



CAREER EDUCATION

LEARN WELL. LIVE WELL.



COURSE CATALOG

Volume 21: Print Date June, 2014

TABLE OF CONTENTS

	Page
Academic Calendar	4
About ATA	5
History.....	6
Mission.....	6
Ownership.....	6
Licensure	6
Accreditation	6
Notice	6
Staff	7
Locations.....	8
Facility	8
Maximum Number of Students in Class	8
Admissions Policies	9
Admissions Philosophy.....	9
General Admission Requirements.....	9
Non-Discrimination Policy	9
Transfer Credit/Advanced Placement.....	10
Veteran’s Credit for Previous Education or Training.....	11
Academic Policies	13
Knowledge of Policies.....	13
Attendance Policy.....	13
Veteran’s Attendance Policy	13
Tardy Policy.....	13
Make-up Work	13
Leave of Absence	13
Credit Hour Definition	14
Grading Scale	14
Satisfactory Progress Policy	15
Reinstatement Following Interruption of Training	16
Standards of Academic Progress for VA Students	17
Appeal Policy Following Academic Suspension.....	17
Grade Appeal	18
Academics Review Committee (ARC)	18
Academics Review Committee Appeal Panel.....	18
Maximum Time to Complete	18
Externship Retake Policy.....	19
Withdrawals.....	19
Dismissal	19
Appeals	20
Transcripts	20
Required Levels of Performance for Graduation	20
Type of Document Awarded Upon Graduation.....	20
School Calendar.....	20
Class Hours	20
Contact Hours	20

TABLE OF CONTENTS

- FERPA 21
- The Telephone Consumer Protection Act (TCPA) 21
- Drug & Alcohol Policy 22
- Campus Security and Sexual Harrassment Policy 23
- Conduct Policy & Dress Code 24**
 - Conduct Policy 25
 - Dress Code 25
- Student Services..... 26**
 - Relevant Coping Skills..... 27
 - Housing, Health, Transportation, Child Care 27
 - Student Records 27
 - Academic Advising and Tutoring..... 27
 - Career Services 27
- Financial Policies 28**
 - Tuition and Program Expenses 29
 - Financial Assistance 29
 - Financial Aid Programs..... 29
 - Scholarships 29
 - Grants 30
 - Loans 30
 - Loan Repayment..... 30
 - Veteran’s Educational Benefits 30
 - General Information for Financial Aid 30
 - Financial Aid Probation or Suspension..... 30
 - Financial Aid Reinstatement..... 31
 - Terms and Methods of Payment..... 31
 - Payment by Individual..... 31
 - Cancellation and Refund Policies 31
 - Cancellation by School 31
 - Cancellation by Student..... 31
 - Refunds..... 31
 - Institutional Refund Policy..... 32
 - Withdraw and Refund Policy for students receiving Title IV 32
 - Veterans’ and Workforce Refund Policy..... 33
- Programs..... 35**
 - Programs Offered 36-44
- Course Descriptions 45**
 - Course Descriptions 46-55
- Student Complaint/Grievance Policy..... 57**
- Addendum A: Faculty 58–59**
- Addendum B: Tuition and Fee Schedule..... addendum**

TERM START DATES 2012-2015

ON-START

	Week 1 Begins	Week 10 Ends
Term 3	May 21, 2012	July 28, 2012
Term 4	July 30, 2012	Oct. 6, 2012
Term 5	Oct. 8, 2012	Dec. 15, 2012
2013		
Term 1	Jan. 7, 2013	Mar. 16, 2013
Term 2	Mar 18, 2013	May 25, 2013
Term 3	May 27, 2013	Aug. 3, 2013
Term 4	Aug. 5, 2013	Oct. 12, 2013
Term 5	Oct. 14, 2013	Dec. 21, 2013
2014		
Term 1	Jan. 6, 2014	Mar. 15, 2014
Term 2	Mar. 17, 2014	May 24, 2014
Term 3	May 26, 2014	Aug. 2, 2014
Term 4	Aug. 4, 2014	Oct. 11, 2014
Term 5	Oct. 13, 2014	Dec. 20 2014
2015		
Term 1	Jan. 5, 2015	Mar. 14, 2015
Term 2	Mar. 10, 2015	May 23, 2015
Term 3	May. 25, 2015	Aug. 1, 2015
Term 4	Aug. 3, 2015	Oct. 10, 2015
Term 5	Oct. 12, 2015	Dec. 19, 2015

OFF-START

	Week 6 Begins	Week 10 Ends
Term 3	June 25, 2012	July 28, 2012
Term 4	Sept. 3, 2012	Oct. 6, 2012
Term 5	Nov. 12, 2012	Dec. 15, 2012
2013		
Term 1	Feb. 11, 2013	Mar. 16, 2013
Term 2	Apr. 22, 2013	May 25, 2013
Term 3	July 1, 2013	Aug. 3, 2013
Term 4	Sept. 9, 2013	Oct. 12, 2013
Term 5	Nov. 18, 2013	Dec. 21, 2013
2014		
Term 1	Feb. 10, 2014	Mar. 15, 2014
Term 2	Apr. 21, 2014	May 24, 2014
Term 3	June 30, 2014	Aug. 2, 2014
Term 4	Sept. 8, 2014	Oct. 11, 2014
Term 5	Nov. 17 2014	Dec. 20 2014
2015		
Term 1	Feb. 9, 2015	Mar. 14, 2015
Term 2	Apr. 20, 2015	May 23, 2015
Term 3	Jun. 29, 2015	Aug. 1, 2015
Term 4	Sept. 7, 2015	Oct. 10, 2015
Term 5	Nov. 16, 2015	Dec. 19, 2015

* Students who begin their program on the "off start" will complete their program 5 weeks later than the stated program length.

HOLIDAYS

ATA does not hold classes on the following national and public holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break: Thanksgiving day plus the Friday and Saturday which follow.
- Holiday Break 2014: December 21, 2014-January 4, 2015

**ABOUT
ATA CAREER EDUCATION**

1

ABOUT ATA CAREER EDUCATION

HISTORY

ATA Career Education is owned and operated by ATA-CIF, LLC, a wholly owned subsidiary of ATA College, based in Louisville, Kentucky. ATA College established itself as an Information Technology school, in 1994. In Fall 2003, ATA shifted its focus to allied health training.

In 2010, ATA acquired The Career Institute of Florida, and now serves the Tampa Bay area as ATA Career Education. ATA Career Education offers training in the allied health field, and is accredited by the Accrediting Bureau of Health Education Schools.

MISSION

ATA Career Education is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

OWNERSHIP

ATA Career Education is owned and operated by ATA-CIF, LLC, a wholly owned subsidiary of ATA College, based in Louisville, Kentucky. The ATA Board of Directors includes Donald Jones, Gerald Lanz, and Brian Wilson.

LICENSURE

ATA is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the CIE at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245 3200
(888) 224 6684

ATA is approved by the following:

- Florida Board of Dentistry, Expanded Duties/Radiology Program
- Career Central Workforce Investment Funding

ATA is a member of:

- Florida Association of Post-Secondary Schools and Colleges
- Florida Vocational Rehabilitation

ACCREDITATION – Institutional

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

NOTICE

The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally no undue hardship or disruption to the program of study would be placed upon the student. ATA will inform students of any administrative changes. ATA also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable. ATA offers equal opportunity without distinction or discrimination on the basis of race, color, gender, religion, age, marital status, national origin, sexual orientation or disability in any of its activities or employment practices.

STAFF

The staff of ATA is a small team of dedicated professionals who, together, have over two decades of professional and managerial experience in delivering education to adult learners. The principal staff members and faculty for all locations are:

STAFF

Donald A. Jones, President, CEO, & Board Chair
10180 Linn Station Road
Louisville, KY 40223

Brian Wilson, Vice Chair
c/o Innovative Capital, LLP
2401 Tee Circle, Suite 102
Norman, OK 73069

Brett Weber, Chief Operating Officer and Corporate Secretary
10180 Linn Station Road
Louisville, KY 40223

CORPORATE DIRECTORS

Don Jones	President
Cindy Landry.....	Director of Accreditation and Compliance
Brett Weber	Chief Operations Officer / Director of Career Services
April Tretter.....	Director of Financial Aid
Jeremy Wright	Controller

Spring Hill Administrative and Support Staff

Kyle Weber	Campus Director
Al Smith.....	Student Success Manager
Jennifer Bislick	Career Services Advisor
Harmony Lango	Career Services Advisor
Tiffany Vincent.....	Financial Aid Advisor
Tony Geronimo	Administrative Assistant
Heather Brown	Financial Aid Advisor
Nachelle Johnson	Admissions Representative
Mario Alonzo.....	Admissions Representative
Vickie DeSosa	Admissions Representative
Ruth Diggory	LRC Manager
Brian Hamilton.....	IT Technician

FACULTY

A complete faculty listing is included in Addendum A.

ABOUT ATA CAREER EDUCATION

LOCATION

Spring Hill Non-Main (Lic. #3957)
7351 Spring Hill Drive, Suite 11
Spring Hill, Florida 34606
352-684-3007

FACILITY

ATA's Spring Hill campus is approximately 13,900 square feet in size and is located in a retail center on Spring Hill Drive. There are 16 classrooms, a medical assisting/phlebotomy lab and a limited medical radiography lab.

Students have regular access to student services through ATA's personnel. The learning resource system facilities hold a collection of books, journals, CD-ROMs, and computer workstations with Internet access. The learning resource facilities are fully accessible to students during regular business hours. All classrooms are equipped with a white board, and LCD projector. Students use the computer lab to complete computer assignments, as required. Students in the Medical Assistant and Phlebotomy programs are provided with a fully-equipped medical lab, adequate for up to 20 students at a time.

