



AVICENNA

ALLIED HEALTH INSTITUTE

Educate. Empower. Make a Difference.



CATALOG 1
2026

VOLUME THREE

Effective 6/1/2026

 11226 S. Wilcrest Dr.

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Disclaimer

The Avicenna Allied Health Institute Catalog intends to reflect current academic policies, procedures, certificate offerings, course descriptions, and other information pertinent to study at the Avicenna Institute of Allied Health.

Although this catalog was prepared based on the best information available at the time, and the information is updated regularly, users are cautioned about the following:

1. Editorial, clerical, and programming errors may have occurred in the publication of this website, and the Avicenna Allied Health Institute assumes no responsibility for such errors.
2. There is a lag time between approved changes and their publication on this website.
3. Students normally are entitled to graduate under the provisions of the catalog in effect at the time of their first completed semester of enrollment.
4. The institute reserves the right to change the provisions of this catalog at any time, including, but not limited to, certificate requirements, course offerings, fees, and listings in the calendar as necessitated by the institute.

*Students are encouraged to consult with their advisors for questions related to their study plan or progress.

This Catalog is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information contained herein, the Avicenna Allied Health Institute reserves the right to make changes at any time with respect to course offerings, certificate requirements, services provided, or any other subject addressed in this publication. Information is provided solely for the convenience of our applicants, students, students' families, faculty, and staff.

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School Information

Vision, Mission, and Values

Vision

The **Vision** of Avicenna Allied Health Institute is to equip students with the knowledge, skills, and opportunities essential for achieving individual success, generating income, and supporting broader economic growth.

Mission

The **Mission** of Avicenna Allied Health Institute is to provide high-quality, practice-oriented allied health programs that remain accessible and affordable, while continuously adapting to current and emerging market requirements.

Values

We are committed to:

- **Honesty:** Maintaining transparency and ethical conduct.
- **Integrity:** Meeting high standards of professionalism and accountability.
- **Equality:** Ensuring equal access to education and opportunities.
- **Fairness:** Treating everyone impartially.
- **Respect for Ethnic Diversity:** Valuing and embracing varied backgrounds and perspectives.

School Information

Our History

The Ibn Sina Foundation was founded in Houston, Texas in 2001 by a group of local physicians, business, and healthcare professionals to provide affordable healthcare to underserved communities. It began with one part-time employee and has since grown to serve over a million patient visits with seven clinics in Harris, Fort Bend, and Jefferson counties, offering primary, dental, and specialty services. The foundation's mission is to bridge the gap in healthcare access for low-income and uninsured families. The Avicenna Allied Health Institute received approval and a license to operate in December of 2025.

Avicenna Allied Health Institute Statement of Ownership

The Avicenna Allied Health Institute is an entity of a 501c3 non-profit organization owned by the Board of Trustees with principal offices located at 11226 S. Wilcrest Dr., Houston, Texas 77099

- Legal Entity: IBN SINA FOUNDATION, INC. - Assumed Name: Avicenna Allied Health Institute

Board of Trustees

Nasruddin Rupani - Chairman
Akbar Habib - Secretary
Aslam Hussain - Director
Moosa Bhayani - Director
Akbar Momin - Director
Salma Meghani - Director

School Information

Accreditation/Credentials

Texas Workforce Commission (TWC)



This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is:

Wilcrest Campus S61325.

North Shepherd Campus S62561

The school's programs are approved and regulated by TWC.

Notice Student Complaint Policy

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T 101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100

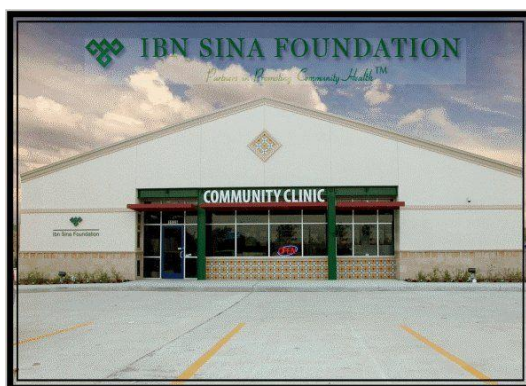
Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

Institute Facilities

Locations

Wilcrest Campus

The Avicenna Allied Health Institute Wilcrest Campus is located at 11226 S. Wilcrest Dr.
Houston, Texas 77099



Building Features

The campus encompasses approximately 5,000 square feet and features a variety of facilities, including spacious classrooms, dedicated rooms for small group discussions and counseling, a digital classroom, multiple examination rooms, an EKG lab, a phlebotomy lab, a digital resource



room, and a computer lab. The Institute also has full access to the facilities of the Wilcrest Community Dental and Medical Clinics on S. Wilcrest.

The campus offers dedicated parking and break areas for students. Labs and classrooms feature up-to-date medical and dental equipment, replicating modern clinical environments with necessary supplies for daily use.

School Information

Business Office Hours

9:00 am to 5:00 pm, Monday through Thursday, 9:00 am to 4:00 pm, Friday. The office is not open weekends. All business transactions should be managed during business hours.

Education Department Hours

The enrollment and student services departments are available Monday through Thursday, 9:00 am to 5:00 pm, Friday. 9:00 am to 4:00 pm Face to face classes will be scheduled Monday through Thursday, from 6:00 to 9:00 pm. The clinics and lab hours will be scheduled Monday to Saturday 9:00 am to 5:00 pm.

Placement Department Hours

9:00 am to 5:00 pm, Monday through Thursday, 9:00 am to 4:00 pm, Friday. The office is closed on weekends.

Avicenna Allied Health Institute is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin Texas

Course Time Hour

A course time hour is 50 minutes of instruction during a 60-minute period.

General Information

Statement of Non-Discrimination

The Avicenna Allied Health Institute admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Student Rights and Responsibilities

All students have the right to know:

- Accrediting and licensing agencies
- Programs, facilities, faculty
- Tuition costs
- Available financial aid
- Determining financial need
- Types and disbursement of aid
- Appeals process
- Satisfactory academic progress and aid eligibility
- Loan interest, repayment, cancellation, deferment
- Aid eligibility criteria
- Completion, retention, placement rates; student diversity

All students have the following responsibilities:

- Review all aspects of the Institute program before enrolling.
- Accurately and honestly complete financial aid applications.
- Provide requested documents or corrections to the Institute.
- Keep copies and understand all received forms.
- Notify the Institute of any changes in financial status.
- Update the Institute and lender about name or address changes.
- Know the Institute's academic progress policy.
- Understand refund policies.
- Sign required statements.
- Repay loans as specified in promissory notes.

General Information

Grievance and Discrimination Complaint Procedure

The grievance procedure is designed to provide a structured process by which a student's grievance is evaluated and resolved at the school level. No adverse actions will be taken by any school employee as a result of the student's notification of the grievance. All parties to a grievance should maintain confidentiality. The first grievance procedure process is for the student to resolve any problem through informal communication with the parties involved. Should the student not receive satisfaction with the response or solution provided, he/she may present the grievance to the School Director. Should the student's grievance remain unresolved, the student should discuss the problem with the School President. Avicenna will make every effort to resolve complaints reasonably and promptly.

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T 101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

Family Education Rights and Privacy Act (FERPA)



FERPA

Family Educational
Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The Avicenna Allied Health Institute is committed to protecting student privacy and supports the Family

Educational Rights and Privacy Act (FERPA) which regulates a wide range of privacy related activities including:

- Management of student records maintained by the school.
- Regulations regarding who has access to student records.
- For which purposes access to student records is granted.

School officials will release educational information upon receipt of a signed, dated, written consent of



the student who must specify the records that may be disclosed and identify the party to whom the disclosure may be made. For more information, check the [US Department of Education Website](#).

Students must complete a form authorizing the Avicenna Allied Health Institute Director's Office to permit employers to view the student's academic record.

Disability Accommodation

The Avicenna Allied Health Institute follows the Americans with Disabilities Act (ADA) to provide equal opportunity for individuals with disabilities. All procedures and activities are conducted without discrimination. The institute will offer reasonable accommodations to students with documented disabilities when necessary.

General Information

Health and Safety

Avicenna strives to ensure a safe learning environment for all students. Students are advised that clinical externship sites may have additional requirements; they must meet their assigned site(s) requirements. These requirements may include but are not limited to an additional criminal background check(s); preclinical and/or “for cause” drug, alcohol, marijuana, and/or tobacco screening; regulatory and safety learning modules; and infectious disease screenings. Any or all of these additional site-specific requirements may cause the student to incur additional costs.

Crime Awareness

Avicenna collects, maintains, and disseminates data regarding crimes committed on and around the campus in compliance with the Crime Awareness and Campus Security Act of 1990 and the Hate Crimes Statistics Act (The Clery Act, 34 CFR 668.46) as amended on Nov. 1, 1999. Avicenna publishes an annual Campus Safety and Security Report that includes Avicenna’s crime awareness policies and procedures.

Harassment, Violence, Sexual Assault

It is the practice at the Avicenna Allied Health Institute to ensure that employees and students enjoy a learning environment based upon mutual respect, trust, and dignity. The administration of Avicenna fully supports all local, state, and federal laws governing violence and harassment and will fully cooperate.

