

MEDICAL ASSISTANT

990 Hours • 33 Instructional Weeks



PROGRAM DATES

07/24/23 - 04/17/24
08/31/23 - 05/22/24

SCHEDULE

Classes Meet In Person
Monday through Thursday
8 hours a day
(with 1/2 hour lunch)
Lab and Externship hours vary

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
Reading: 239 Math: 236
- Immunizations*:
 - TB/PPD
 - MMR (Measles, Mumps, and Rubella) Titers
 - Varicella (Chickenpox) Titers
 - Hepatitis A and B series (Titers or begin series at start of program)
 - Tetanus
 - Tdap
 - Flu Vaccine (when recommended)
 - Meningococcal (recommended)
 - Pneumococcal (recommended)

PROGRAM COMPONENTS

Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

Externship

- 200 hours at end of program

Graduating students will be fully prepared for employment as a Medical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.

BOOKS AND MATERIALS

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 14th ed.
ISBN: 9780323932035 \$257
- Stethoscope and Blood Pressure Cuff Bundle \$37
- CAJ Uniform
Scrub Top \$30
Scrub Pant \$30
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$50
- First Aid Card \$20
- Drug Test - Panel 10 \$66
(If additional screening is needed by the company, additional fees may apply)

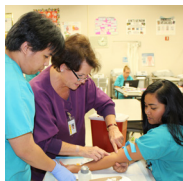
Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) www.proliability.com
(800) 503-9230 \$43
- Fingerprinting/Background Check (approximate cost) \$48
- 2020 AHA BLS Provider Manual eBook
An ebook version: \$15
www.worldpoint.com/bls-provider-manual-ebook
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
- Chromebook \$300*

Internet Access and Headset are required for Distance Education components.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

WORKBOOKS AND GUIDES MUST BE NEW



Veteran Education Benefits.
School certifying official is available for assistance.

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$6,420.00
Books and Materials:	\$ 490.00
TOTAL:	\$7,010.00

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

JOIN US FOR ORIENTATION WWW.CAJ.SCUSD.EDU

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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NURSE ASSISTANT TRAINING

192 Hours • 5 Instructional Weeks



PROGRAM DATES

08/14/23 - 09/20/23

SCHEDULE

Classes Meet In Person

Monday through Friday

Weeks 1-2: 7:00 a.m. to 3:30 p.m.

Weeks 3-5: Clinical - Times vary

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
 - Reading: 234 Math: 214
- Must pass a drug and criminal background check

Health Requirements:

- Health clearance by physical exam
- Ability to:
 - lift, pull, and roll a minimum of 30 pounds.
 - reach overhead
 - stoop, bend, and grasp
 - stand and walk for long periods

PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.



Approved by the California Department of Public Health

2021-2022 - 28 total enrolled - 24 graduate completers - 4 Continued into 2022-23
 Completers Graduation Rate - 100% / Employment Placement Rate - 89% / Licensure Exam Pass Rate: 100%
 Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS**Costs covered in program fee:**

- Nursing Assistant Basic Study Guide
- Blood Pressure / Stethoscope Pro Combo Dual Tube
- CAJ Uniform Scrubs
- Drug test
- Finger Printing
- CPR

Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) www.nso.com (800) 247-1500 (approximate cost) **\$23**
- Shoes: non-slip, close toed, non-cloth shoes or sneakers.
- C.N.A. Exam with Credential www.credentialia.com/test-takers/canorth (888) 204-6186 **\$175**
- 2020 AHA BLS Provider Manual eBook An ebook version: **\$15**
www.worldpoint.com/bls-provider-manual-ebook

**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable) **\$ 100.00**

Program Fee: **\$ 525.00**

TOTAL: \$ 625.00

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OVER 50%	NO REFUND

Veteran Education Benefits.

School certifying official is available for assistance.

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PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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PHARMACY TECHNICIAN

*1080 Hours • 36 Instructional Weeks
(Entry Level)*



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
 - Reading: 239 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

Required Immunizations:

Due by Block 1 completion:

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series
- TB/PPD (or clear chest x-ray)

PROGRAM DATES

07/24/23 - 05/08/24
09/05/23 - 06/17/24
10/09/23 - 08/02/24
11/27/23 - 09/18/24
01/22/24 - 10/29/24
03/04/24 - 12/16/24
04/22/24 - 02/12/25
05/28/24 - 03/20/25

PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.