ATA instructs dental assisting laboratory courses at Crescent Community Dental Clinic
3244 Commercial Way
Spring Hill, FL 34606

Crescent Community Dental Clinic is an 1100 square foot volunteer based community dental clinic within a 2400 square foot facility. There are 3 treatment rooms with 2 x-ray units, one free standing panoramic dental unit, one sterilization area, one laboratory, patient reception area, and a conference area that students use during their class lab time. The hours that ATA utilizes the separate classroom space are evenings that vary Monday through Friday between the hours of 5:30 and 9:30pm.

MAXIMUM NUMBER OF STUDENTS IN CLASS

The maximum number of students in a typical classroom or laboratory setting for an Allied Health class at ATA is normally 20.

ADMISSIONS POLICY

2

2 ADMISSIONS POLICY

ADMISSION PHILOSOPHY

The Office of Admission supports the mission of ATA Career Education. Consistent with the schools mission of providing quality instruction, hands on training and effective career preparation, the Office of Admission seeks to enroll and retain an academically talented student body who show promise of success in school and who enrich the learning community and represent the diverse society they serve.

GENERAL ADMISSION REQUIREMENTS

ATA Career Education's minimum requirements for application in any program are to be either a high school graduate or have a Graduate Equivalency Diploma (GED) from an accredited institution. All applicants to ATA Career Education must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the admission process. Applicants with felony convictions will not be accepted to ATA Career Education. Additionally, ATA may decline admission to applicants who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check.

ATA's admission process requires prospective students to meet with an admission representative at the campus and tour the campus. If interested the individual will complete an application for admission as well as provide authorization for ATA to run a background check as well as authorization to receive the students transcripts from both high school and college(s) previously attended. At this point the student will complete an enrollment agreement and will be scheduled to attend a new student orientation. Students meet with financial aid to determine what aid may be available to cover educational costs.

HOME SCHOOLED APPLICANTS

Applicants who have been home schooled will be asked to provide verification that they have completed the minimum course of study and met content standards required for high school graduation as established by their state Board of Education administrative regulations. Applicants should provide a copy of their coursework and grades and, in addition, may be asked to provide portfolio work, ACT or SAT scores, and/or copies of letters notifying the school district superintendent for each year the student was home schooled. All applicants will be required to meet ATA College's general admission as well as programmatic admission requirements. Applicants who are unable to verify that they have completed high school requirements may be required to obtain their General Education Diploma before being accepted.

NON-DISCRIMINATION POLICY

ATA is open to all applicants without discrimination on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation or disabilities in any of its programs, activities, or employment practices. ATA does not discriminate against individuals on the basis of physical and/or mental disability. ATA may provide reasonable accommodations, including auxiliary aids and services to qualified individuals unless providing such accommodations would result in an undue burden or alter the nature of the program or benefit from the program or service provided by ATA Career Education. ATA will refer individuals with disabilities to the appropriate agencies for assistance financially as well as for professional support beyond the scope of ATA. Any disagreements would be addressed through the ATA Career Education grievance procedures.

ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the school, transfer of credit to or from the school, or class schedules.

ATA Career Education admits students on a rolling basis. As students are determined to be properly qualified they are permitted to complete the admission process.

TRANSFER CREDIT/ADVANCED PLACEMENT

Transfer of credit is determined by the registrar upon receipt of an official transcript. The transcript is reviewed to determine if the course description and content match; if this is found to be the case transfer of credit is initiated. If a student has life experience, which may permit a student to enter in advanced standing, the student may opt to challenge a course by taking a bypass exam. ATA Career Education will evaluate the student's previous education, training and experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council on Higher Education may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" or higher will be eligible for transfer. Credit will be awarded where appropriate. ATA Career Education will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA Career Education. Credits that were earned more than seven (7) years prior to the current year will not be considered for transfer. It is the responsibility of the student to request an official transcript be mailed to ATA Career Education in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA Career Education. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the program. The transferability of credit from this institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. ATA programs are considered to be terminal and it is assumed that credit for any courses cannot be transferred to another institution.

ADVANCED PLACEMENT/EXPERIENTIAL LEARNING

Students in all programs may be granted advanced placement based on previous education, experience or licensure. Appropriate documentation will be required to allow for adequate evaluation of previous education, experience, or licensure. Appropriate credit will be applied for any classes and/or advanced placement. The final decision regarding transfer of credits and/or advanced placement will be made by the Registrar and the Program Director. The decision is not subject to appeal. Generally no more than 25% of the total program length may be applied toward any program of study at ATA. Any exceptions to this policy can only be made by the Administrative Manager and the Director of Florida Operations

PROFICIENCY TESTING

Credits may be earned for some courses ATA offers, providing the student passes a proficiency test for that subject (an equivalent grade of 80% or better). No more than 25% of the total program credits may be earned by proficiency examinations and/or transfer of credit or advanced placement.

1. A test out may only be taken one time per student.
2. A student may not test out of a course that he/she had previously started and withdrawn from.
3. A student may not test out of any academic subject in which a grade has been received.
4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.
5. Once a test out has been formally requested by the student and contract has been made by the proctor/test out coordinator, the student must complete the test within the 30-day time limit indicated on the test out request form.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately and the VA and the student notified.

ACADEMIC POLICIES

3

3 ACADEMIC POLICIES

KNOWLEDGE OF POLICIES

Each student is responsible for knowing the ATA rules, requirements, and policies. The catalog is the normal publication for policy statements; but corrections, changes, or interpretations can be published by other means, including electronic means, anytime throughout the student's attendance. Students will be notified of any changes, and provided access to the revised catalog upon implementation of any changes. Undue hardship or disruption to the program of study would not be placed upon the student, as a result of any changes applied by ATA.

ATTENDANCE POLICY

Students are required to maintain a minimum attendance rate of 80% of the scheduled hours in each course to achieve satisfactory attendance. There will be no distinction made between excused and unexcused absences. Students who do not achieve satisfactory attendance may be withdrawn from a course and receive a grade of failure ("F"). Absent time will accrue for tardiness and early departure.

Absence beyond 20% level will be reviewed by the retention board (Program Director, Student Services office, and the instructor) upon the student's submission of documentation citing the mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, court proceedings. Final determination of mitigating circumstances is up to the retention board.

VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departure, class cuts, tardies, etc. for any portion of a class period will be counted as time absent which accrues to the maximum allowable absence. Students exceeding 20% of the course meetings unexcused absences in a quarter (10 weeks) will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

TARDY POLICY

In order to foster student responsibility, minimize classroom interruptions, and avoid unnecessary embarrassment, it is important that students arrive to school on time. It is for these reasons that ATA administrative personnel have instituted a formal tardy policy. A student is considered tardy if he/she arrives more than 15 minutes after class begins, and that will count toward absent time. A student is also considered tardy if he/she leaves class before the scheduled class ending time. Each tardy will accumulate towards the 20% maximum absence policy. There will be no distinction made between excused and unexcused tardiness.

MAKE-UP WORK

Students will be required to make-up all assignments or other work missed as the result of any tardiness or absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the course in which the work was missed. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor the first class sessions following an absence. It is the student's responsibility to make arrangements with the instructor for time, place, and supervision. All arrangements are subject to approval by the Instructor.

LEAVE OF ABSENCE

ATA Career Education does not have a leave of absence policy (LOA). Any student requesting leave of absence is treated as a withdrawal and refund calculations are applied accordingly. A student who has withdrawn from school and wishes to re-enter must apply for re-entry by contacting ATA admissions personnel.

CREDIT HOUR DEFINITION

- 10 lecture hours = 1 credit hour
- 20 laboratory hours = 1 credit hour
- 30 externship hours = 1 credit hour

GRADING SCALE

All courses at ATA Career Education are graded on a 4.0 scale. Letter grades are issued and traditional Grade Point Averages (GPA) are calculated.

Letter Grade	Definition	Quality Points
A	90% - 100% = Excellent	4
B	80% - 89% = Above Average	3
C	70% - 79% = Average	2
D	60% - 69% = Below Average	1
F	0% - 59% = Failing	0 <i>A grade of F is considered failing.</i>
W	Withdrawn	Not Computed
P	Passing	Not Computed
I	Incomplete	Not Computed
T	Transfer Credit	Not Computed
FR	Repeat	Not Computed
AU	Audit	Not Computed

Externship/Clinical Courses at ATA are taken on a pass/fail basis.

P	Passing
F	Failing

Pass/Fail grades are not calculated in the qualitative progress measure but are calculated in the measure of quantitative process.

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period. ATA expects its students to do outside work each week to support the time in class. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned. For each hour of lecture time on campus, an additional two hours should be allocated for outside work; for each hour of laboratory experience on campus, an additional one hour should be allocated for outside work.

Grade point average (GPA) is determined by dividing total quality points earned by total hours earned. GPA is calculated each quarter for all hours attempted at the school-cumulative credit and quality points earned at other schools are not counted toward GPA at ATA. Course completion percentages will be affected by failure to resolve "I" grades and "F" grades. Grades of W, will also affect course completion percentages. Grades of "T" and "P" are not calculated in the student's grade point average, however they are counted toward the course completion percentages. All grades of A, B, C, D, F, W, P, T and I are included in the quantitative satisfactory progress measurement calculations. The grade of AU is not included in the quantitative satisfactory progress measurement calculations.