Harassment of any kind will not be tolerated and includes actions, words, jokes, or comments based on an individual’s gender, race, ethnicity, age, religion, disability, or any other protected status; actions intended to intimidate or cause fear; and any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

The Avicenna Allied Health Institute does not tolerate sexual violence in any form, including but not limited to sexual assault, rape, harassment, exploitation, intimidation, dating violence, domestic violence, and/or stalking. The Avicenna Allied Health Institute, in a good faith effort to comply with amendments to the Clery Act, as mandated by Section 304 of the “Violence Against Women Reauthorization Act of 2013,” is committed to the ongoing development of prevention and awareness programs, policies, and procedures.

General Information

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

- a. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- b. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

An individual with reason to believe that they are a victim of sexual or another form of harassment should immediately report the incident to the school director or associate director in writing. An investigation will be initiated no later than five (5) business days, and corrective action will be taken as warranted. No action will be taken against those reporting harassment, regardless of the investigation's outcome. With the alleged victim's permission, the appropriate authorities will be contacted.

Reenrollment after Dismissal for Violation of Student Conduct Expectations

After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

Firearms and/or Weapons

All persons are prohibited from carrying weapons on the premises of this institution (excluding licensed law enforcement officers). State law prohibits the possession of firearms on the premises of any educational institution even for individuals with a concealed handgun license.

Emergency Reporting, Notification, Evacuation

Avicenna provides reporting, notification, evacuation, and lockdown procedures for alerting the campus community about significant emergencies or dangerous situations that involve an immediate threat to the health or safety of students or employees on the campus. The Avicenna campus has an annual emergency management plan that is reviewed annually

Natural Disaster Emergency Response Protocol

In the event of a natural disaster or other emergency response, Avicenna may temporarily suspend or modify standard operating procedures and policies based on federal, state, or accrediting agency mandates or guidelines.

Safety Standards

The Occupational Safety and Health Administration (OSHA) and other pertinent safety guidelines are followed during laboratory activities, off-campus clinical activities, and off campus the Avicenna Allied Health Institute activities.

General Information

Insurance

Students are informed about their responsibilities to have insurance coverage throughout their enrollment at the Avicenna Allied Health Institute. Transportation and vehicle insurance includes coverage for travel to and from off-campus clinical experiences.

Drug and Alcohol Policy

Avicenna aims to provide an environment of academic success, health, and safety for students, employees, and visitors. All Avicenna locations are drug-free and alcohol-free, prohibiting the consumption of alcohol or use of drugs while on campus or at an off-campus site where education is delivered, such as at an externship site or clinical education facility. Using illicit drugs and alcohol erodes the capacity to perform, think, and act responsibly. Long-term abuse can have profound effects on health and well-being. Any form of such substance abuse is considered a danger in the school and can be grounds for termination of enrollment or employment at this Institution.

Smoking and Vaping

Smoking and vaping are prohibited in all enclosed areas within the Avicenna Allied Health Institute campus, including common areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, students and employee lounges, stairs, restrooms, and all other enclosed facilities.

Infectious Diseases

Students who have been diagnosed with a communicable disease (i.e., mumps, chickenpox, hepatitis, measles, etc.) must notify the school director or associate director in writing and submit documentation of the illness. Students may not attend classes or externships while contagious. Students may return to class only with a physician's signed statement indicating they are no longer contagious.

Vaccinations

The School Director maintains a list of vaccination requirements available upon request.

General Information

Student Conduct

Students are expected to follow applicable policies and procedures in all academic settings, including clinical externships. Students who violate policies and procedures, interfere with the progress of other students, or engage in any form of dishonesty, upon proof, are subject to termination. Grounds for termination include but are not limited to violation of the following:

- Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
- Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
- Non-compliance with the directives of school faculty and staff
- Violation of written policies, rules, or procedures
- Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
- Damage to property or destruction of property
- Creation of unsafe conditions
- Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
- Hurting others, threatening others, or engaging in behavior that may result in harm to others.
- Selling, consuming, and/or possessing alcoholic beverages
- Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
- Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
- Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Policy violations are directed to campus administration for disciplinary action. Students who have been terminated due to policy violations may appeal under the provisions in the grievance procedure outlined in this catalog. Refunds made to students who have been terminated are subject to the terms of the enrollment agreement.

Academic Integrity

The Avicenna Allied Health Institute enforces standards of honesty and integrity in all academic-related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct.

Classrooms, Laboratories, Student Areas

One of our primary goals is to provide the highest quality education at an affordable cost. We manage this by optimizing the use of modern educational technologies. The Institute has made significant investments in developing an electronic platform for program delivery. Our campus computers are connected to the Internet, and study materials are available on Institute's servers, allowing students to access them from home.

General Information

Classrooms, Laboratories, Student Areas (cont'd)

The Avicenna campus consists of more than 9,000 SF with multiple large classrooms, small group discussion and counseling rooms, a conference room, a digital classroom, a vaccination room, several exam rooms, diagnostic lab space, EKG Lab, phlebotomy lab, a digital resource room, and computer lab. All medical equipment and settings are modeled after modern clinical settings with all the supplies required for daily use in professional medical clinics. Additionally, sufficient dedicated parking and student break areas support the student body. All labs and classrooms are well-appointed with the latest medical equipment.

Classrooms and laboratories are to be kept clean and neat. Students are provided with a lounge for use outside assigned class sessions. It is each student's responsibility to assist in maintaining the orderly appearance of these areas. The student lounge should be free of all student materials upon departure. Food and chewing gum are prohibited in classrooms. Water is allowed in the classroom in a sealed container unless otherwise noted by the instructor. Other beverages, food, and chewing gum are prohibited in laboratories and computer labs.

The Avicenna Allied Health Institute provides various equipment and supplies for student use. Equipment/supplies must be used in accordance with prescribed procedures. Under no circumstances are students to use equipment/supplies during or outside of classroom hours without instructor supervision. Equipment should be turned off and covered when not in use. Problems encountered when using the equipment must be reported immediately to the instructor.

Copyright Infringement, Computer Use/Sharing

Copyright infringement is exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority or permission constitutes an infringement.

Computing resources include all computers, related equipment, software, data, and local area networks for which the school is responsible, and networks worldwide to which the school provides computer access. The Avicenna Allied Health Institute computing resources are intended to be used for its programs of instruction and research that are legitimate business of the school.

Social Media

Students must follow the Avicenna Allied Health Institute social media standards, which outline the acceptable use of social media technologies, including any references to the school and/or personnel and activities. By submitting content to any Avicenna social media sites, users understand and acknowledge that this information is available to the public and that the organization may choose to use this information for internal and external promotional purposes.

General Information

Student Dress Code

The Institute maintains a professional dress code for all students for reasons of safety as well as appearance. The dress code is designed so that students convey a message of professionalism, discipline, and pride. You are to wear the following whenever you participate in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled laboratory classes, unscheduled times when you are coming for extra hands-on practice either with or without instructor guidance and all clinic courses. Students must look professional through proper dress, personal appearance, cleanliness, and neatness. Shoes must be closed toe - closed heel and should be either white, navy, or black. Uniforms and shoes must be kept clean and in good shape. A school-issued student ID badge is required to be worn by students. Should a student not receive their uniform prior to classes beginning he/she should wear clothing that is appropriate and meets the expected standards of the allied health profession. Once the school uniform has been issued, the dress code must be followed. Students in violation of the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in their proper uniform.

Students with visible tattoos and other markings must have their tattoos always covered. Visible body piercings (tongue, nose, eyebrow, etc.) other than ear will not be permitted. Pierced earrings: One pair only. Clip-on, dangle, hoops, ear-gauging and tunneling are prohibited. Fingernails must be short and clean for aseptic and safety reasons. Clear polish only.

Shoes must be white in color, closed toe - closed heel, clean and in good condition. All leather athletic shoes or closed heel clogs are acceptable.



Admissions Information

Admission Requirements

It is our goal to make the admissions process as seamless as possible. To achieve this, students are required to:

- 1) Submit the application form and high school verification to the admissions office.
- 2) **Applicants must be at least 18 years of age to attend any courses or programs.**
- 3) Meet with an admissions representative to discuss career interests and goals. The representative helps identify programs best suited to each applicant's career aspirations. An interview with the program director and faculty may also be required for program applicants.



High school verification:

Proof of valid high school completion or equivalent must be submitted. Applicants must submit one or more of the following documents depending upon campus location and program:

- High school diploma
- High school transcript

General Equivalency Diploma (GED); applicants/students must provide a copy of the GED® report (also known as transcript or score sheet) and a certificate indicating successful completion of the GED. Attestation of a GED cannot be accepted.

A state certificate is awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma. This includes evidence of a passing score on tests recognized by the state and similar to the GED®.

Homeschool: Applicants who have completed secondary school education in a homeschool setting treated as a homeschool or private school under state law may attest to their completion of secondary school. If the respective state issues a secondary completion credential, the applicant must submit the credential. A homeschool transcript meeting their state requirements must be submitted for all programs.

Admissions Information

Admission Requirements (cont'd)

Students must be at least 18 years of age to attend any courses or programs at the Avicenna Allied Health Institute.

Foreign transcripts: Applicants presenting foreign transcripts must have their transcripts evaluated by an agency that attests to foreign education's qualitative and quantitative equivalency. The agency must be a member of the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE®).

Language proficiency: Students are expected to speak English in the classroom and laboratory during class time and formal learning activities.

Background check, drug testing: Applicants are informed of how a criminal record may impact their ability to progress through a program, attend clinical rotations, graduate, and obtain employment in the field of study. Every prospective student must sign a Criminal Conviction and Advisement form as part of the enrollment process.