SCHEDULE

Monday through Friday

Hybrid Schedule
With in-person and virtual meetings

6.5 hours a day
(with 1/2 hour lunch)

Lab and Externship hours vary



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2021-2022 - 48 total enrolled - 33 graduate completers - 12 continued to 2022-23
Completers Graduation Rate - 92% / Employment Placement Rate - 96% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS

Required CAJ Books & Materials:

- 21st Century Business Series
ISBN: 9780538740289 \$41
- CAJ Pharmacy Technician
E-Book Bundle Card: Cirrus for
Pharmacology 7E
ISBN: 978876578318 \$315

To Purchase Online:

<https://paradigmeducation.com/charles-a-jones>

- Medical Insurance for Pharmacy
Technicians
ISBN: 9780073374161 \$108
- Sterile Compounding Products
ISBN: 9780763840839 \$82
- CAJ Polo Shirt \$45
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$50
- Drug Test - Panel 10 \$66
(If additional screening is needed by
the company, additional fees may apply)

Required (Non-CAJ fees):

- Professional Liability Insurance
(Student) www.proliability.com
- (800) 503-9230
(approximate cost) \$43
- Background Check \$48
- 2020 AHA BLS Provider Manual eBook
An ebook version: \$15
www.worldpoint.com/bls-provider-manual-ebook

Due prior to block 6 completion:

- Live Scan fingerprint processing fee
(DOJ and FBI) \$77
- State Board of Pharmacy License
Application (BOP) \$195
- Passport Picture \$15
- Chromebook \$300*
(Or own computing device required)

Internet Access required for Distance
Education components.

*Chromebook cost is subject to change. Based on availability.

Optional (Non-CAJ fees):

- PTCB National Certification
(www.ptcb.org) \$129
- Joining Professional Organization
Cost Varies

WORKBOOKS AND GUIDES MUST BE NEW

COVID-19 VACCINATION AND/OR TESTING MAY BE REQUIRED FOR
EXTERNSHIP PLACEMENT AS DETERMINED BY THE EXTERNSHIP SITE.
VACCINATION REQUIREMENTS ARE DETERMINED BY THE EXTERNSHIP
SITES AND MAY VARY/SUBJECT TO CHANGE.

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 9,500.00
Books and Materials:	\$ 707.00
(Also see additional Required Non-CAJ fees)	
TOTAL:	\$10,307.00

REFUND POLICY

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

*Veteran Education Benefits.
School certifying official is available for assistance.*

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PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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VOCATIONAL NURSING

1408 Hours • 35 Instructional Weeks*

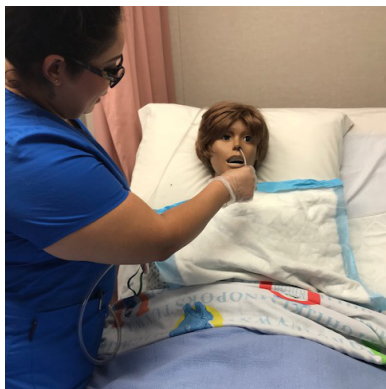
ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
Reading: 254 Math: 236
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray

† Prerequisites:

- CNA License
- Anatomy and Physiology (36 hours)
- Human Growth and Development (36 hours)
- Math for Meds (18 hours)
- Medical Terminology (18 hours)
- Nutrition (36 hours)
- Intro to Pharmacology (54 hours)
- Intro to Psychology (36 hours)

† With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.



PROGRAM DATES

08/22/23 - 07/16/24*

*Nursing Board approval pending. Extended end date would include longer breaks for make-up days, if needed, that would align to SCUSD COVID-19 quarantine protocols. Instructional weeks will remain the same.

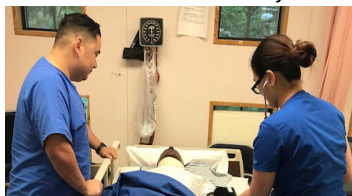
SCHEDULE

Classes Meet In Person

Monday through Friday

8 hours a day
(with 1/2 hour lunch)

Clinical schedules vary



Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.

PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive health
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing



Approved by the Board of Vocational Nursing and Psychiatric Training

2021-2022 - 47 total enrolled - 22 graduate completers - 16 continued to 2023-23
Completers Graduation Rate - 71% / Employment Placement Rate - 89% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam

State of California
BVNPT
Department of Consumer Affairs

BOOKS AND MATERIALS**Level 1:**

- Fundamental Nursing Skills and Concepts, 12th ed. Bundle
ISBN: 9781975159658 (Wkbk) \$113
ISBN: 9781975141769
- Review for NCLEX-PN, 11th ed.
ISBN: 9781496324696 \$52
- Stedman's Medical Dictionary, 7th ed.
ISBN: 9781608316922 \$49

Level 2:

- Introductory Medical-Surgical Nursing, 13th ed. Bundle
ISBN: 9781975103460 \$115

Level 3:

- Introductory Maternity and Pediatric Nursing, 4th ed.
ISBN: 9781496346643 \$91

Additional Requirements (CAJ):

- CAJ Uniform
 - Scrub top \$30
 - Scrub pant \$30
 - Warm-up coat \$45
 - T-shirt \$12

(additional charge for size 2XL and larger)

Additional Requirements (Non-CAJ):

- Drug test - Panel 10 \$66
(If additional screening is needed by the company, additional fees may apply)
- Professional Liability Insurance (Student) www.nso.com
- (800) 247-1500 \$23
(approximate cost)
- Physical
- Tdap
- Hepatitis A (highly recommended)
- Hepatitis B series (due prior to entering focus class. Takes up to 6 months to complete.)

Negative COVID test is required .
Results must be within 7 days of the start of clinical. Test results could take 2 weeks. Please plan accordingly.

ATI Comprehensive Assessment and Remediation Program products and services (Included in Tuition)

ATI online software is supported by the following devices: PC Windows 10 or later; Mac OS X10.11 or later; Ipad2 or later (IOS 13 or later); Android 7.X or later

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$22,260.00
Books and Materials:	\$ 537.00
TOTAL:	\$22,897.00

REFUND POLICY

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.

*Veteran Education Benefits.
School certifying official is available for assistance.*

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PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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VOCATIONAL NURSING PREREQUISITE COURSES

Seven highly accelerated courses in a six week time frame

ADMISSION REQUIREMENTS	PROGRAM DATES	FEES
<ul style="list-style-type: none"> High School Diploma or equivalent Attend CAJ Orientation Assessment Test <div>Reading: 254 Math: 236</div> 	Monday-Friday 8 hrs/day TBD	<i>Purchase all 7 classes at once and pay bundle price</i> Registration Fee: \$ 100.00 <small>(non-refundable)</small> Total Course Fee: \$2,100.00 Bundle Price: \$1,950.00 Books and Materials: \$ 585.00 TOTAL: \$2,785.00 With Bundle Offer: \$2,635.00

NOTE: In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

Courses	Hrs	Fees	Course Dates	
Medical Terminology	20	\$250		TBD
Math for Medications	20	\$250		TBD
Anatomy and Physiology	36	\$300		TBD
Human Growth and Development	36	\$300		TBD
Nutrition	36	\$300		TBD
Introduction to Psychology	36	\$300		TBD
Introduction to Pharmacology	54	\$400		TBD

BOOKS AND MATERIALS

<ul style="list-style-type: none"> Medical Terminology in a Flash!: A Multiple Learning Approach, 4th ed. ISBN: 9780803689534 Math for Meds: Dosages & Solutions, 11th ed. ISBN: 9781285459974 Nutrition Essentials, 9th ed. ISBN: 9781975161125 Growth and Development Across the Life Span, 3rd ed. ISBN: 9780323809405 Introductory to Mental Health Nursing, 4th ed. ISBN: 9781975103781 Memmler's Human Body in Health & Disease, 14th ed. ISBN: 9781284224283 (Text Bundle) Introductory Clinical Pharmacology, 12th ed. ISBN: 9781975141769 (Text and Workbook Bundle) 	\$80 \$145 \$72 \$45 \$53 \$77 \$113
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Workbooks and guides must be new, without markings of any kind.

POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES

For a full refund, student must withdraw at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

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CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

* See Costs, Fees and Charges (page 24) for details.

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These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.

PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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2023-2024 ACADEMIC CALENDAR

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 School Closed

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OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET)
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (See section on limited contract instruction.)

COSTS, FEES AND CHARGES

Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

Program fees and material costs are subject to change without notice.

Student is responsible for increases prior to purchase.

All fees must be paid in full to graduate.

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For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON JUNE 22, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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