Outside Class Work/Library Assignments: Students will have reading assignments, case studies, review questions, and web assignments. Students may conduct an in-depth research assignment utilizing resources such as online libraries, primary and secondary research data, case studies, and journal articles. All research must follow the APA format. It is estimated that there is 2-3 hours of outside class work each week per week per course.

3 ACADEMIC POLICIES

SATISFACTORY PROGRESS POLICY

Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. These standards are applied uniformly to all students whether or not they are receiving any form of student aid.

ATA's academic progress standards measure a student's progress at the end of each grading period. ATA will provide a report to each student stating the student's credits completed and grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits at each SAP evaluation point. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a (W) or (F). All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), a repeated course, transfer and bypass credit or an incomplete (I), are counted in determining credits attempted. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below.

Qualitative Requirement-Cumulative Grade Point Average (GPA)

Qualitative progress is measured at each evaluation point. ATA measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's GPA, except that of a withdrawal (W) or incomplete (I) or a grade of (P) passing grade for an externship or bypass or transfer credit. If a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

Probation

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed on "Satisfactory Academic Progress Probation." The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. The probationary period shall be no shorter than the time needed for the student to attempt a minimum of 12 quarter credits. The student will remain eligible for federal aid while on probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Probation Period, the student's enrollment with ATA will be suspended and he/she will be ineligible to receive any further federal student assistance. The following chart provides the minimum quantitative and qualitative requirements for each evaluation point.

SAP Table:

Evaluation Period	Cumulative Quarter Credits Attempted (including transfer and bypass credit)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	10 to 17	50%	1.5
2	17.1 to 26	50%	1.75
3	26.1 to 36	67%	2.00
4	36.1 & Higher	67%	2.00

Transfer and Readmitted Students/Students Changing Programs

If a student transfers to ATA from another institution, the transfer credits that have been accepted by ATA will count as credits attempted for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into ATA, changes programs, or seeks to earn an additional diploma/degree, than those credits that are applicable to the student's current program of enrollment will be included in determining the student's satisfactory academic progress standing. Students on Satisfactory Academic Progress Probation will only be permitted to change programs one time.

Repeated Courses

Students receiving Title IV Federal Financial aid may repeat a course in accordance with ATA's academic policy. Credits from both course attempts will be counted in Total Quarter Credits Attempted and in Minimum Cumulative Credits Completed at ATA but only the highest grade received will be included in the calculation of minimum CGPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion.

Termination

ATA reserves the right to terminate a student's enrollment if, during the program, the school determines that the student has failed to maintain satisfactory academic progress, comply with ATA rules and regulations as published in this Catalog, or has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy.

REINSTATEMENT FOLLOWING INTERRUPTION OF TRAINING

Academic Appeal Procedure for Re-Admission

Once unsatisfactory academic progress has been determined, and suspension/termination has occurred, the student may:

Appeal his/her status in writing to the Associate Director of Academic Affairs/Director of Education. Appeals must be made in writing and addressed to the appropriate person no later than five (5) days following notification of suspension/termination.

The student must indicate the reasons why they did not achieve the minimum academic requirements and the adjustments that have been made to assure that satisfactory academic progress will be achieved. The student must submit documentation to support the appeal.

Mitigating circumstances under which a student's educational status may be revised or that might lead to a successful appeal may include: student injury/illness, death of students relative or other reasons resulting in undue hardship to the student.

The student will be notified in writing of the outcome of his/her appeal within 5 days of receipt of the letter of appeal. Documentation regarding the appeal will be maintained in the student's academic file.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory progress, the student will be notified in writing informing him/her of the cancellation of financial aid and termination from ATA as well as the requirements for appeal and reinstatement.

3 ACADEMIC POLICIES

Re-Establishment of Academic Progress at ATA and Reinstatement of Financial Aid

Students who have been suspended from ATA for failure to achieve satisfactory academic progress may qualify for readmission to ATA for the purposes of reestablishing their satisfactory academic progress. However during this period they will be ineligible to receive any federal financial aid. (See academic appeal for readmission policy above) Students may regain financial aid eligibility by correcting their qualitative and/or quantitative deficiencies. Students can accomplish this by raising their CGPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be done by successfully completing the necessary course(s) at ATA at the students' own expense or through transferring credits into ATA.

Once students meet the required CGPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated.

Financial Aid: Appeal Procedure

Students who fail to meet academic progress requirements are permitted to appeal the termination of financial aid if mitigating circumstances were contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death or severe illness of a close relative of the student, injury, disability or illness of the student or other special circumstances. An appeal must be filed within 30 days of receiving notice of termination unless otherwise excused. All appeals must be submitted to the Administrative Manager or Academic Director in writing and must explain the extenuating circumstances. Letters of appeal should include any applicable documentation. All appeals are reviewed and determined by the Financial Aid Committee (Administrative Manager, Financial Aid Officer, Campus Director and Director of Education, or their designees). The student will remain on probation but will not receive any additional financial aid funds pending the outcome of the appeal so long as the student does not exceed the maximum time frame to complete the program. Decisions of the Financial Aid Committee are final and will be provided to the student in writing within 30 days of receipt.

Re-Establishment of Financial Aid after a Successful Appeal

If a student successfully appeals his/her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Appeal Committee will return the student to a probationary status and establish a time frame for meeting the minimum requirements.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each quarter (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 2.0 at the end of any quarter (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

APPEAL POLICY FOLLOWING ACADEMIC SUSPENSION

Students who are suspended for failure to maintain satisfactory academic progress may apply for readmission after having been out of school for a minimum period of one academic quarter. Students who are readmitted under these circumstances will be placed on probation. Failure to make satisfactory academic progress during each successive quarter (achieve a quarterly GPA of 2.0 and progress at a rate that will permit completion within the 150% time-frame) will result in permanent termination from the school. Students may apply for readmission to the school only

once. Students who are readmitted will be required to complete a new Student Enrollment Agreement and will be charged the current rate of tuition as well as being ineligible for financial aid until which point that satisfactory academic progress is regained.

Students who are re-admitted following suspension for failure to make Satisfactory Academic Progress are ineligible for Title IV financial aid until they are able to re-establish SAP.

GRADE APPEAL

If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult Student Services or the Office of the Registrar and appeal his or her grade by obtaining a Petition for Appeal form. The completed petition for grade appeal form must be submitted by the student to the registrar's office within the first week of the subsequent quarter. The program director reviews the grade appeal with the instructor and makes a determination.

If student is not satisfied with the decision, he/she may wish to appeal in writing a letter addressing his/her concerns and submitting it to the Office of the Registrar within 4 weeks of the date of initial submission of the petition for grade change. The Registrar will forward the appeal request to the Academics Review Committee (ARC) for further review.

ACADEMICS REVIEW COMMITTEE (ARC)

The Academics Review Committee (ARC) is comprised of program directors, faculty, and student services. The Student Services manager will request a student conference to discuss incidents of possible academic dishonesty, plagiarism or violation of the student code of conduct.

The Student Services manager reserves the right to administer disciplinary action when the student acknowledges violation of student code of conduct and when the violation of the student code of conduct is minor. In more serious violations of student code of conduct, incidents involving academic dishonesty or plagiarism the student's violation will be reviewed by the committee who will determine the appropriate course of action(s) to be taken.

Students will be informed via the student email address of the Academics Review Committee's decision regarding disciplinary action.

ACADEMICS REVIEW COMMITTEE APPEAL PANEL

The Appeal Panel is comprised of the Program Director, Director of Education, and ATA President. Students have the right to appeal any ARC decision in writing to the Executive Committee. The panel will make a final determination of any disciplinary action.

MAXIMUM TIME TO COMPLETE

ATA Career Education programs have varying lengths as specified elsewhere in this catalog and on the Student Enrollment Agreement. The maximum time frame in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

If the student cannot complete the program within this time, enrollment will be terminated. Students in all degree and diploma programs are required to complete an externship component as outlined on the program description page. This externship is completed during the last quarter of enrollment. Students in externship may be permitted up to 5 additional weeks following the end of the externship period to complete the number of required hours in externship. Permission to extend the externship must be received from the Director of Education.

3 ACADEMIC POLICIES

EXTERNSHIP RETAKE POLICY

ATA Programs require a student to complete an externship in order to graduate. The externship course is offered on a pass/fail basis.

The externship is a capstone course which provides the opportunity for the student to gain hands-on experience in a real-life workplace. ATA has a number of affiliation agreements with our externship partners. On occasion an externship affiliate site will require ATA to remove a student from their site due to issues occurring at the site. Examples of such are: inability to perform assigned tasks, failure to show up at the pre-determined time without calling, unprofessional behavior and/or appearance at the site.

If a student is removed from/fails an externship site during their first attempt, the student will be responsible to find their own site. The student must notify Career Services of the site as the site must be approved by ATA personnel. Once a site is located Career Services personnel will initiate a signed externship agreement with the student and site personnel. The student may re-enroll for a second externship attempt to commence on the first day of the next quarter.

If a student is removed from/fails their second externship attempt the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is not allowed to bridge to another program.

Students who are removed/fail an externship will not be permitted to carry any successful hours that they completed forward to their next externship attempt.

In the event a student is removed from an externship location they have the right to appeal their removal by submitting a letter to the Director of Career Services within 5 days of removal. The letter should state the reasons the student feels they were wrongly dismissed from the site. The Director of Career Services will assemble the re-entry committee who will review the letter and make the determination if the appeal should be upheld or denied. Voluntary or involuntary removal results in the same process.