Depending on the program, a background check and drug screening may be required before enrollment, during the program, and before externship/clinical training. A “for cause” drug or alcohol screening test may be required if impaired behavior is observed during class or while attending externship/clinical. Applicants are advised that the background check/ drug screen cost is an out-of-pocket expense. Prospective students may contact an admissions representative and program director of the program of interest for more information regarding these requirements.

Consequences of Criminal Conviction

Notice of Potential Ineligibility for License ¹

If you are applying for admission to a program that may prepare you for an initial occupational license issued by a Licensing authority and/or if you later decide to change to a program that prepares you for an occupational license, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
2. Licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines stating the reasons a particular crime is considered to relate to a particular occupational license and any other criterion that affects the decisions of the licensing authority.

Admissions Information

Admission Requirements (cont'd)

3. A state licensing authority that issues guidelines file those guidelines with the secretary of state for publication in the Texas Register.
4. Local or county licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines related to criminal history and post the guidelines at the courthouse of the county in which the licensing authority is located or publish them in a newspaper having countrywide circulation in that county.
5. Applicants should contact their respective local or county licensing authority for more details.
6. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority as required by Texas Occupation Code § 53.102.

All applicants to and enrollees are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority:

- Tex. Occ. Code Ann. § 53.152
- “Occupational license” means a license, certificate, registration, permit, or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation. Tex. Occ. Code Ann. § 58.001.
- “Licensing authority” means a state agency or political subdivision that issues an occupational license. Tex. Occ. Code Ann. § 58.001.

Transfer Credit

An applicant or student may earn transfer credit for a course previously taken if the request is before or to the course's start period for which credit is sought. However, the student must complete at least 25 percent of the credits necessary for graduation at Avicenna Allied Health Institute.

The Institute will review transcripts from previous institutions to determine if credit will be granted. A student petitioning for transfer credit must request an official transcript (or American Council on Education Registry Transcript) from the institution where the transfer credit originates. The Institution may require the transcript to be accompanied by a course syllabus or catalog of the Institution that describes the courses for which transfer credit is being sought. Transcripts from foreign institutions must be accompanied by an evaluation for equivalence to coursework taken in the United States. Hours will be considered for transfer credit toward graduation if a grade of C or better was achieved and the course is judged as comparable. If transfer credit is awarded, the cost of the tuition will be pro-rated based on the number of credit hours accepted.

Transfer courses must be similar in content (with similar course objectives) to Avicenna courses within a program; they must also have an equal or more significant number of credits. Transfer courses must also be of equivalent division level or higher. Courses considered for transfer credit

Admissions Information

Transfer Credit (cont'd)

must be from an institution accredited by an agency recognized by USDE or CHEA. Foreign degree evaluation by an agency accredited by the National Association of Credential Evaluation Services (NACES®) or the Association of International Credential Evaluators, Inc. (AICE) is required for the transfer of foreign credits.

“The transferability of credits is at the discretion of the receiving institution and cannot be guaranteed.”

Transfer Type	Information
Credit for Previous Education	Applicants who have completed equivalent coursework within a designated time frame are eligible to seek transfer credit. Applicants must submit their request for a credit transfer evaluation, with supporting documentation, to the program director or faculty before the start of the program. Official transcripts must be provided to award credit. Students must take a self-paced refresher course to earn transfer credit for any course more than five (5) years old.
Advanced Placement	The AP program provides college-level courses and exams students can take in high school. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will be granted only for scores earned within the last seven (7) years. The credit awarded is based on official transcripts.
College Level Examination Program (CLEP)	CLEP exams measure college-level, introductory course content mastery. Candidates who achieve required credit-granting scores on these exams can earn the credits and course transfers. Credit will only be granted for scores earned within seven (7) years. The credit awarded is based on official transcripts.
Prior Learning	Assessment credit can be granted for learning that is directly evaluated by Institute faculty through the submission of an experiential learning portfolio. Credit for work experience course provide access to a mentor to help you navigate the process.

Reentry/Enrollment

Former students who withdrew or were terminated may be eligible to re-enter or re-enroll into the same program if they meet specified criteria. Availability to reenter/reenroll may be limited based on program capacity and the number of enrolled students.

Seminar (Short Term) programs:

Reentry—Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to reenter the same program if the student’s return date occurs within 180 days of the last date of attendance.

Reenrollment—Students who were withdrawn/terminated from a certificate (nonterm-based) program may be eligible to re-enroll in the same program if the student’s return date is beyond 180 days from the last date of attendance. Returning students may need to meet additional programmatic requirements.

Admissions Information

Reentry/Enrollment (cont'd)

Credit (term-based) programs:

Reentry—Students who were withdrawn/terminated from a certificate (term-based) program may be eligible to reenter the same program if the student's return date occurs within 180 days of the last date of attendance. Returning students who are terminated or have withdrawn maintain the right to reapply to the program, provided that Avicenna policy requirements are met.

Reenrollment—Students who were withdrawn/terminated from a program (term-based) may be eligible to re-enroll in the same program. Returning students who are terminated or have withdrawn maintain the right to reapply to the program, provided that Avicenna policy requirements are met. Returning students may need to meet additional programmatic requirements.

Students who reenter or reenroll may be required to audit and/ or successfully demonstrate competency in skills and knowledge learned in previously completed coursework before enrolling in courses needed for program completion.

Any balance due from a prior enrollment at Avicenna must be satisfied or a payment plan must be arranged before reentry/re-enrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance exam(s).

Upon reentry/re-enrollment, students are responsible for the cost of courses to be taken. Courses required for the completion of any program will be determined by the school director and/or the program director. The Financial Services section of this catalog provides information about related charges for reentry and re-enrollment.

Cardio-Pulmonary Resuscitation (CPR) Training

Students attending clinical rotations must maintain valid CPR. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR before beginning any clinical training.

The school reserves the right to reject applicants if the items listed above are not completed or the applicant is deemed unsuitable for the program.

Academic Information

Approaches to Academic Delivery

Theory Classes

Theory/Lecture/Seminar classes are held using synchronous/asynchronous distance technologies and incorporate a classroom learning management system.

Laboratory Classes

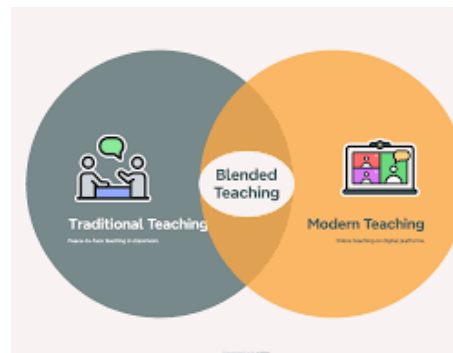
Laboratory classes are conducted at the institution's campus facility. Laboratory sessions vary from half-day to full-day and evening depending upon the program and the term students are enrolled in. Additional practice time may also be available to students to build laboratory skills, and arrangements may be made through their instructors.

Clinical/externship/practicum training

Clinical/externship/practicum training courses are designed to be instructional by nature by providing students with hands-on experience. Clinical/externship/practicum training is a cooperative effort between the school, student, and the clinical site. Usually, the clinical hours will be assigned during daytime

hours regardless of your schedule for theory or lab classes. It is essential that each student plan to accommodate their clinical assignments. Students must provide their transportation to clinical sites and lab classes. Some clinical sites may require a criminal background check and drug testing before the commencement of the student's clinical assignment at the site.

All students enrolled in clinic/externship/practicum courses are supervised by approved facility staff under the guidance of an Avicenna faculty member. As a simulated work environment, the clinical/externship/practicum site expects the student to obey all rules and regulations regarding the site and clinical assignment. This includes punctuality and reliability of attendance. The clinical site has the right to remove any student who demonstrates a disregard for program and clinical site policies and procedures.



Academic Schedule

Day classes are scheduled Monday through Friday, between the hours of 9:00 am and 7:00 pm and Saturdays 9:00 am to 2:00 PM. Externships are scheduled at the end of the Program.

Students are advised of academic schedules prior to enrollment. Academic programs are in session throughout the calendar year except for holidays and breaks. The academic calendar may be altered due to holidays. The Avicenna Allied Health Institute reserves the right to change, modify or reschedule a program of study or class periods. These changes will not increase the cost of a program nor reduce the time and/or content presented to enrolled students.

Admissions Information

Academic Schedule (cont'd)

Class starts at various times throughout the year; schedules are published in the catalog addenda. Class postponements by the school within 30 days of the original starting date will not alter the terms and conditions of the enrollment agreement. However, class postponements by the school beyond 30 days of the original starting date will terminate the enrollment agreement, with all monies paid by the student to be refunded in full. The most current Academic Schedule is available in the addendum to this catalog.

Classroom/lab breaks, mealtimes

Breaks of 10 minutes per hour, not exceeding 40 minutes per four (4) hours, are required during scheduled class/lab time. The Avicenna Allied Health Institute does not specify times for meals; however, students may eat meals outside of the classrooms and labs in designated areas during authorized classroom/lab breaks.

Grading System

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments, and final examinations. Weighted averages will be specified in each course syllabus.

A grade of “I” indicates an “Incomplete” may be issued, at the discretion of the faculty if a student is missing required coursework at the end of the term. At the end of each term, a student will be notified of any mandatory work and assignments via written advisory. The written advisory will detail missing work and the time frame within which students will be required to submit the work in question.

All missing work must be submitted within one (1) week of the end of the module. Until the missing work is submitted as specified in the advisory, the student will retain an “Incomplete” grade for that course. Once the work is submitted within the time frame specified in the written advisories, the students missing work grades will be entered. The student’s final grade will be calculated accordingly.

