to understand what regulations pertain to the Physical Environment.

Prerequisites:

- Passed CHOP (B) Certification Exam.

- 40 hours of CE every 3 years to maintain CHOP-A Certification

Exam:

- All participants must have access to a computer with internet connection to complete the CHOP exam. Participants must pass the exam with a minimum score of 80%. Upon completion of the test, the professional will receive immediate feedback on the passing or failing of the exam.
    - If the exam is passed, a certificate will be electronically sent for their record with the DNV watermark, the amount of contact hours granted, and a description describing the meaning/purpose of the certification.
    - If the exam is not passed, the applicant may pay a fee and re-apply to sit for the exam, no sooner than 30 days from the last attempt.

Certification Terms:
The CHOP (A) certification will be valid for a 3-year period. At the end of this period, there will be the option to renew the certification with a fee and submission of 40 continuing education or to re-sit for the exam. Recertification information can be found on the CHOP-A Introduction page.

CHOP A (Advanced) Retake Exam:
A retake exam is available to any participant who has completed the 3 Day CHOP-A classroom course. Application and Resume must be submitted fourteen (14) days prior to exam start date. An Exam link will be emailed to each registered participant at 7:00 AM on the date of the exam.

CLOCK HOURS BREAKDOWN

COURSEPREFIX &TITLE	IDL Lecture	On Site Lab	Externship	Total
	Clock Hours	Clock Hours	Clock Hours	Clock Hours
SEMINARS				
CHOP3100 – Certified Healthcare Operations Professional - Basic	45	0	0	45
CHOP3105 – Certified Healthcare Operations Professional - Advanced	45	0	0	45

GRADUATION REQUIREMENTS

Students must attain an aggregate score of 80% or higher to obtain a Certificate of Completion.

CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded to every student after the successful completion of each course.

ADMISSIONSAND ENROLLMENT

ADMISSIONS REQUIREMENTS
Admission Requirements for the CHOP Seminars:

1. High school diploma or equivalent

2. Three (3) years of associated Physical Environment experience*, two (2) years of which must have been in a healthcare setting.
3. *Associated Physical Environment experience refers to work experience in the following functional areas: ISO 9001 Quality Management Systems, Facilities, Life Safety Management, Safety Management, Security Management, Hazard Materials Management, Emergency Management, Medical Equipment and Utility Management Systems.
4. Provide a valid photo ID (driver's license, military ID, or government-issued ID).
5. Complete the Enrollment Agreement.

ADMISSIONS PROCESS

- Step 1 – Complete the Inquiry Form to receive access to the digital Application Portal for completing and uploading of requisite documentation.
  - Review the Catalog.
- Step 2 – Provide the following documents:
  - Review and sign Record of Previous Education and Training CSC-010)
  - Copy of a Photo ID (driver's license, military ID, or government-issued ID)
- Step 3 – Speak with an admissions representative via phone, video conference, or in person. The CHOP seminars admissions representative will explain the policies and procedures of the College, all aspects of the training program(s), and answer questions about the program(s).
- Step 4 – Approved applicants will be given the authorization to complete the Enrollment Agreement and to discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Sign and submit the Enrollment Agreement, pay for the desired course(s), and/or submit a TFC installment contract, if applicable.

Students that encounter technical difficulties or require additional support may contact an admissions representative by phone at (844) 879-9043 Toll-Free or (210) 233-1102. Email questions to: admissionsdept@cbet.edu.

College of Biomedical Equipment Technology

REFUNDPOLICYFORCHOP SEMINARS

Cancellation and Refund Policy for Asynchronous Distance Education Courses Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) the date of notification to the student if the student is terminated;
   (b) the date of receipt of written notice from the student; or
   (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
   (a) An enrollee is not accepted by the school.
   (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(A) satisfactorily completed at least 90 percent of the required coursework for the program; and
(B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

PREVIOUS EDITIONS OF THIS FORM WILL NOT BE USED

CSC-023D
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Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

INTERNATIONAL STUDENT POLICIES

AMERICA-EARNED CREDITS

International students with college-level learning assessed from another country must complete at least 30 additional U.S. college credits and meet all the area of study or concentration degree requirements to obtain a College of Biomedical Equipment Technology (CBET) associate degree. CBET does not accept international trade school or other forms of certification as transfer credit to certificate or degree producing programs. All other conditions that apply to local students will apply to international students as well.

ELIGIBILITY

Foreign citizens are defined as those who live and have citizenship in countries where English is not the native language. Foreign applicants interested in becoming undergraduate students will be eligible for enrollment if they can provide scores from either the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System).

At minimum, TOEFL scores should be 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based test. At minimum, the IELTS score should be 6.5. Students are responsible for taking either the TOEFL or IELTS and having the official scores sent to CBET at 105 Windy Meadows, Bldg. 2, Suites 201 & 202, Schertz, Texas 78154.

The College of Biomedical Equipment Technology does not issue visas and has no residential campus facilities.

Non-United States citizens who are residing outside the United States should be aware of the limitations and restrictions on services available to students.

APOSTILLE CERTIFICATIONS

An Apostille is a form of authentication appropriate to countries, which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

The College of Biomedical Equipment Technology will honor requests for Apostille certifications. Upon a written request, the College will provide the required documents for the student to send to the State of Texas Department of the Treasury, Division of Revenue and Enterprise Services to complete the Apostille Certification process. To begin the process, please send signed written requests for an Apostille to:

College of Biomedical Equipment Technology Attn:
Apostille Request
105 Windy Meadows, Bldg. 2, Suites 201 & 202
Schertz, TX 78154

Requests must include the following:

- The student's contact information (including name, mailing address, telephone number and email address).
- The document being requested – official transcript $15.00 fee, duplicate diploma $35.00 fee, letter certifying graduation – no fee.
- An international money order or personal check (drawn from a United States bank) payable to "College of Biomedical Equipment Technology" for the amount of the requested document.
- A self-addressed return envelope so that the documents may be returned directly to the student once they have been processed by College of Biomedical Equipment Technology. Express shipping fees are $100.
- The student will then need to submit all required documents and fees to the State of Texas Department of the Secretary of State, Business and Enterprise Services. Please visit the State of Texas website for more information about what is required by the State of Texas to process the apostille request.