WITHDRAWALS

A student who does not complete a course will be withdrawn from the course and receive a failing grade. A student should not withdraw from a quarter without prior notification. Students who withdraw from ATA are dropped from class and must re-enroll, and sign a new Student Enrollment Agreement and will be charged the current rate of tuition if they decide to return. Refunds are calculated for all students according to the policies in our catalog and Student Enrollment Agreement.

DISMISSAL

A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school (see academic policy), failure to be current in all financial obligations to ATA Career Education, excessive absences, violation of academic integrity policy, damage/destruction of school property and conduct disruptive to the classroom and/or school activities. Students who are dismissed/suspended due to failing to maintain established academic standards or for excessive absences are dismissed/suspended for at least 1 full academic quarter at which point they may request in writing to re-enter the school. Students convicted of a felony during the course of their schooling will be immediately dismissed.

APPEALS

A student who has been dismissed may appeal the decision if special or mitigating circumstances exist. Any student must explain the circumstances precipitating his/her dismissal and what plans the student has to eliminate those circumstances in the future. ATA defines extenuating circumstances to be serious illness, family emergency or extenuating circumstances found on Page 59 of this catalog.

TRANSCRIPTS

A permanent record of academic progress for each student is kept on file with the school. A student may request a copy of this record by submitting a written request to the Office of the Registrar. There is no charge for the first official transcript; however, all subsequent requests must include a \$5.00 fee. Transcripts will not be released for a student who is in debt to ATA Career Education.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

The following requirements must be met by a student in order to qualify for graduation from ATA Career Education programs:

- 2.0 Cumulative Grade Point Average.
- Complete the program within 150% of the normal program credit hours.
- Maintain Satisfactory Academic Progress.
- Complete all designated requirements (tests, assignments, papers, etc.) of the program.
- Satisfy all financial obligations to the school.

TYPE OF DOCUMENT AWARDED UPON GRADUATION

Upon successfully completing all requirements of the ATA Career Education program, the student will receive a diploma. Any additional third-party industry certifications are accomplished through third-party testing. The student, not ATA Career Education, is responsible for completion of third-party testing. ATA Career Education does not issue industry certifications. For certification preparation programs, the student should understand that ATA Career Education is offering preparation training only, and does not offer nor guarantee the certification itself.

SCHOOL CALENDAR

ATA Career Education previously operated on an open enrollment schedule and did not operate on regularly occurring terms like semesters or quarters. In November, 2011 ATA adjusted its calendar to operate on a 10 week quarter. Students enrolling from that point forward are on a quarter credit hour basis.

CLASS HOURS

Daytime classes may be scheduled between 8:00 a.m. and 5:30 p.m. Monday through Friday. Evening classes are scheduled from 5:30 p.m. to 10:30 p.m. Monday-Friday. Saturday classes are scheduled to meet between 8:30 AM and 2:00 PM. Administrative Offices are open from 8:00 a.m. to 10:30 p.m. Monday through Friday. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

CONTACT HOURS

ATA Career Education measures course duration on the basis of clock hours. One clock hour is equal to a period of time consisting of a minimum of fifty minutes of instruction with appropriate breaks.

3 ACADEMIC POLICIES

FERPA

ATA provides an annual publication in the school catalog and on the ATA website regarding Family Education Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review a student's educational records, to request amendment to an educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students and parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

ATA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Family Educational Rights and Privacy Act, a Federal law, requires that ATA, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their education records. However, ATA may disclose appropriately designated "directory information" without written consent, unless you have advised ATA to the contrary in accordance with ATA procedures. FERPA defines "directory information" as information that is generally not considered harmful or an invasion of privacy if released. ATA defines directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. Upon enrollment, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so in person with the Registrar's Office.

Additional information regarding FERPA rights can be found at: <http://www.atafl.edu/disclosures/Default.aspx>

THE TELEPHONE CONSUMER PROTECTION ACT (TCPA)

Student gives ATA and its affiliated third parties the authorization to call the cell phone number listed on an automated dialer system for accounting and collection purposes.

ADA

The Americans with Disabilities Act of 1990 was passed by Congress in order to ensure certain freedoms to residents of the United States who are living with an impairment of a major life function. The principles of the Americans with disabilities Act ensure that barriers to success and opportunity will no longer stand in the way of those with disabilities. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history of record of such impairment.

Impairments including developmental disabilities, also known as intellectual disabilities, need to be disclosed by the student to the Director of Education with documentation from the health care provider outlining recommended accommodations prior to receiving any accommodation.

DRUG/ALCOHOL POLICY

ATA complies with the Drug Free Schools and Communities ACT of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal financial assistance under any federal program, the institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees.

ATA will provide for its students and employees a learning environment free of drugs and alcohol. All students and employees must comply with the policies, procedures and regulations imposed by ATA. ATA provides drug free awareness programs to its students and employees through assemblies, workshops, memos and drug free literature provided by the local drug abuse programs and treatment centers. ATA will post the names, address, and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. The school will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse. The possession or distribution of illegal drugs and alcohol can result in fine or imprisonment under state or federal law, and the use of such substances can lead to significant health risks. Students may be asked by the Program Director, ATA, or the affiliating clinical/ externship facility to submit to individual, group, and/or random drug screens at any time. ATA reserves the right to determine the agency to conduct the drug screening. Refusal to comply with the requested screening within the timeframe directed can result in dismissal from ATA College. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on ATA's property or while engaging in ATA sponsored activities (field trips, holiday parties, picnics, etc.)

ATA may discipline and/or terminate any student or employee in the event that ATA discovers that the student or employee has consumed, manufactured, distributed, dispensed, stored, processed, or used illegal drugs or abused prescription or other legal substances off of ATA's premises if ATA believes, in its sole judgment that such action is in the best interest of ATA. ATA may also refer the student or employee for prosecution. No student or employee will be considered for readmission or rehire until they have provided satisfactory evidence to ATA that they have received and completed appropriate counseling and treatment.

Consumer information is available online at: <http://www.atafl.edu/disclosures>

CAMPUS SECURITY ACT

ATA complies with the Campus Security Act of 1990 (Public Law 101-542, Part Two of the Student Right-to-Know and Campus Security Act). This Act requires institutions of higher learning to prepare, publish and distribute all information regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the institution's response to such reports.

ATA will not tolerate mischievous and/or criminal actions by students or employees on school grounds or at school-related activities. All sexual offenses are included in ATA's definition of criminal actions. Students and/or employees participating in criminal acts on campus or at school related functions will be automatically dismissed from school or terminated from employment by ATA. ATA reserves the right to prosecute any student or employee found participating in criminal activity.

A student or employee having knowledge of a criminal activity occurring at ATA should immediately report the incident to an appropriate staff or faculty member. Staff and faculty members are required to contact the local authorities to report the criminal action. The Executive Director and/or Director of Academic Affairs of ATA must also be notified of the incident. ATA will cooperate with the local authorities in prosecuting any and all persons involved

3 ACADEMIC POLICIES

in criminal activities on ATA property or at ATA related functions. ATA will keep a record of all criminal occurrences beginning August 1991, and will provide a copy of this information to all students and employees. ATA will also provide this information to all prospective students and employees, upon request, beginning September 1, 1992 and each year thereafter.

ATA will provide guest speakers from local law enforcement agencies to enable students and employees to learn about security procedures and practices, and how the students and employees can be responsible for their own security and the security of others.

ATA's Campus Security Report is available on-line at: <http://www.atafl.edu/disclosures>

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is ATA's policy to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, sexual orientation, national origin, disability or age. ATA also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Any student who feels he/she has been discriminated against or has been sexually harassed must file a complaint with the Campus Director.

**CONDUCT POLICY
& DRESS CODE**

4

4 CONDUCT POLICY & DRESS CODE

CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times. A student who conducts himself in a manner detrimental to ATA staff or other students will be terminated. The school's conduct policy prohibits, but is not limited to prohibiting:

- Foul language, verbal harassment, or other disrespectful behavior.
- Use, distribution or possession of non-prescription drugs or alcoholic beverages.
- Theft or other inappropriate use of school property and/or resources.
- Cheating of any kind.
- Engaging in any illegal activity on school grounds or while representing ATA.
- Exhibiting violent behavior toward staff, students or while on school grounds.
- Sexual harassment or displays of a sexual nature.
- Food brought into the classrooms.
- Drinks brought into the classrooms unless in a spill proof mug or a bottle with a sealable top.
- Cell phones are to be turned off during class and should not be visible. All emergency calls should be directed to call the office at the campus you are attending.

Violations of the school's conduct policy may be grounds for termination.

DRESS CODE

All students are required to wear scrubs embroidered with the ATA Career Education logo. All clothes and appearances are to be clean and presentable at all times, and shall conform to the following:

- Students are not permitted to wear sunglasses, hats, or scarves, while in the building.
- Shoes must be clean, white close-toed sneakers.
- Fingernails should be kept short, color-free and neat in appearance. White tips, acrylic and overlay nails are not acceptable.
- Jewelry must be minimal and professional. Acceptable jewelry is a watch, wedding/engagement ring, and small earrings (no hoops or dangling earrings). Necklaces must tuck into the student's scrub top. Nose and any other facial piercings must be removed, or covered with a Band-Aid at all times.

For externship and lab days, the dress code is the same as above, but must include:

- Hair in a ponytail, if long enough, and must be kept up and away from the face.
- Watch with a second hand (for taking pulse).
- Stethoscope: Students are required to use their stethoscopes during labs and externships.
- Protective eyewear (glasses) during all invasive procedures.