If the student fails to complete the required coursework, the student will receive a grade of “o” for assignments missed, and the student’s final grade will be calculated accordingly. A student may be issued a “W” grade for courses if the student withdraws from the system before completing 50% of the term or does not achieve satisfactory attendance performance for the course. Instructors will issue grades at the end of each term. Students may request a copy of their grades from their instructor or registrar. However, students’ grades are available on the student portal for viewing. If a student receives a grade of “F,” “W,” or FAIL for courses in any module, that course must be repeated in its entirety.

A student must receive permission from the Program Director to duplicate an individual procedure while continuing coursework in a future module if the student is not repeating an entire module. Students cannot repeat a particular procedure more than once. Second failure or incompleteness of the same course will result in automatic withdrawal from the program.

Academic Information

Grading System (cont'd)

Laboratory Courses are Pass/Fail. The final grade will be determined by compiling a weighted average of grades awarded throughout the course. If the weighted grade is 80% or above, the student will be awarded a grade of PASS. If a FAIL (F) grade is received, the GPA will be affected and treated as a failing grade with a zero (0) for Quality Points per Hour.

Clinic Courses are Pass/Fail. If all workbook exercises, assigned competencies, and clinical training hours have been completed, the student will be awarded a PASS grade. If work is incomplete or unsatisfactory, a rate of FAIL (F) will be assigned, and the GPA will be affected with a 0 as Quality Points per Hour.

Grading Scale

Grading scale definitions: The grading scale comprises the following grades: A, B, C, F—These letter grades represent the student’s standing and also appear as percentages. Points are used in determining the GPA (grade point average).

Letter	Percentage	Description	Quality Points/Hour
A	90-100	Excellent	4.0
B	80-89	Average	3.0
C	70-79	Average Minimal	2.0
F	Below 70	Fail	0.0
W	∕	Withdrawn	N/A
I	∕	Incomplete	N/A
TR	∕	Transfer Credit	N/A

Incomplete (INC) - An incomplete grade is given when required coursework has not been completed by the end of the term.

Coursework includes assignments and activities other than examinations. All work must be completed within two weeks of the end of the term. Failure to comply with the two-week limit results in the incomplete grade reverting to a grade of “0” (zero) for the coursework. Students should contact the instructor within the two-week period to make up incomplete work. An incomplete grade is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Academic Information

Grading Scale (cont'd)

Transfer credit (TR) Represents approved credit that has been transferred. For details, see the Transfer Credit Explanation in the Prospective Students section of this catalog. Transfer credits are not included in the calculation of the GPA but will count toward credits attempted and credits earned.

Withdrawn (W) This applies to courses that were not completed at the time of a student's withdrawal. The W is considered a permanent designation and remains on the student's transcript even if the student retakes the course(s). A student returning to the same program is required to repeat courses that carry a W designation, and the earned grade for repeated courses is recorded on the student's transcript. A W designation is not included in the calculation of the GPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Academic Progress and Advisement

Academic advising will be provided to meet individual students' needs. Students are apprised of their academic progress and can access grades and feedback through the Avicenna learning management system. Students receive a notification at the midpoint and end of each course. Final grades are available in the Avicenna Student Portal.

Academic progress warning: Students in nonterm (certificate) programs who have not maintained a minimum cumulative program GPA of 2.0 in a sequence are placed on academic progress warning status. Students who achieve a cumulative program GPA of 2.0 after the end of the subsequent sequence will be removed from academic progress warning status. Students who do not achieve a cumulative program GPA of 2.0 while on academic progress warning status will be placed on unsatisfactory progress status at the end of the payment period. The student has the right to appeal the determination of not meeting satisfactory progress based upon extenuating circumstances; inability to master course material is not an extenuating circumstance. The student request should be submitted in writing to the school director. Refer to the Satisfactory Academic Progress section (which follows).

Satisfactory Academic Progress

Although not approved to offer Title IV Financial Aid, Avicenna follows the academic requirements associated with the Federal Financial Aid program. Avicenna's policy on satisfactory academic progress consists of a qualitative measure, which is the grade point average (GPA), and a quantitative measure, which is the maximum time frame in which the program must be completed. Avicenna will inquire about and maintain a written record of previous education and training, including military training, traditional college coursework, and vocational training of the veteran or eligible person covered under policy 38 CFR 21.4253(d)(3).

Students must maintain a cumulative GPA of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program measured in weeks.

Transfer credits relative to maximum time frame: All transfer credits will be considered when calculating the maximum time frame. The maximum time frame will be limited to one and one-half (1½) times the prescribed length of coursework taken at Avicenna.

Academic Information

Satisfactory Academic Progress (cont'd)

Unsatisfactory progress—Students in nonterm-based programs are evaluated for satisfactory academic progress at the end of each course, beginning after the first payment period has been attempted. Students who have not maintained a minimum cumulative program GPA of 2.0 lose financial aid funding. Upon successful completion of previously funded credits, students regain federal financial aid eligibility for the remaining program credits.

If a student is not able to complete the program within one and one-half (1½) times the program length of the program measured in weeks, the student can continue attending on a cash basis within the academic limits set forth in the course-repetition policies but will no longer be eligible for financial aid.

Term-based program standards: Students must maintain a GPA of 2.0 in their current program and must complete their program within one and one-half (1½) times the published length of the program measured in credits.

Students who achieve a cumulative program GPA of 2.0 and complete 67 percent of their attempted credits after the end of their subsequent term will be removed from financial aid warning status.

Failed Course/Course Repetition

Students enrolled in a program may repeat a failed course or attempted course. For all students, only the highest grade is considered for GPA evaluation; all attempted credits are included for measurement of the maximum time frame. Attendance on a course constitutes an attempt.

Externship

Students must complete all classroom requirements with a cumulative GPA of 2.0 prior to beginning the externship. While on externship, students are required to attend the externship full-time (typically 40 hours per week) unless otherwise noted in the appropriate catalog addendum. The Career Services Department, clinical director (if applicable), and/or Avicenna faculty evaluate off-campus externship locations to ensure that a viable environment exists for an effective learning experience. Externship sites provide an opportunity for students to demonstrate the required competencies. Students are directly supervised by the institution, which includes monitoring weekly attendance and providing oversight of clinical instruction. Some programs may have additional externship-related policies in the program-specific student handbook. Students cannot be used to replace or substitute employees of the facility while participating in the clinical externship.

Failed externship/repetition: Students may repeat a failed/attempted externship a maximum of one (1) time. Only the highest externship grade is considered for GPA evaluation. All attempted externship credits are included in the measurement of the maximum time frame.

Withdrawal

A student maintains the right to withdraw from a program any time after the cancellation period. Notice of withdrawal must be made in person to the school when possible. In the event the student cannot make the request in person, the student may contact the school via phone or written correspondence.

Academic Information

Late Policy

All assignments including discussions and quizzes are due on the published due date. Unexcused late submissions will be subject to a 10% penalty for the first day submitted late, 20% penalty if submitted after the sixth day. Assignments will not be accepted later than 10 days after the due date.

Discussion responses are due during the week that they are due. For example, the week one discussion must be submitted during week one. Discussion responses will not be accepted after the published due date.

Termination

Students terminated from a program have 60 days to appeal by following the grievance procedure outlined in this catalog. Students who do not appeal within 60 days of the date of termination forfeit further rights to appeal. Terminated students may apply for reentry/ re-enrollment upon the following conditions: A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination.

Attendance/Absence

Students are to notify the Avicenna Allied Health Institute prior to the class time if they will be absent or late unless circumstances prohibit advanced notice. Notice of prolonged absence must be made in person or by letter to the appropriate administrator, as designated by the school director. All absence time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student's record.

A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence.

Attendance advisement: Students with absences totaling more than five (5) percent of the total number of classroom hours in a seminar or program receive attendance advisement.

Attendance warning: Students with absences of 10 percent of the total number of classroom hours in a program or semester are placed on attendance warning.

Termination for unsatisfactory attendance: Students with absences totaling more than 15 percent of the total program or semester classroom hours may be terminated for unsatisfactory attendance.

Certificate program students who are accepted through the readmission process are subject to this attendance policy based on the total number of hours remaining at the point of readmission. Students absent for 14 consecutive calendar days, including weekends, from the last date of academically related activity, including externship, may be terminated.

Academic Information

Attendance/Absence (cont'd)

Attendance Instructions for Lab/Clinical Classes on Campus

To ensure accurate tracking of attendance in lab/clinical programs, students are required to follow these steps:

1. Sign-In Requirement

- Upon arrival at each lab or clinical session, all students must **sign in** to verify their attendance. This record is essential for compliance and participation tracking.

2. Timing for Sign-In

- **Sign in immediately** upon arrival at the beginning of the session.
- Late arrivals must still sign in upon entry, but attendance may be marked accordingly.

3. Location of Sign-In

- The sign-in sheet or electronic sign-in device will be located in the **reception area**. Please be aware of its location and proceed to sign in before starting any activities.

4. Verification Process

- For paper sign-ins, clearly place your **full name signature**. Ensure the current date is on the sheet.
- Double-check all entries to ensure accuracy.

5. Consequences for Non-Compliance

- Failure to sign in may result in an **unexcused absence** from the session. Repeated non-compliance could impact your grade and standing in the program.

6. End of Session Sign-Out

- In some cases, you may also be required to **sign out** to record the completion of your attendance for the session. If sign-out is required, please ensure you follow the procedure as directed.