INTERNATIONAL CREDIT POLICY FOR TESTING

Students requesting approval where English is not the official language of their country of citizenship can submit a minimum score of 500 on the paper examination, 173 on the computer-based or 79 on the Internet-based Test of English as a Foreign Language (TOEFL); a minimum score of 6.5 on the IELTS (International English Language System) examination. Students are responsible for all mailing costs and proctoring fees. The College of Biomedical Equipment Technology reserves the right to approve the proctoring arrangement.

INTERNATIONAL CREDIT POLICY FOR ONLINE COURSES

American citizens and international students residing outside of the continental United States are restricted to enrolling in online courses. Prior to registering, students must first secure special approval. Such approval is usually based on the student's ability and willingness to absorb additional costs associated with meeting the AAS externship requirements.

All externships must be administered by an approved healthcare organization. Prior to registering for an online program, students living outside the United States must contact the school director to have an externship site approved.

Students are responsiblefor all mailing or other transport costs and proctoring fees.

INTERNATIONAL CREDIT EVALUATIONS

College of Biomedical Equipment Technology will not evaluate transcripts from other countries. The College will accept the credit recommendations from one of the following agencies when the recommendations are based on a course-by-course evaluation and sent on an official transcript to the College.

- Academic Credentials Evaluation Institute, Inc. (ACEI).
- Center for Applied Research, Evaluations & Education, Inc.
- Educational Credential Evaluators, Inc. (ECE).
- World Educational Services, Inc. (WES).
- SDR Educational Consultants.

- SpanTran Evaluation Services.
- Transcript Research.

All costs associated with the international credit evaluation are the responsibility of the student. The College reserves the right to make its own determination on the amount and type of credit to be awarded based on the evaluations provide by these agencies. There will be no mixing or matching of evaluations.

APPLICATION FOR INTERNATIONAL STUDENTS

To apply to College of Biomedical Equipment Technology the following steps and documents must be completed:

- Submit a completed College of Biomedical Equipment Technology Application Form
- Provide a TOEFL or IELTS score report (send directly to the College from the Educational Testing Service).

Upon receipt of approval to apply students may then complete the enrollment process outlined in the Admissions and Enrollment section of the catalog.

INDEMNIFICATION

The student releases and holds harmless CBET, its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in College. Other grievance procedures: this provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

DISCLOSURES

This student catalog is designed to provide students with information regarding the College of Biomedical Equipment Technology including academic, financial, student services, course descriptions, grading, policies, and procedures for the College. Our goal is to provide students with the most accurate and current information; however, we do make changes in our policies and procedures to improve the service provided to students. If a change is made, we will inform the student body promptly.

The information contained in this catalog is true and correct to the best of my knowledge.

Richard L. “Monty” Gonzales, Ed.D.
President, College of Biomedical Equipment Technology

“GIBILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Web site at https://www.benefits.va.gov/gibill.”

College of Biomedical Equipment Technology®

CBET COVID-19 Flexibilities – Effective March 27, 2020

ASSOCIATE OF APPLIED SCIENCE BIOMEDICAL EQUIPMENT TECHNOLOGY - IDL PROGRAM

Due to the COVID-19 pandemic and recommendations from state and federal officials, CBET has transitioned the externship course to an Interactive Distance Learning capstone course. Students unable to garner onsite placement in new externships, and individuals removed from existing externships, may continue their studies online via the capstone course.

Instructors will schedule meetings with each externship candidate impacted by COVID-19. Students preferring to delay their education due to COVID-19 may transition from full time to part-time enrollment in theprogram.

It is important to note that this delivery method does not represent a permanent change. CBET will resume externship courses once it has been deemed safe by externship providers.

Students desiring an externship after completing the program, and associated capstone, may continue receiving externship services with the College at no charge for six months following the program completion date.

ALL PROGRAMS

If you are unable to pay for your program during COVID-19, please contact your advisor about payment options as you may qualify for deferral periods, scholarships, or installment plans.

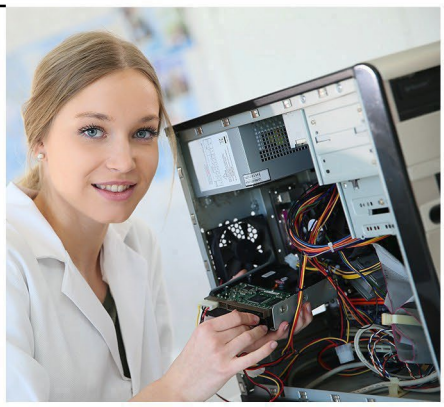
We appreciate your patience and understanding as we move forward with the best interest of everyone's health and safety.

If you have additional questions or wish to file a written request for special dispensation, please email financedept@cbet.edu.

TWC Career Schools and Colleges will allow the modality deviations outlined above and attached as part of your enrollment agreement until December 31, 2020.

Students that chose not to accept the alternative instruction modality may withdraw. A refund will be processed in accordance with CBET's published refund policy.

College of Biomedical Equipment Technology



ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENTTECHNOLOGY

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