STUDENT SERVICES

5

5 STUDENT SERVICES

Student Services supports the mission of ATA Career Education. Consistent with the institution's mission of providing quality instruction, hands-on training and effective career preparation, student services provides support and resources designed to promote successful graduates. The Student Services goal is to help students make the successful transition into student life, empower them to make decisions, and effectively move into the workplace. Students who request counseling relating to personal issues are referred to outside agencies.

RELEVANT COPING SKILLS

Relevant coping skills are reinforced throughout the student experience at ATA. Students begin their training with skills courses and proceed through to Professional Development.

HOUSING, HEALTH, TRANSPORTATION & CHILD CARE

ATA does not provide housing for students or assistance locating housing. ATA does not provide student healthcare or childcare for dependents of students.

STUDENT RECORDS

Student records are permanently retained by ATA in locked, tamper and fire resistant cabinets when not in use.

ACADEMIC ADVISING AND TUTORING

ATA provides academic advisement to students to ensure their success. Advisement is provided to students failing to meet academic standards at the mid-quarter point of each course. A formalized advisement plan takes place when a student is placed on academic probation for failure to make satisfactory academic progress. Special assistance and/or tutoring arrangements are provided to students who require additional assistance. At any time, a student may arrange an appointment with the Student Success Manager or their instructor.

CAREER SERVICES

Information on job requests from businesses and industries will be made available to students. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available upon request from the Career Services office and are available at the following web address:<http://www.atafl.edu/disclosures/Default.aspx>

FINANCIAL POLICIES

6

6 FINANCIAL POLICIES

TUITION AND PROGRAM EXPENSES

Each program at ATA has a designated tuition and expense schedule. Information regarding this is provided to the student prior to enrollment. The ATA Tuition and Fee Schedule can be found at:

<http://www.atafl.edu/disclosures/Default.aspx> tuition and fee schedule

In November, 2011, ATA revised its academic calendar to begin functioning on a 10 week quarter basis. Potential students are advised of program pricing and financial aid availability in a meeting with a financial aid advisor. This meeting provides an estimate of the anticipated aid available to the student should they choose to complete enrollment.

ATA reserves the right to modify its pricing structure as business needs dictate, and all such changes will be published in revised editions of this catalog or addenda to it.

FINANCIAL ASSISTANCE

ATA can assist the student in making application for financial aid. Financial aid advisors are available to meet with students individually to answer questions and guide them through the aid process. Professional and courteous service guarantees that students understand financial options and are ready to complete their career goals.

A prospective student and his/her parents are encouraged to visit ATA's Financial Aid Office for detailed information, forms, and assistance in completing application forms for the financial assistance programs available.

Students may seek additional funding sources to the direct loans offered through the school.

FINANCIAL AID PROGRAMS

Financial Assistance is available to those who qualify. Financial aid programs include student loans and grants. Convenient payment plans are also available. Students should apply early for admission in order to ensure that their financial aid can be completed by registration day.

Students attending ATA may have access to federal and state financial aid programs. In order to apply, students must complete the Free Application For Federal Student Aid (FAFSA.) You can apply for funding through the Student Financial Aid Office.

Approved financial aid programs (available to those who qualify) include:

SCHOLARSHIPS

Florida Bright Futures Scholarship - The Florida Legislature created the Florida Bright Futures Scholarship Program to reward students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Questions about student eligibility for this program should be directed to the Bright Futures hotline, toll-free at 1-888-827-2004.

Scholarships for Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action - The State of Florida provides scholarships for dependent children of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% total and permanent disabilities. For more information on this program contact the Florida Office of Student Financial Assistance toll-free at 1-888-827-2004.

GRANTS

Federal Pell Grants

- This is a grant - no repayment required
- For undergraduates only

Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid.

Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at the school, full time status, and the length of your enrollment during the academic year.

Workforce Investment Act (WIA) - The Workforce Investment Boards (WIBs) provide grants to those eligible students who have been displaced or who are unemployed. Other minimum requirements and funds availability also apply. Additional information and applications to determine eligibility are available through local WIBs.

LOANS: UNSUBSIDIZED AND SUBSIDIZED

Federal Direct Student Loans - It is the goal of ATA Career Education to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. The Health Care and Education Reconciliation Act of 2010 (HR 4872) eliminates the Federal Family Education Loan Program (FFELP) that has been utilized since 1965 to provide federal loan funds to students. As a result, ATA Career Education now participates in the William D. Ford Direct Loan Program (DL.)

Federal Plus Loans - The Federal Parent Loan for Undergraduate Students (PLUS) program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To be eligible to receive a Federal PLUS Loan, parents generally will be required to pass a credit check. Parents might also qualify for a loan if someone who is able to pass a credit check agrees to co-sign the loan. You or your parents must also meet other general eligibility requirements for federal student financial aid.

LOAN REPAYMENT

If you accept a student loan to pay for your education, you are agreeing to repay your loans, including accrued interest and fees.

VETERAN’S EDUCATIONAL BENEFITS

Veterans or their families who think they may be eligible for benefits should contact their local Veteran Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information.

GENERAL INFORMATION FOR FINANCIAL AID

The regulations governing all financial assistance programs are subject to change. ATA’s Financial Aid Office will have the latest information.

FINANCIAL AID PROBATION OR SUSPENSION

Financial aid probation or suspension occurs when a student passes fewer than the minimum number of courses or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress. Students on probation are eligible to receive financial aid; however students who are suspended are ineligible for Title IV Financial Aid until they can re-establish satisfactory academic progress. Students who appeal their suspension and are permitted re-entry are re-admitted on probation following suspension and are thus ineligible for Title IV Financial Aid until they re-establish satisfactory academic progress.

6 FINANCIAL POLICIES

FINANCIAL AID REINSTATEMENT

Once placed on financial aid suspension, a student will be considered for additional financial aid at ATA only when one of the following conditions has been met:

1. Sufficient credits have been completed and/or the minimum cumulative grade point average requirements have been satisfied.
2. It is established through the financial aid appeals process that the student encountered extenuating circumstances that hindered academic performance (for example, a documented serious medical problem) during the quarter(s) in question. A student wishing to appeal the suspension must do so in writing with any appropriate documentation to the Financial Aid Office.
3. If the appeal is denied and the student believes his/her situation merits additional consideration, the student may then utilize the "Satisfactory Academic Progress Appeal Procedure" to seek resolution.

TERMS AND METHODS OF PAYMENT

Payment by Individual

Payment of tuition is due no later than the first day of class. If payment in full is not received by this date, financial aid and/or an installment payment plan must be approved by student accounts and be in place by the first day of class, or the student will not be allowed to start class. Students who are placed on a payment plan will be required to pay a specified amount each month and will be required to pay the entire amount due, in equal monthly installments. Transcripts will not be issued until the student's financial obligations to the school have been met. The student's payment schedule and amounts will be determined after all financial aid packaging has been completed. Credit card, cash, or disbursements from a qualified lending program are accepted.

CANCELLATION AND REFUND POLICIES

Cancellation by School

Any student who violates the school's rules and regulations as set forth in the school catalog, including attendance policies; or who fails to meet all financial obligations to the school may be terminated by the Director. Should the student be terminated, a refund will be made according to the Refund Policy.

Cancellation by the Student

Any student wishing to terminate their training should notify the school in writing. Such written notice is suggested but not required in order to obtain a refund. However, the student must clearly communicate their wish to terminate to the Director in some manner.

Refunds

If a student terminates or cancels for any reason, refunds will be made as follows.

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment.
3. Cancellations after the third (3rd) business day, but before the first class, will result in a refund of all monies paid. Subsequent to this three-day withdrawal period, an applicant requesting withdrawal prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less.
4. Withdrawal after attendance has begun, but prior to 40% completion of the quarter, will result in a Pro-Rata refund. This refund is computed by subtracting the registration/processing fee and the cost of any books/lab from the total paid. The remaining balance is then prorated based on the number of meetings⁰ scheduled to attend in relation to the total program hours, and the difference is refunded to the student.
5. Withdrawal after completing 40% of the program will result in no refund.

6. Termination Date. The termination date, for refund computation purposes, is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within 30 days.

INSTITUTIONAL REFUND POLICY

ATA shall refund both tuition and fees, based on the percentage of the quarter remaining after the last day of attendance, up until the time the student has attended 40% of the quarter. This percentage will be calculated based on the number of calendar days remaining in the quarter divided by the total number of calendar days in the quarter. Scheduled breaks of 5 or more consecutive days will be excluded in determining the calendar days used in the calculation. After 60% of the quarter has passed, there will be no refund.

WITHDRAWAL AND REFUND POLICY FOR STUDENTS RECEIVING TITLE IV FEDERAL STUDENT AID FUNDS

The refund policy for students receiving Title IV is same for those who are not receiving Title IV, except R2T4 must first be applied. R2T4 regulations follow.

Federal regulations regarding refunds of Title IV Federal Student Aid (FSA) refer specifically to funds that are required to be returned to the U.S. Department of Education or appropriate lenders of the Federal Family Educational Loan Programs (Federal Stafford Loans and Parent Loans), and in limited situations returned to the student/parent(s). These regulations do not dictate an institutional refund policy, which may differ from the Title IV refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each payment period, a Pro-Rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Federal regulations define attendance for purposes of this calculation as hours scheduled to be completed by the student.

Returning Funds to Title IV programs when students are selected for verification

If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 45-day return deadlines, the institution performs the return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.

If a student who has withdrawn does not provide the required documents in time for the school to complete the verification process and meet the 45-day return deadlines noted above, the institution includes in the return calculation only the Title IV aid that was not subject to the verification process (Federal Unsubsidized Stafford Loans and PLUS).