Student Attendance and Participation in Online Classes

What does it mean to "attend" an online class?

Attendance is critical to an institution appropriately using federal aid funds. Taking attendance allows the institution to make clear determinations of when a student last attended class, which then has implications to the use of federal funds and what federal funds must be returned. When it comes to attendance in an online course it may seem a little unclear how attendance is defined. The Federal Student Aid Handbook has specific information to draw from that can help guide our decision-making when designing courses for an online environment.

Academic Information

Student Attendance and Participation in Online Classes (cont'd)

What is an acceptable indication of attendance?

According to the Federal Student Aid Handbook acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about an academic subject studied in the course.

What does NOT sufficiently indicate attendance?

Per the Federal Student Aid Handbook, "in a distance education context, documenting that a student has logged into an online class is **not sufficient**, by itself, to demonstrate academic attendance by the student" (Federal Student Aid Handbook, 2016, p. 886). Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course.

What does this mean for the design of online courses?

Knowing that it is critical for our institution to have clear documentation of a student's last date of attendance, Avicenna Allied Health Institute encourages the inclusion of at least one academic-related activity each week as a basic aspect of course quality and compliance. This component is an important step in the course design process and appears in our checklist of effective practices for online teaching. This information is used in the design of an online course, consider how to build in opportunities for attendance to be demonstrated on a weekly basis.

Externship/clinical absences: Students in the following programs must makeup all externship absences prior to graduation—such absences are not deleted from the 15 percent “total program” calculation; any externship absences of more than 15 percent of the scheduled clinical hours may result in termination: Medical Assistant and Dental Assistant.

Students are expected to earn the total number of clinic hours published for the program; however, students may be absent up to six (6.0) percent of the scheduled externship/clinical hours each term for all programs. Absence must be requested by the student and excused by the clinical director or program director. Absences exceeding six (6) percent of total clinical time, as published in this catalog, must be made up prior to the start of the subsequent semester or graduation from the program, as determined by the program director. Students with excessive absences may not be able to make up the time prior to the start of the subsequent term, which may interrupt the student’s academic progress. A minimum number of clinical hours must be completed for students to graduate from the program; the minimum number includes the allowance set in the Avicenna policy.

Academic Information

Student Attendance and Participation in Online Classes (cont'd)

Reporting of clinic hours in the attendance logging system must accurately reflect hours attended by the student.

Examination makeup policy: Students absent on examination day are given a makeup examination on the first day they return to class or on a date assigned by the instructor. Unless otherwise specified, examinations include all written/lab exams, quizzes, and tests. Due to the nature of lab examinations, the retake may require a different scheduling process and will be determined by the instructor for the course.

Leave of Absence

Certificate (nonterm-based) programs: Students may request a Leave of Absence (LOA) for circumstances that will require a prolonged absence. Prior to granting LOA status, the school must determine if there is a reasonable expectation that the student will return from the leave. Students requesting LOA must complete a Leave of Absence Request form available from the campus Student Services Department.

LOA may be granted for up to a maximum of 180 days in a 12-month period. Students may request more than one LOA during a 12-month period provided the total time granted does not exceed 180 days. Time spent during an approved LOA is not considered an accrued time for a course or program. When calculating the maximum time frame for a student's approved LOA, the School ensures that it accounts for all periods of nonattendance (including weekends, holidays, and scheduled breaks). Students who do not complete the LOA request form, and are not attending scheduled courses, are marked absent and will be terminated if the number of absences exceeds 14 consecutive calendar days (including weekends, holidays, and scheduled breaks).

Term-based programs: Students in term-based programs are not eligible for LOA. Students who have completed all active modules in the term but have an academic interruption may be eligible to sign a letter of intent without withdrawing from the program.

State/jurisdiction exceptions: In Texas, LOAs are not permitted for programs and seminars of 40 hours or less. In programs and workshops of 200 hours or less, no more than two (2) LOAs are permitted in a 12-month calendar period; an LOA, in this case, may be no more than 30 total calendar days. In programs and seminars of more than 200 hours but less than 600 hours, no more than two (2) LOAs are permitted; an LOA, in this case, may be no more than 60 total calendar days.

Appeals

A student who has been academically dismissed may appeal the determination if exceptional or mitigating circumstances exist. Any appeal must be in writing and submitted to the Academic Dean within ten calendar days of receiving notification of their dismissal. The student should explain in writing what type of circumstances contributed to the academic problem and what plans the student must make to resolve those potential problems in the future. The decision of the Director is final and may not be further appealed. For the appeal of non-academic dismissal, please refer to the grievance policy within the institution's catalog.

Academic Information

Appeals (cont'd)

A student who did not complete the prior term and was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Avicenna Director. The request should be in the form of a letter explaining why the student should be readmitted. A student may be required to wait at least one term before being eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted must sign a new Enrollment Agreement and will be charged tuition consistent with the current published rate.

The student once readmitted will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals before the start of the next term will not have to sign a new Enrollment Agreement will be charged tuition according to the original Enrollment Agreement be eligible to apply for federal financial aid.

Graduation Requirements

Students are awarded a certificate when they have:

- completed the program of study with a minimum grade average of 70 percent in each course and a 2.0 GPA.
- completed an exit interview with Financial Services and Career Services personnel; and
- either paid in full all debt owed to the school or established a formal agreement with the school for post-graduation payment.

The graduation date is recorded as the last date of attendance, not the exit interview date or the graduation ceremony date.

Transcripts

Transcripts are available upon request unless the student is indebted financially to the school. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his/her academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee. A government agency that periodically requires a transcript in order to determine a student's progress is exempt from this fee. Student academic records are kept permanently by the school.

Transferability of Credit to Other Schools

The programs at the Avicenna Allied Health Institute are oriented toward job preparation, not continuing education. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm if credits will be accepted by another institution of the student's choice. Avicenna does not imply, promise, or guarantee that any credits earned at Avicenna will be transferable or accepted by any other institution. It would help if you assumed that credits earned at Avicenna are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained

Academic Information

Transferability of Credit to Other Schools (cont'd)

assurances that it will accept Avicenna credits. Each institution has its policies governing the acceptance of credit from other institutions. Students should inquire about policies on credit transfer at any institution to which they seek admission. “The transferability of credits is at the discretion of the receiving institution and cannot be guaranteed.”



Program Information

Programs of Study

The curriculum at Avicenna varies depending on the skills and knowledge required by employers in the medical industry. Current programs offered are:

Program	Location	Clock Hours
Behavioral Health Technician Certificate		400
Dental Assisting Certificate		400
Medical Assisting Certificate		400
Medical Billing and Coding Certificate		400
Pharmacy Technician Certificate		400

Program Information

Programs of Study

Behavioral Health Technician Certificate

The **Behavioral Health Technician Certificate** is designed to prepare students with the knowledge, technical skills, and professional behaviors required for entry-level employment in behavioral and mental health settings. The program emphasizes foundational concepts in mental health, patient care, therapeutic communication, and behavioral support strategies.

Program Outcomes

Behavioral Health Technician Student Learning Outcomes

Upon completion of the program, students will be able to:

- Demonstrate knowledge of common mental health disorders and treatment approaches
- Apply therapeutic communication techniques with patients and healthcare teams
- Perform basic behavioral health support tasks in clinical and community settings
- Demonstrate competency in observation, reporting, and documentation
- Apply crisis intervention and de-escalation strategies safely
- Demonstrate ethical, legal, and professional standards in behavioral health settings
- Prepare for entry-level employment in behavioral health environments

Clinical Experience

The program blends online coursework with on-ground instruction and skills labs.

Students are required to complete a **160-hour externship** at an approved behavioral health or healthcare facility during the final course of the program.

Program Information

Programs of Study

Behavioral Health Technician Certificate

Career Information

Information	Description
Employability Competencies	<p>Behavioral Health Assistants must demonstrate strong communication skills, emotional intelligence, cultural sensitivity, and the ability to work effectively with individuals experiencing mental health challenges. Professionalism, ethical conduct, and patient-centered care are essential.</p> <p>Technical Skills</p> <ul style="list-style-type: none"> • Mental Health Fundamentals of disorders such as depression, anxiety, PTSD, and substance use • Patient Observation: Monitoring behavior and reporting changes • Documentation: Accurate charting and incident reporting • Crisis Intervention: De-escalation and safety techniques • Therapeutic Communication: Active listening and patient engagement <p>Administrative Skills</p> <ul style="list-style-type: none"> • Record Keeping: Maintaining confidential patient records • Scheduling & Coordination: Supporting care teams • Compliance: HIPAA and patient privacy standards • Reporting: Incident and behavioral documentation <p>Soft Skills (Professional Competencies)</p> <ul style="list-style-type: none"> • Empathy and Compassion • Communication Skills • Professional Boundaries • Stress Management • Teamwork and Collaboration <hr/> <p>Soft Skills (Professional Competencies)</p> <ul style="list-style-type: none"> • Compassion: Providing empathetic Behavioral Health • Communication: Clear interaction with patients and staff • Attention to Detail: Ensuring patient safety • Time Management: Handling multiple patient needs • Teamwork: Collaborating with healthcare professionals

<p>Graduate Employment</p>	<p>Graduates may find employment in:</p> <ul style="list-style-type: none"> • Behavioral health clinics • Psychiatric hospitals • Substance abuse treatment centers • Residential treatment facilities • Community health organizations • Rehabilitation centers
<p>Forecasted Job Growth</p>	<p>Employment in behavioral health support roles is projected to grow rapidly in Texas due to increasing demand for mental health services. Roles such as psychiatric aides and behavioral health technicians are expected to see strong double-digit growth over the next decade.</p>
<p>Median Pay</p>	<p>As of 2025:</p> <ul style="list-style-type: none"> • Average annual salary: \$32,000 – \$40,000 • Hourly wage: \$15 – \$20/hour <p>Earnings vary based on experience, certifications, and work setting. <i>Source: U.S. Bureau of Labor Statistics & Texas Workforce Data</i></p>



Program Information

Programs of Study

Behavioral Health Technician Certificate

Required Courses

Course Number	Course Title	Class/Lab/Clinical Clock Hours
BHT101	Foundations of Behavioral Health & Patient Care	20/20/5
BHT102	Crisis Intervention & De-escalation	25/30/10
BHT103	Safe Patient Handling & Behavioral Management	25/35/10
BHT104	Advanced Skills & Clinical Readiness	25/30/10
BHT105	Clinical Externship	5/0/185
		Total Clock Hours 400

Program Information

Programs of Study

Behavioral Health Technician Certificate - Course Descriptions

BHT 101 Foundations of Behavioral Health & Patient Care (Weeks 1–3)

Prerequisite: Admission to program

This course introduces students to the behavioral health field, including roles, responsibilities, and career pathways. Students learn foundational concepts in mental health, patient care, and healthcare systems.

BHT102 – Crisis Intervention & De-escalation (Weeks 4–7)

Prerequisite: Successful completion of BHT101

Training in recognizing and responding to behavioral crises using de-escalation techniques.

BHT103 – Safe Patient Handling & Behavioral Management (Weeks 8–11)

Prerequisite: Successful completion of BHA102

Hands-on training in safe patient handling and managing aggressive or high-risk behaviors.

BHT104 – Advanced Skills & Clinical Readiness (Weeks 12-14)

Prerequisite: Successful completion of BHA103

Prepares students for workforce entry using advanced communication, documentation, and simulation.



BHT105 -Behavioral Health Externship (Weeks 15-18)

Prerequisite: Successful completion of BHA104

Prepares students for workforce entry using advanced communication, documentation, and simulation. Student Integrates into the clinic as a member of the team.

Program Information

Programs of Study

Dental Assisting Certificate

Program Outcomes

This program has intense demands on the student time and engagement. Acceptance into this program is determined after an interview with the program and school director. Students are expected to engage in the online classroom, CANVAS, a minimum of 20 hours weekly. In addition to the online classroom, students must commit to attending live labs and clinicals on weekdays and weekends for up to 8 hours per week. This is an accelerated program, but the quality is consistent with the longer Dental Assisting programs.

- Demonstrate a working knowledge of dental terminology and the dental sciences.
- Collect systematically and record accurately diagnostic and clinical data.
- Employ current principles of effective chairside assisting for general and dental specialty procedures and dental/medical emergencies.
- Implement current principles and guidelines of dental infection control, aseptic techniques, and hazards management.
- Prepare and manipulate chairside and dental laboratory materials and fabricate dental models, trays, and appliances.
- Provide oral health instruction to dental patients and community groups.
- Perform effectively patient reception and dental business office procedures.
- Communicate effectively and establish positive working relationships with patients and members of the dental health care team.
- Function in a responsible, professional, and ethical manner.

Clinical Experience

The program blends online coursework with on-ground experiences. You will need to complete clinical externship at an approved clinical site for a minimum of 150 hours.

Dental Assisting Certificate

Career Information

Information	Description
Employability Competencies	<p>Employability competencies for a dental assistant in Texas include technical skills like chairside assistance, sterilization, radiography, and patient records management; soft skills such as strong communication, interpersonal skills, active listening, empathy, organization, and attention to detail; and professional qualities like a professional appearance, a willingness to learn, and passion for helping others. These skills, combined with regulatory compliance and the ability to work effectively in a team, are essential for success in the dental field.</p> <p>Technical Skills</p> <p>Infection Control: Mastering sanitation and sterilization procedures, using equipment like autoclaves, and maintaining a clean environment is crucial.</p> <p>Chairside Assistance: Assisting dentists during exams and procedures is a core function.</p> <p>Radiography: Taking and developing dental x-rays requires knowledge of radiographic techniques and safety protocols.</p> <p>Patient Records: Managing appointments, billing, and maintaining accurate patient records are essential.</p> <p>Computer Literacy: Proficiency with dental office software for scheduling, billing, and record-keeping is necessary.</p> <p>Soft Skills</p> <p>Communication: Clearly explaining dental procedures, insurance, and care instructions to patients and coordinating with the dental team are vital.</p> <p>Interpersonal Skills: Building rapport with patients and colleagues is important.</p> <p>Active Listening: Fully understanding patients' concerns by listening attentively, asking clarifying questions, and avoiding interruptions.</p> <p>Dexterity & Hand-Eye Coordination: Skillful work with hands is necessary for many dental procedures.</p> <p>Organizational Skills: Managing appointments, patient records, and the flow of instruments and materials efficiently.</p> <p>Professional Qualities</p> <p>Attention to Detail: Meticulously following protocols and procedures, such as infection control, is a must.</p> <p>Willingness to Learn: The dental field is constantly evolving, making a commitment to ongoing learning essential.</p> <p>Professional Appearance: Maintaining good oral hygiene, personal grooming, and appropriate dress reflects the profession's standards.</p> <p>Compassion and Empathy: Showing a compassionate nature helps to put anxious patients at ease during treatment.</p> <p>Passion and Enthusiasm: A strong desire to help others and interest in dentistry are valued by employers.</p> <p>Regulatory Compliance</p>

	<p>Understanding and following guidelines from organizations such as the CDC and OSHA, as well as meeting requirements from the Texas State Board of Dental Examiners (TSBDE).</p>
<p>Graduate Employment</p>	<p>Texas has significant and growing employment opportunities for dental assistants, with demand increasing in private practices, group settings, and even hospitals. Job seekers can find positions in major cities like Houston and Killeen using popular job boards, with possibilities for entry-level roles and advancements into specialized or administrative positions.</p>
<p>Forecasted Job Growth</p>	<p>According to data from CareerOneStop, dental assistant employment in Texas is projected to grow by 20% between 2022 and 2032. This is a "Bright Outlook" occupation, indicating strong future job opportunities.</p> <p>Growth projections for Texas</p> <ul style="list-style-type: none"> • Projected employment (2032): 39,410 dental assistants. • Annual job openings: An average of 5,600 job openings are projected each year. • Key factors: This growth is driven by Texas's booming population and increasing demand for dental services, as more people prioritize oral health. <p>National comparison</p> <p>The projected growth for dental assistants in Texas is significantly higher than the national average. The U.S. Bureau of Labor Statistics (BLS) projects a 6% growth rate for the occupation nationwide between 2024 and 2034.</p>
<p>Median Pay</p>	<p>As of September 2025, the median salary for a dental assistant in Texas is about \$42,270 per year or \$20.32 per hour. Salaries can vary based on experience, certification, and location.</p> <p>Salary by experience and certification</p> <ul style="list-style-type: none"> • Median vs. certified salaries: The median annual salary for a dental assistant in Texas is \$42,270. However, nationally, certified dental assistants (CDAs) earn an average of 15% more than non-certified assistants. • Entry-level vs. experienced: PayScale, a salary data platform, provides salary breakdowns by years of experience: <ul style="list-style-type: none"> ○ Less than 1 year: \$17.65 per hour ○ 1–4 years: \$19.46 per hour ○ 5–9 years: \$21.57 per hour ○ 10–19 years: \$23.23 per hour ○ 20+ years: \$25.02 per hour <p>Factors that influence salary</p> <p>Several factors can impact a dental assistant's salary:</p> <ul style="list-style-type: none"> • Location: Pay can vary significantly depending on the city. Major

metropolitan areas tend to have higher living costs and salaries.

- **Experience:** As with most professions, more years of experience can lead to higher earnings.
- **Certification:** Certified dental assistants (CDAs) generally earn a higher hourly wage than their non-certified counterparts.
- **Specialization:** Working in a specialized field like orthodontics or oral surgery can lead to a higher salary.
- **Employer:** The type of employer, such as a large dental corporation or a small private practice, can also affect compensation.

Program Information

Programs of Study

Dental Assisting Certificate

Required Courses

Course Number	Course Title	Class/Lab/Clinical/ Clock Hours
DAC101	Foundations of Dental Assisting	20/20/10 = 50 Hours
DAC102	Clinical procedures and radiology	20/32/8 = 60 Hours
DAC103	Advanced Assisting and Specialties	20/24/8 = 52 Hours
DAC104	Practice Management	10/10/8 = 28 Hours
DAC105	Clinical Externship	5/0/150 = 155 Hours
		Total Clock Hours 400

Program Information

Programs of Study

Dental Assisting Certificate

Course Descriptions

DAC101 Foundations of Dental Assisting

Prerequisites: Admittance to the Dental Assisting Certificate

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.

DAC102 Clinical procedures and radiology

Prerequisites: DAC101

This course provides instruction on procedures for the clinical dental assistant as specified by the State of Texas. Emphasis is placed on handling medical emergencies in a dental setting and managing medically compromised patients. Principles of chairside assisting, dental equipment, ergonomics, and tray setups. Dental radiology principles, techniques, and safety requirements. Dental materials, including preparation and use in restorative and cosmetic procedures. orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

DAC103 Advanced Assisting and Specialties

Prerequisites: DAC102

A continuation of comprehensive dental care as applicable to dental assisting. Delivery of advanced functions and permitted duties in pedodontics, orthodontics, oral surgery, periodontics, prosthodontics, and endodontics are emphasized. Advanced functions and permitted duties are practiced to the pre-clinical level.