Returning Title IV Aid for students who withdraw with a Title IV credit balance

Title IV credit balances created during the period in which a student withdraws are not released to the student and are not returned to the Title IV programs prior to performing the federal return calculation. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. After the return calculation has been completed, the credit balance will be distributed first to pay all authorized charges at ATA, and any remaining balance will be paid to the student/parent(s), unless the student authorizes ATA to reduce their Title IV loan debt. If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. Refunds of credit balances are completed within 14 days.

6 FINANCIAL POLICIES

VETERANS REFUND POLICY/WORKFORCE PINELLAS/TAMPA/HERNANDO/PASCO

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined based on the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The Regulation on withdrawal calculations can be found in the Handbook for Student Financial Aid, Volume 5, chapter 2, which refers to the HEA section 484B, 34CFR 669.22.

PROGRAMS

7

7 PROGRAMS

PROGRAMS

ATA offers programs leading to a Certificate, Diploma and/or Degree. All programs offered by ATA are taught on campus; ATA currently does not offer any courses via distance education.

Certificate Program Level

This level generally requires completion of twenty-four (24) credits and is designed to be completed in two academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Diploma Level

This level generally requires completion of thirty-six (36) but less than ninety (90) quarter credits and is designed to be completed in three to six academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Degree Level

This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters.

All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

* As of the date of printing all ATA classes are offered in a residential format.

ACADEMIC PROGRAMS

Associate of Occupational Science

Medical Professional 70 Weeks
 Concentration in Medical Coding
 Concentration in Medical Assisting

Limited Medical Radiography with Medical Assisting70 weeks

Diploma Programs

Medical Office Assistant..... 40 weeks
Phlebotomy 40 weeks
Dental Assisting 40 weeks
Limited Medical Radiography 40 weeks
Professional Coding 50 weeks

Definition of Course Numbering System

Description of the course numbering system is as follows: The course prefix indicates an area of study for the course. The last 3 digits of the course number indicate the usual sequence in which the course will be scheduled. For example 100-110 courses are typically taken at the beginning of the program, courses 120-150 will be scheduled for the middle sequence of the program. An asterisk * next to a course number indicates it qualifies as a general education course. A letter following the 3 digit course number indicates that the course is specific to a particular area of training, for example MED175 is the course number for the Medical Assisting Certification Review Course, however MED175P is the Phlebotomy Certification Review Course.

ANA	Anatomy
BUS	Business
COD	Coding
COM	Communication
DEN	Dental
ENG	English
EXT	Externship
LAS	Life Skills
LMR	Limited Medical Radiography
MED	Medical/Allied Health
PHL	Phlebotomy
PSY	Psychology
PTH	Pathology

7 PROGRAMS

Associate of Occupational Science MEDICAL PROFESSIONAL

Objective: This degree program offers two different career tracks. The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most medical office positions. The student realizes the importance of the computer and data processing in the medical field through computer curricula. Depending on the career track chosen, graduates will be prepared for positions such as medical assistant, medical secretary, insurance office worker, medical claims processor, medical coders or records clerk. During the final quarter of study, students participate in an externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school. Estimated program completion is 7 quarters (70 weeks)*.

* All laboratory and clinical classes require a C or higher for completion.

* Only one absence per clinical or laboratory class is permitted.

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS130*	Professional Development	2
PSY101*	Introduction to Psychology	4
ENG101	English 1	4
MED110*	Medical Math	4
MED120*	Medical Law and Ethics	4
Program Core Requirements		
ANA101	Anatomy & Physiology	4
LAS 120	Success Skills	4
BUS110	Keyboarding	2
MED100	Medical Terminology	4
MED135	Medical Administrative Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
MED126	Computers in Healthcare	4
BUS113	Records Management	4
EXT200	Externship	6
Total degree core credits		62

**Associate Occupational Science
MEDICAL PROFESSIONAL**

Concentration in Medical Coding		Credit Hours
COD140	Basic ICD-9-CM Coding	4
COD141	Advanced ICD-9-CM Coding	4
COD145	Medical Record Auditing	4
COD155	AAPC Professional Coding	10
COD175	Coding Cert. Exam Prep	4
PTH100	Pathology	4
Concentration credit hours required for graduation		30
Total credit hours this concentration		92

Concentration in Medical Assisting		Credit Hours
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
COD140	Basic ICD-9-CM Coding	4
MED175	Medical Assistant Certification Review	4
Option 1 (students should select option 1 or 2)		
COD141	Advanced ICD-9 CM Coding	4
PTH100	Pathology	4
Option 2		
MED175P	Phlebotomy Certification Prep	4
PHL104	Phlebotomy Clinical	4
Total credit hours		90

NOTE

* Denotes a general education course

7 PROGRAMS

Associate of Occupational Science LIMITED MEDICAL RADIOGRAPHY WITH MEDICAL ASSISTING

Objective: This degree program is designed to provide quality career education and training in Limited Medical Radiography while also preparing the graduate to provide medical assisting support in the medical facility. Upon completion of the program graduates will be prepared to sit for licensure as a Basic X-Ray Machine Operator (BXMO) through the Florida Department of Health Services. The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. LMR specific responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physicians' office as a Limited Medical Radiographer. Estimated program completion is 70 weeks.

Students are required to submit a clear TB skin test, hepatitis B, varicella (chicken pox), tdap (tetanus), and MMR immunization prior to starting clinical.

Basic Requirements		Credit Hours
*COM151	Interpersonal Communication	4
*LAS130	Professional Development	2
*MED110	Medical Math	4
*MED120	Medical Law and Ethics	4
*ENG101	English 1	4
*PSY101	Intro. To Psychology	4
Program Requirements		Credit Hours
ANA101	Anatomy & Physiology	4
BUS110	Keyboarding	2
EXT200	Externship	6
LAS 120	Success Skills	4
LMR100	Introduction to Radiography	4
LMR102	Radiographic Anatomy	4
LMR110	Principles of Radiation	4
LMR120	Radiographic Imaging	4
LMR200L	Radiographic Positioning 1/Lab	2
LMR300L	Radiographic Positioning 2/Lab	2
LMR301	Limited Radiography Clinical	2
LMR400	Advanced Limited Radiography Clinical	6
LMR145	State Exam LXMO Review	4
MED100	Medical Terminology	4
MED115	Pharmacology	4
MED126	Computers in Healthcare	4
MED150	Clinical Procedures 1	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures 1	3
MED165	Laboratory Procedures 2	3
MED135	Medical Administrative Procedures	4
MED175	Medical Assisting Certification Prep	4
Total Credits Required for Graduation		102

7 PROGRAMS

Diploma In MEDICAL OFFICE ASSISTANT

Objective: This diploma program is designed to train individuals for entry-level medical office positions. Graduates of this program receive not only specialized courses relating to the medical office field, but also skills necessary for any office environment. The student will understand the importance of computer and data processing in the medical field through extensive computer curricula. Graduates will be prepared to seek positions such as receptionist, medical secretary, insurance office worker, medical claims processor or records clerk. Estimated program completion is 4 quarters (40 weeks).

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
BUS110	Keyboarding	2	40
MED126	Computers in Healthcare	4	50
MED120	Medical Law and Ethics	4	40
MED135	Medical Administrative Procedures	4	50
COD128	Medical Insurance & Billing	4	50
MED110	Medical Math	4	40
BUS113	Records Management	4	40
MED115	Pharmacology	4	40
COD140	Basic ICD-9-CM Coding	4	50
EXT100	Externship	4	120
Total Credits Required for Graduation - Diploma		56	700

Diploma In PHLEBOTOMY

Objective: This program is designed to prepare students for entry level employment as a phlebotomist. The objective of this program is to prepare the graduate to provide high quality, direct patient care while performing venipuncture and other phlebotomy techniques. The phlebotomist is a vital member of the clinical laboratory team whose main function is to obtain patients' blood specimens by venipuncture and micro-collection and transportation of other clinical specimens. Phlebotomists are employed throughout the health care system in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, and veterans' hospitals. Estimated program completion is 4 quarters (40 weeks).

To be eligible to enter this program the student must be able to provide:

- a. TB skin test - within the last 12 months
- b. MMR - or proof of two (2) Vaccines, or positive titer
- c. Varicella-history of disease, or two (2) Vaccines, or proof of positive titer

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
ENG101	English 1	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED101	Health & Safety Techniques	4	50
MED110	Medical Math	4	40
MED120	Medical Law and Ethics	4	40
MED126	Computers in Healthcare	4	50
MED175P	Phlebotomy Certification Review	4	40
PHL101	Phlebotomy Lab 1	3	50
PHL102	Phlebotomy Lab 2	4	60
PHL103	Phlebotomy Lab 3	4	50
PHL104	Phlebotomy Clinical	4	120
Total Credits Required for Graduation - Diploma		57	720

7 PROGRAMS

Diploma In DENTAL ASSISTING

Objective: This diploma program is designed to train individuals for positions as dental assistants in the dental office setting. The dental assistant program has a clinical emphasis. The dental assistant will be trained to function as a member of the dental health care delivery team. Graduates of this program receive classroom training as well as lab experience and clinical experience to fully prepare them for employment in the dental office. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice (40 weeks).

The laboratory component of this program is completed at Crescent Community Dental Clinic 3244 Commercial Way, Spring Hill, FL 34606

NOTE

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB skin test must be submitted.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
ENG101	English 1	4	40
MED120	Medical Law and Ethics	4	40
Program Requirements			
ANA105	Basic Orofacial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN110	Dental Radiography	2	20
DEN110L	Dental Radiography Lab	1	20
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab 1	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Advanced Operative Procedures	4	40
DEN140L	Advanced Operative Procedures Lab	2	40
DEN145	Clinical Practice	10	300
Total Credits Required for Graduation		56	800

Diploma In LIMITED MEDICAL RADIOGRAPHY

Objective: This diploma program is designed to train individuals for licensing as a Basic X-Ray Machine Operator (BXMO) through the Florida Department of Health Services. The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. Responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physicians office as a Limited Medical Radiographer. Estimated program completion is 4 quarters.