DAC104 Practice Management

Prerequisites: DAC103

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



Dental Assisting Certificate Course Descriptions (cont'd)

DAC105 Clinical Externship

Prerequisites: DAC104

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 fourhanded 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 including functions delegable to a DA II.

Program Information

Programs of Study

Medical Assisting Certificate

The objective of the Medical Assisting Certificate is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Medical Assistant Certificate is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping you acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. This program has intense demands on the student time and engagement. Acceptance into this program is determined after an interview with the program and school director.

Students are expected to engage in the online classroom, CANVAS, a minimum of 20 hours weekly. In addition to the online classroom, students must commit to attending live labs and clinicals on weekdays and weekends for up to 8 hours per week. This is an accelerated program, but the quality is consistent with the longer Medical Assisting programs.

Program Outcomes

- Demonstrate the core competencies of medical assisting clinical practice.
- Perform clerical and administrative functions required of a medical assistant.
- Practice professional, ethical, and legal standards in healthcare settings.
- Exhibit professional behavior as defined by the healthcare industry

Medical Assisting Student Learning Outcomes

Upon completion of the program, students will be able to

- Demonstrate competency in the administrative skills of an entry-level medical assistant by satisfying the learning outcomes (standards) and passing the required courses.
- Demonstrate competency in the clinical skills of an entry-level medical assistant by satisfying the learning outcomes (standards) and passing the required courses.
- Meet the learning expectations of an entry-level medical assistant in the following three domains: cognitive (knowledge), psychomotor, (skills) and affective (behavior). Measurement of student success will be their ability to pass the national credentialing examination.
- Demonstrate commitment to professional development by pursuing continuing education and/or membership in a professional organization related to medical assisting.

Clinical Experience

The program blends online coursework with on-ground experiences. You will need to complete clinical experiences at an approved clinical site for MAC 105. The final module in the certificate is a 120-hour externship at an approved healthcare facility.

Program Information

Programs of Study

Medical Assisting Certificate

Career Information

Information	Description
Employability Competencies	<p>Employability competencies for a medical assistant in Texas include clinical skills like taking vital signs and phlebotomy, administrative skills such as scheduling and billing, and important soft skills like compassion, attention to detail, communication, and teamwork. A commitment to professionalism, adaptability, and ongoing learning is also essential for success in the fast-paced healthcare environment.</p> <p>Clinical Skills</p> <ul style="list-style-type: none"> • Vital Signs and Screenings: Accurately taking vital signs, patient screenings, and performing basic patient assessment. • Phlebotomy and Specimen Collection: Drawing blood and collecting other specimens for lab testing. • Medical Terminology: Understanding anatomy, physiology, and medical terms for effective communication and record-keeping. • Medication Administration: Assisting with the administration of medications. • Wound Care and Procedures: Knowledge of basic wound care and preparing patients for examinations and procedures. <p>Administrative Skills</p> <ul style="list-style-type: none"> • Scheduling and Record Keeping: Efficiently scheduling appointments, managing patient records, and processing insurance claims. • Billing and Coding: Understanding medical billing and coding procedures. • Computer Skills: Proficiency with electronic health records (EHR) and other medical office technology. • Supply Management: Maintaining inventory and ensuring adequate stock of medical supplies. <p>Soft Skills (Professional Competencies)</p> <ul style="list-style-type: none"> • Communication: Interacting clearly, compassionately, and effectively with patients, families, and other healthcare staff. • Compassion and Empathy: Providing emotional support to patients who may be anxious or unwell. • Attention to Detail: Maintaining precision in taking vitals, updating

	<p>records, and following protocols to prevent errors.</p> <ul style="list-style-type: none"> • Adaptability and Problem-Solving: Quickly adjusting to changing situations and resolving unexpected challenges efficiently. • Teamwork: Collaborating effectively with doctors, nurses, and administrative staff to provide coordinated patient care. • Professionalism and Ethics: Upholding high ethical standards and operating within the legal scope of practice.
Graduate Employment	Graduate employment for medical assistants in Texas is strong, with high demand expected due to a fast-growing job outlook and a wide variety of employment settings including physician's offices, hospitals, and clinics.
Forecasted Job Growth	<p>Medical assistant employment in Texas is expected to see robust growth, driven by Texas's expanding healthcare industry, an aging population, and increasing patient demand for healthcare services. While national figures predict strong growth for the occupation, specific Texas projections are also positive, with some sources citing forecasts for significant increases in the number of medical assistant jobs in the state over the next decade. Because the U.S. population is aging, there will be a greater need for quality healthcare than ever before. As a result, medical assistants are—and will continue to be—in high demand in order to meet these needs.</p> <p>According to the BLS, there will be around 119,800 new medical assistant job openings each year, until 2033. Texas has the second highest demand for Medical Assistants in the country, second only to California.</p> <p>Overall, the employment of medical assistants is forecasted to increase by 15% by 2033.</p>
Median Pay	As of late 2024 and early 2025, the average annual salary for a medical assistant in Texas is around \$38,870, or about \$18.69 per hour. According to ZipRecruiter data from October 2025, the average annual pay is slightly higher at \$40,267, or \$19.36 per hour.

Program Information

Programs of Study

Medical Assisting Certificate

Required Courses

Course Number	Course Title	Class/Lab/Clinical Clock Hours
MAC101	Introduction Medical Assisting	30/30/10
MAC102	Clinical Skills I	30/30/10
MAC103	Clinical Skills II	30/30/10
MAC104	Administrative Skills	10/10/5
MAC105	Externship	06/0/90
		Total Clock Hours 400

Program Information

Programs of Study

Medical Assisting Certificate - Course Descriptions

MAC101 Introduction to Medical Assisting

Prerequisites: Admittance to Medical Assisting Certificate

This course will introduce you to the profession of medical assisting. You will become familiar with the scope of practice, typical work environments, and professional credentialing opportunities and processes for the medical assistant. The course will also provide you with detailed information regarding the medical assisting certificate plan, preclinical, and clinical requirements.

MAC102 Clinical Skills I

Prerequisites: Successful completion of MAC101

This course introduces students to the essential concepts, behaviors, and knowledge required for safe and effective practice as an entry-level Medical Assistant. Learners will explore healthcare delivery systems, scope of practice in Texas, professional conduct, medical terminology, basic anatomy and physiology, infection control standards, OSHA compliance, and foundational clinical tasks. Emphasis is placed on accurate communication, patient privacy, and the development of professional habits that support high-quality patient care. Students begin hands-on training with vital signs and core safety procedures.

MAC103 Clinical Skills II

Prerequisites: Successful completion of MAC102

This course builds essential competencies in diagnostic testing. Students learn phlebotomy techniques, specimen handling, EKG operation, and basic laboratory testing. Emphasis is placed on patient safety, infection control, and accuracy of diagnostic procedures.

MAC104 Administrative Skills

Prerequisites: Successful completion of MAC103

The final course before your externship integrates administrative and clinical knowledge, preparing students for practice and certification. Students study pharmacology basics, medication administration, insurance billing, scheduling, legal compliance, and career success skills.

MAC105 Externship

Prerequisites: Successful completion of MAC104

Successful completion of this course will require 90 unpaid hours of clinical and administrative experience in an approved healthcare setting. Students will be evaluated on the performance of expected competencies, including a professional credentialing exam, at the end of the course.

This course can be taken over 10 weeks.

Program Information

Programs of Study

Medical Billing and Coding Specialist Certificate

The objective of the Medical Billing/Coding Diploma program is to prepare you with the knowledge, technical skills, and work habits to pursue an entry-level position as a billing and insurance specialist in either a physician's office or institutional setting, or as a patient referral specialist, coder, or medical receptionist. The curriculum concentrates on helping you acquire the basic skills and knowledge necessary to submit medical claims for reimbursement, process bills, operate computerized billing systems, and gain a working knowledge of various insurance plans. Emphasis is placed on quality of coding for reimbursement and statistical reporting. You will gain additional hours of practical experience in both a virtual lab and onsite practicum location.

Program Outcomes

- Accurately assign ICD-10-CM, CPT, and HCPCS codes
- Process and manage insurance claims and reimbursement cycles
- Apply federal regulations, compliance, and HIPAA standards
- Analyze medical documentation for coding accuracy
- Resolve billing errors, denials, and payer issues
- Demonstrate readiness for entry-level roles and certification (CPC/CPB)

Student Learning Outcomes

Upon completion of the program, students will be able to:

- Define medical coding and medical billing and how they intersect
- Explain the importance of coding accuracy, compliance, and patient communication
- Describe the revenue cycle and its role in patient access to care
- Define payer types and common payer terms in medical billing
- Identify the regulatory guidelines that inform accurate medical billing practices

Clinical Experience

The program blends online coursework with on-ground instruction and skills labs.

Students are required to complete a **160-hour externship** at an approved behavioral health or healthcare facility during the final course of the program.