All applicants will be required to submit a clear criminal background check prior to entering classes. Students in this program will be required to submit a clear TB Skin Test, Hepatitis B immunization and tetanus show received less than 9 years ago.

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
LMR100	Introduction to Radiography	4	40
LMR102	Radiographic Anatomy	4	40
LMR110	Principles of Radiation	4	40
LMR200L	Radiographic Positioning 1	2	40
MED101	Health & Safety Techniques	4	50
LMR300L	Radiographic Positioning 2	2	40
LMR120	Radiographic Imaging	4	40
LMR301	Limited Radiography Clinical	2	80
LMR400	Adv. Limited Radiography Clinical	6	180
MED120	Medical Law and Ethics	4	40
Total Credits Required for Graduation - Diploma		54	770

7 PROGRAMS

Diploma In PROFESSIONAL CODING

Objective: This diploma program provides students with the appropriate didactic theory and hands-on skills required and necessary, for starting, maintaining and growing in a chosen health information coding career. Students are prepared to function in a variety of medical facilities within the chosen fields of medical coding and billing. The objective for this program is to prepare students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex health care coding classification system. Students will be scheduled for the American Academy of Professional Coders CPC Certification exam upon successful completion of the program. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, insurance companies, medical billing companies and medical financial consulting companies. Estimated program completion is 5 quarters (50 weeks).

NOTE

* All courses in this curriculum transfer into the Medical Professional: Medical Coding

		Credit Hours	Contact Hours
Basic Requirements			
LAS120	Success Skills	4	40
LAS130	Professional Development	2	20
MED120	Medical Law and Ethics	4	40
Med 126	Computers in Healthcare	4	50
Program Requirements			
ANA101	Anatomy & Physiology	4	40
BUS 113	Records Management	4	40
COD128	Medical Insurance & Billing	4	50
COD140	Basic ICD-9-CM Coding	4	50
COD141	Advanced ICD-9-CM Coding	4	50
MED135	Medical Administrative Procedures	4	50
MED100	Medical Terminology	4	40
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding Curricular	10	100
COD175	Coding Certification Review	4	40
EXT200	Externship	6	180
Total Credits Required for Graduation - Diploma		66	830
Outside Coursework Hours			305

COURSE DESCRIPTIONS

8

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

COURSE DESCRIPTIONS

ANA101 Anatomy & Physiology

4 Credit Hours

40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisite: None

ANA105 Basic Orafacial Anatomy

4 Credit Hours

40 Lecture Hours

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Prerequisite: None

BUS110 Keyboarding

2 Credit Hours

40 Lab Hours

This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

BUS113 Records Management

4 Credit Hours

40 Lecture Hours

This course is designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with the systems typically used in business today. Instruction in HIV/AIDS training is included in this course. Prerequisite: None

COD128 Medical Insurance & Billing

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course has been designed to introduce the student to the fundamentals of Insurance Billing and Coding. The basics of health insurance are discussed, including the claim form, coding classifications, collection strategies and various health care payers. Prerequisites: None

COD140 Basic ICD-9-CM Coding

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course develops skills in the use of ICD: International Classification of Diseases coding principles. The text will assist the student to reference course workbook, and associated manuals, while matching procedures, evaluations, and assessment to numeric codes. Additionally, students will be introduced to 'E' and 'V' codes,

and their appropriate use. Also, coding laws and ethics will be discussed. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in ICD-9-CM coding challenges. Prerequisites: ANA 101

COD141 Advanced ICD-9-CM Coding

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to advance the student to a more heightened awareness of ICD-9 medical coding and to provide an advanced approach to diagnostic coding. This course is a continuation of prior exposure to coding and how the classification system is maintained. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in troubleshooting coding errors. Prerequisites: COD 140

COD145 Medical Record Auditing

4 Credit Hours
40 Lecture Hours

This course is designed to introduce the student to the structure of the inpatient & outpatient medical record and the fundamentals of E/M auditing used to determine the correct code for the level of service provided. Documentation, coding and E/M guidelines, required by third party payers, will be reviewed. The student will receive training on how to abstract necessary information from the medical record and the use of appropriate resources (audit tools) to perform E/M chart audits. Students will analyze medical case studies and perform E/M chart audits using an audit form. Students will be exposed on how to analyze and report results of the audit. Prerequisites: COD 155

COD155 AAPC Professional Medical Coding Curricular

10 Credit Hours
100 Lecture Hours

This course is primarily centered on the use of the CPT: Current Procedural Terminology coding system. Principles of ICD- 9-CM are covered briefly. The HCPCS (Healthcare Common Procedural Coding System) is explained and practice examples are given. The texts used cover all sections of CPT and the coding guidelines applicable to each section are discussed. End of chapter questions are assigned and reviewed. In addition, Medicare rules and regulations governing CPT coding procedures will be discussed. Prerequisites: COD 141, COD 128, MED 135

COD160 Professional Hospital Coding

6 Credit Hours
60 Lecture Hours

This course instructs students on outpatient/inpatient hospital coding, billing and reimbursement procedures, guidelines and regulations. Material will be presented through lecture and practical application exercises. Students will be instructed in how to correctly complete a UB-04 (CMS1450) claim form. Accurate utilization of ICD-9-CM Volume 3 (procedural coding) is taught. Payment methodologies, DRG's, APC's, Charge Description Master (CDM) and revenue codes are explained. A review of POA indicators for inpatient coding is included. Students will be presented with real world scenarios from inpatient/outpatient charts and taught how to abstract data and assign correct codes. Scenarios are reviewed with instructor and rationale provided for correct coding. Mock practice exams, tailored in similar format of the national exams, are given for additional preparation. Prerequisite: COD 140, COD 141, COD 155

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

COD175 CPC Certification Exam Review

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Certified Professional Coder (CPC) Certification Examination. The principal guidelines for this course are based on the American Academy of Professional Coders (AAPC) Certification Examination Content Outline. There are five major areas of comprehensive review: Medical Terminology & Anatomy, ICD-9-CM Coding Guidelines/Application, CPT Coding Guidelines/Application, HCPCS Coding Guidelines/Application & Reimbursement Guidelines/Application. Prerequisite: COD155

COM151 Interpersonal Communication

4 Credit Hours

40 Lecture Hours

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Prerequisite: None

DEN101 Introduction to Dental Assisting

4 Credit Hours

40 Lecture Hours

Preview of dental practice, including specialties, history, professional and legal responsibilities and the role of the dental assistant. Dental and medical terminology; dental forms, records and charts, patient communication, telephone communications and office personnel relations. Prerequisite: None

DEN110 Dental Radiology

2 Credit Hours

20 Lecture Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Prerequisite: None

DEN110L Dental Radiography Lab

1 Credit Hour

20 Lab Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Prerequisite: None

DEN115 Dental Materials

2 Credit Hours

20 Lecture Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Prerequisite: None

DEN115L Dental Materials Lab

1 Credit Hour

20 Lab Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Prerequisite: None

DEN120 Specialty Principles & Techniques

4 Credit Hours

40 Lecture Hours

This course is a study of endodontics, periodontics, pediatric dentistry, prosthetics and other specialty dental practices and the dental assistant's role in a specialty practice. Prerequisite: None

DEN125 Practice Management

4 Credit Hours

40 Lecture Hours

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Prerequisite: None

DEN140 Advanced Operative Procedures

4 Credit Hours

40 Lecture Hours

This course instructs students in the art of restorative dentistry. Prerequisite: None

DEN140L Advanced Operative Lab

2 Credit Hours

40 Lab Hours

This course instructs students in the art of restorative dentistry. Prerequisite: None

DEN145 Clinical Practice

10 Credit Hours

300 Clinical Hours

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills. Prerequisite: Successful completion of all DEN coursework. Must be taken in the last quarter of the program.

ENG101 English I

4 Credit Hours

40 Lecture Hours

The course covers the development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. Includes practice in the selection, restriction, organization and development of topics. It also reinforces the student's facility with sentence structure, diction and mechanics. Prerequisite: None

EXT100 Externship

4 Credit Hours

120 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions,

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Office Professional Program

EXT200 Externship

6 Credit Hours

180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Professional Degree Program

LAS120 Success Skills

4 Credit Hours

40 Lecture Hours

This course covers the development of self-reliance through understanding and utilizing the concepts of self-esteem, goalsetting, and accountability. Topics include study skills, test taking, note taking, time management, goal setting, listening, communication and customer service skills. Prerequisite: None

LAS130 Professional Development

2 Credit Hours

20 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective resume. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. Prerequisite: None

LMR100 Introduction to Radiography

4 Credit Hours

40 Lecture Hours

This introductory course provides the student with general information about the profession of the Limited Medical Radiographer and introduces basic radiographic imaging principles and radiation protection. Special emphasis is also placed on medical ethics and professional conduct as well as patient care techniques. Prerequisite: None

LMR102 Radiographic Anatomy

4 Credit Hours

40 Lecture Hours

This course for Limited Radiography students builds upon the basic understanding of the human anatomy and provides the student with in-depth identification of specific bone landmarks and bone markings that are to be identifiable on the x-ray film by the student. Prerequisite: LMR100

LMR110 Principles of Radiation

4 Credit Hours

40 Lecture Hours

This course gives the student an understanding of the importance of radiation protection and radiation's effects on the human body. The student will also be familiarized with the regulatory agencies and the agency's guidelines as they govern and pertain to radiation. Prerequisite: LMR100

LMR120 Radiographic Imaging

4 Credit Hours

40 Lecture Hours

This course presents additional concepts of x-ray physics and their relationship to the quality of the resultant radiograph. The properties of density, contrast, detail and distortion are analyzed extensively with emphasis on factors that control and influence them. This includes such topics as screen/film combinations, grid usage, effects of collimation, processing, etc. The role these factors play in radiation exposure and protection is also emphasized. Prerequisites: LMR110

LMR 200L Radiographic Positioning 1 Lab

2 Credit Hours

40 Lab Hours

This course for Limited Radiography students offers laboratory experience to develop competency in performing x-ray examinations of the upper and lower extremities, shoulder girdle, pelvic girdle, chest, and abdomen. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: LMR100

LMR300L Radiographic Positioning 2 Lab

2 Credit Hours

40 Lab Hours

This course for Limited Radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, spine, skull, sinuses, and the facial bones. Attention is also directed toward the organization of the radiology department - examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: LMR200L

LMR301 Limited Radiography Clinical

2 Credit Hours

80 Clinical Hours

This competency based course for Limited Radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 80 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR200, MED100, MED101

LMR400 Advanced Limited Radiography Clinical

6 Credit Hours

180 Clinical Hours

This competency based course for Limited Radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience. Prerequisites: LMR120, LMR102, LMR 110, LMR 200, MED 100, MED 101

MED100 Medical Terminology

4 Credit Hours

40 Lecture Hours

This course provides the student with an understanding of the medial language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisite: None

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

MED101 Health and Safety Techniques

4 Credit Hours
30 Lecture Hours
20 Lab Hours

In this course students become CPR certified health care provider American Heart Association. Basic patient care skills, OSHA standards, medical asepsis and standard precautions are discussed. Competency in vital signs, first aid procedures, and patient transport/transfer complete the course. Prerequisites: ANA101

MED110 Medical Math

4 Credit Hours
40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisite: None

MED115 Pharmacology

4 Credit Hours
40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisite: None

MED120 Medical Law & Ethics

4 Credit Hours
40 Lecture Hours

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered. Prerequisite: None

MED126 Computers in Healthcare

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed for students in medical assisting, nursing and allied health programs, this course trains introductory Microsoft Word 2007 skills and Excel 2007 skills. As a participant, you will become more prepared for your career as a Medical Professional, in learning how to successfully support the front or back office of a clinic or hospital. Prerequisites: None

MED135 Medical Administrative Procedures

4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program. Prerequisite: MED100

MED150 Clinical Procedures I

3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure, respiration and ECGS. Prerequisite: ANA101, MED100

MED155 Clinical Procedures II

3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing and minor surgery. To assist the physician and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. The medical assistant will learn skills to prepare and administer oral and parenteral drugs. CPR skills and basic first aid emergencies. Additionally, the student will be provided with an opportunity to learn how to provide care and treatment to children and infants. Prerequisite: MED150

MED160 Laboratory Procedures I

3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Instruction in HIV/AIDS training is included. Prerequisite: ANA101, MED100

MED165 Laboratory Procedures II

3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values. Blood Born Pathogens Certification. Prerequisite: MED160

8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

MED175 Medical Assistant Certification Review

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, & a practice exam. Prerequisite: MED155, MED165

MED175P Phlebotomist Certification Review

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Phlebotomy Certification Exam. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) and the American Medical Technologist (AMT) content outline. Prerequisite: PHL101, PHL102, PHL 103

MED250 Clinical Procedures III

2 Credit Hours

40 Lab Hours

This course is designed to further the student's skills in a simulated clinical setting and will prepare the student to assist the physician in minor surgical procedures and how to handle medical emergencies. Basic CPR certification will also be provided. Prerequisite: MED150, MED160

PHL101 Phlebotomy Lab I

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course was designed to provide, through lecture and lab instruction, the theoretical basis for phlebotomy and venipuncture techniques. Didactic lectures cover the history of the phlebotomist's role, as well as roles of various clinical laboratory personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, as well as an introduction into venipuncture technique. Prerequisite: None

PHL102 Phlebotomy Lab II

4 Credit Hours

20 Lecture Hours

40 Lab Hours

This course was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. Prerequisites: PHL 101

PHL103 Phlebotomy Lab III

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Prerequisites: PHL 102

PHL104 Phlebotomy Clinical

4 Credit Hours

120 Clinical Hours

Clinical observation experience provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day-to-day operations of the medical office as it relates to phlebotomy. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe a phlebotomist in an actual work setting. Prerequisites: Class must be taken in the last quarter of the phlebotomy program.

PSY101 Introduction to Psychology

4 Credit Hours

40 Lecture Hours

This course is designed to show students how psychology helps them understand themselves and the world, and uses psychological principles to illuminate the variety of opportunities they have in their lives and their careers. Prerequisite: None

PTH100 Pathology

4 Credit Hours

40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases. Prerequisite: ANA 101

**STUDENT COMPLAINT/
GRIEVANCE POLICY**

9

9 STUDENT COMPLAINT / GRIEVANCE POLICY

FOR ALL STUDENTS AT ALL CAMPUSES

A student may not always agree with a decision or policy. Students have the right to air their concerns or complaints through the following procedures.

Concerns should first be brought to the attention of an instructor, then the Director of Education in an attempt to resolve the situation. Any discussions must be documented. Complaints that are not satisfactorily resolved in this manner should be submitted in writing to the Campus Director. Written responses to such complaints shall be given within five working days.

Any complaint still not satisfactorily resolved in this manner must be forwarded in writing to the ATA Executive Committee. A written response to such a complaint will be given within 10 working days.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools, (ABHES). Inquiries may be directed to the following:

The Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike Suite 314N
Falls Church, VA 22043
(703) 917-9503

ADDENDUM A

FACULTY

Core Course Instructors

Evelyn Dufner, Full-Time

MA – Mental Health Counseling, Rollins College
BS – Education, State University of New York

Christina Quibell, Adjunct

MA, BS – American International College,
Springfield MA

Robert Follis, Adjunct

JD – Law, New York Law School
BS – Finance, Fairfield University

Jennifer Morris, Adjunct

BA – History, University of South Florida, FL

Paula Navarrete, Adjunct

Doctor of Education- Education Leadership,
Nova Southeastern University, FL,
MS – TESOL (Teaching English for Speakers
of Other Languages),
Nova Southeastern University, FL,
BA – English, Florida Atlantic University, FL,
BS – Early Childhood Education,
Institute of Higher Education, Portugal

Sara Decker, Adjunct

BS – Carroll College

Gary Brelsford, Adjunct

MBA – Florida Metropolitan University
BBA – Tampa College

Jeri Mikosz, Adjunct

MS – Counselor Education, Canisius College
BA – Interdisciplinary Social Sciences, University of Buffalo,
The State University of New York

Medical Assisting Instructors

Elaine Coleman, Adjunct

MA Diploma – Pasco Hernando Community College
EMT Diploma – Portsmouth Community College
Medical Coding/Billing Diploma – Career Institute
of Florida

Jennifer Lewis Crawford, Adjunct

AS-LPN – Pasco Hernando Comm. College

Tracy Knox, Adjunct

Cert. MA Branford Career Inst. Bohemia NY,
Assoc. Liberal Arts Suffolk Comm. College

John Ramirez, Adjunct

AA Pasco Hernando Comm. College, EMT,
EMS, Paramedic

Susan Perreira, Adjunct

MA Certificate- Ross Medical Education Center

Medical Coding Instructors

Chris Carreiro – CPC, Adjunct

Medical Coding/Billing Diploma – Career Institute
of Florida

Danielle Price – CPC, Adjunct

Associate Degree – Medical Administrative Assistant,
Ultimate Medical Academy
Diploma – Medical Coding and Billing, Career Institute
of Florida

ADDENDUM A

Dental Assisting Instructors

Lori Scribner – CDA, Full-Time

BAS – Health Services Administration,
St. Petersburg College

AS – Dental Assisting, Manor Junior College

Lisa Little – RDA, RDH, Adjunct

BA – Hodges University

AS – Pasco Hernando Community College

Marilynn Aupperlee, CDA Adjunct

Dental Assisting Diploma – Central Florida Institute

Shandell Verrengia – EFDA, RDA, Adjunct

Diploma – Dental Assisting Institute

Limited Medical Radiography Instructors

Linda Woodall – ASRT, Full-Time

AS – University of Virginia

Barbara Barritt-Jarosch, Adjunct

BS- Education, University of Wisconsin

ARRT-Ohio Valley General Hospital Radiology

Gina Tyson, Adjunct

ARRT- South Georgia Technology College

Mary Vincent – RT, Adjunct

AS Miss. Gulf Coast Jr. College

Staff

Campus Director

Kyle Weber

Admissions

Maria Alonzo

Nachelle Johnson

Vickie DeSosa

Financial Aid

Tiffany Vincent

Heather Brown

Career Services

Harmony Lango

Jennifer Bislick

Student Services

Al Smith

Learning Resource Center

Ruth Diggory

Front desk

Anthony Geronimo

Kayla Vermeulen, Administrative Assistant

IT

Brian Hamilton



CAREER EDUCATION

SPRING HILL NON-MAIN CAMPUS
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Accredited by the Accrediting Bureau of Health Education Schools