Program Information

Programs of Study

Medical Billing and Coding Specialist Certificate Career Information

Information	Description
Employability Competencies	<ul style="list-style-type: none"> • Information processing – The ability to acquire, evaluate, organize, manage, and interpret information (Planning and Organizing) • Communication – The ability to effectively exchange ideas and information with others through oral, written, or visual means. • Integrity and Professionalism – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism, and demeanor. • Interpersonal Skills and Teamwork – The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks. • Initiative and Dependability – Workplace behaviors that relate to seeking out new responsibilities, establishing, and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability. • Problem-solving – The ability to identify problems and potential causes while developing and implementing practical action plans for solutions. • Adaptability and Lifelong Learning – The ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures, and management practices. • Entrepreneurship – The knowledge and skills necessary to create opportunities and develop as an employee or self-employed business owner

Graduate Employment	Employment growth is projected for billing and coders, primarily due to the growth of the healthcare industry. For example, baby boomers will require more medical services as they age. Medical secretaries, the category for billing and coders will be needed to handle administrative tasks related to billing and insurance processing of Medicare and other claims.
Forecasted Job Growth	2020-2030. 11% Current employment: 611,200. Forecasted 2030 employment: 676,100
Median Pay	On average, medical coders (certified and non-certified) make \$54,797 annually. Medical billers and coders without certification earn approximately \$47,200 per year while certified coding and billing specialists make an average annual salary of \$60,097 – 27% more than their non-certified colleagues.

Program Information

Programs of Study

Medical Billing and Coding Specialist Certificate

Required Courses

Course Number	Course Title	Class/Lab/Clinical Clock Hours
MBC101	Foundations of Healthcare and Medical Terminology	50/20/10
MBC102	Medical Coding Systems	60/40/20
MBC103	Medical Billing, and Reimbursement	40/25/15
MBC04	Advanced Coding, Compliance, and Professional Practice	30/20/10
MBC105	Externship (Practicum)	0/10/60
		Total Clock Hours 400

Program Information

Programs of Study

Medical Billing and Coding Specialist Certificate - Course Descriptions

MBC101 Foundations of Healthcare and Medical Terminology

Prerequisite: Admission to program

Introduces students to healthcare systems, structure, medical terminology, anatomy, and documentation fundamentals required for coding and billing.

MBC102 Medical Coding Systems

Prerequisite: Successful completion of MBC101

Core coding course focused on diagnosis and procedural coding using official guidelines and real-world scenarios.

MBC103 Medical Billing, and Reimbursement

Prerequisite: Successful completion of MBC102

Focuses on the full revenue cycle, insurance systems, claims processing, and reimbursement methodologies.

MBCo4 Advanced Coding, Compliance, and Professional Practice

Prerequisite: Successful completion of MBC103

Prepares students for certification and real-world employment with advanced coding, auditing, and compliance training.

MBC105 Externship (Practicum)

Prerequisite: Successful completion of MBC104

Provides supervised real-world or simulated experience in medical billing and coding environments.

Program Information

Programs of Study

Pharmacy Technician Certificate

The objective of the Pharmacy Technician Certificate is to prepare students with the knowledge, technical skills, and professional behaviors required for entry-level employment in retail, hospital, and institutional pharmacy settings. The Pharmacy Technician Certificate is designed to prepare competent entry-level pharmacy technicians in the **cognitive (knowledge), psychomotor (skills), and affective (behavior)** learning domains.

This program focuses on medication preparation, pharmacy operations, inventory systems, prescription processing, and regulatory compliance in accordance with Texas State Board of Pharmacy (TSBP) guidelines. This program has **intensive time and engagement expectations**. Admission is determined following an interview with the program and school director.

Program Outcomes

Pharmacy Technician Student Learning Outcomes

Upon completion of the program, students will be able to

- Demonstrate competency in **prescription processing and pharmacy operations**
- Demonstrate competency in **medication preparation and dispensing procedures**
- Apply knowledge in **pharmacology, pharmacy law, and patient safety**
- Successfully prepare for and pass a **national certification exam (ExCPT or PTCE)**
- Demonstrate commitment to professional growth and continuing education

Clinical Experience

The program blends online coursework with on-ground experiences. You will need to complete clinical experiences at an approved clinical site for PHT 105. The final module in the certificate is a 120-hour externship at an approved healthcare facility.

Program Information

Programs of Study

Pharmacy Technician Certificate

Career Information

Information	Description
Employability Competencies	<p>Pharmacy technicians in Texas must demonstrate strong technical accuracy, attention to detail, knowledge of medications, and the ability to work efficiently in high-volume environments. Professional communication, ethical conduct, and adherence to safety standards are essential.</p> <p>Technical Skills</p> <ul style="list-style-type: none"> • Prescription Processing: Interpreting and entering prescription data • Medication Preparation: Counting, labeling, and packaging medications • Pharmacy Calculations: Dosage calculations and conversions • Pharmacology Knowledge: Drug classifications, uses, and interactions • Inventory Management: Stocking, tracking, and ordering medications <hr/> <p>Administrative Skills</p> <ul style="list-style-type: none"> • Customer Service: Assisting patients and handling transactions • Insurance Processing: Understanding third-party billing systems • Record Keeping: Maintaining accurate pharmacy records • Computer Systems: Using pharmacy management software <hr/> <p>Soft Skills (Professional Competencies)</p> <ul style="list-style-type: none"> • Attention to Detail: Preventing medication errors • Communication: Clear interaction with pharmacists, patients, and providers • Integrity and Ethics: Following strict legal and safety standards • Time Management: Working efficiently in fast-paced environments • Teamwork: Collaborating with pharmacy staff
Graduate Employment	<p>Pharmacy technicians are in high demand across Texas, with employment opportunities in:</p> <ul style="list-style-type: none"> • Retail pharmacies (CVS, Walgreens, grocery chains) • Hospitals and health systems • Mail-order and specialty pharmacies

	<ul style="list-style-type: none"> • Long-term care facilities
Forecasted Job Growth	<p>Employment for pharmacy technicians in Texas is projected to grow 23.82% between 2020 and 2030, significantly outperforming the national growth projection of approximately 6–7% for the same period. Texas currently leads the nation in demand, with the highest number of pharmacy technician job</p>
Median Pay	<p>As of 2025: Average annual salary (Texas): \$36,000 – \$42,000 Hourly wage: \$17 – \$21/hour</p> <p>Earnings vary based on experience, certification, and work setting.</p>

Program Information

Programs of Study

Pharmacy Technician Certificate

Required Courses

Course Number	Course Title	Class/Lab/Clinical Clock Hours
PHT101	Introduction to Pharmacy Technician	40/20/10
PHT102	Pharmacy Operations & Law	40/20/10
PHT103	Pharmacology & Medication Safety	40/20/10
PHT104	Pharmacy Calculations & Dispensing	40/20/10
PHT105	Externship	20/0/100
		Total Clock Hours 400

Program Information

Programs of Study

Pharmacy Technician Certificate - Course Descriptions

PHT101 Introduction to Pharmacy Technician

Prerequisite: Admission to program

This course introduces students to the pharmacy profession, including roles, responsibilities, and career pathways. Students learn pharmacy terminology, workflow processes, and regulatory requirements in Texas.

PHT102 Pharmacy Operations & Law

Prerequisite: Successful completion of PHT101

Students learn pharmacy operations, including prescription processing, insurance billing, and pharmacy law. Emphasis is placed on Texas State Board of Pharmacy regulations, HIPAA compliance, and patient safety.

PHT103 Pharmacology & Medication Safety

Prerequisite: Successful completion of PHT102

This course introduces pharmacology concepts, including drug classifications, indications, side effects, and interactions. Students learn safe medication handling and error prevention strategies.

PHT104 Pharmacy Calculations & Dispensing

Prerequisite: Successful completion of PHT103

Students develop skills in pharmacy math, dosage calculations, and medication preparation. Hands-on lab training focuses on accurate dispensing, labeling, and workflow efficiency.

PHT105 Externship

Prerequisite: Successful completion of PHT104

Students complete 100 hours of supervised externship in an approved pharmacy setting.

Seminar Information

Continuing Education Seminars Information

Seminars

Seminars are designed to enhance your skills in the Healthcare environment. They are not designed to provide you with the basic skills needed to attain a job in healthcare. If you are interested in courses that lead to employment, look at the offerings under programs in this catalog.

Seminars Offered at Avicenna Allied Health Institute include:

- Professionalism in Healthcare

Admissions Requirements

Proof of valid high school completion or equivalent must be submitted. Applicants must submit one or more of the following documents:

- High school diploma
- High school transcript
- General Equivalency Diploma (GED); applicants/students must provide a copy of the GED® report (also known as transcript or score sheet) and a certificate indicating successful completion of the GED. Attestation of a GED cannot be accepted.



Professionalism in Healthcare

Contact Hours: 60 (Online)

Description

The *Professionalism in Healthcare* course is designed to develop the essential behavioral, ethical, and communication competencies required for success in healthcare environments. This 60-hour course emphasizes professionalism as a foundational component of safe, effective, and patient-centered care.

Students will learn how to demonstrate professional identity, emotional intelligence, ethical decision-making, communication excellence, and accountability in real-world clinical settings. The course integrates interactive instruction, case studies, simulations, and reflective activities to prepare learners for externship and employment.

Professionalism in healthcare is not limited to technical skill—it includes communication, ethical conduct, teamwork, and the ability to build trust with patients and colleagues. This course ensures students are prepared to meet those expectations.

- Learning Outcomes
- Graduates of this course will demonstrate:
- Professional conduct aligned with healthcare standards
- Effective patient and team communication
- Ethical and legal awareness in clinical settings
- Emotional intelligence and empathy in patient care
- Accountability, reliability, and workplace readiness

All textbooks and required materials are included in the cost of tuition and will be provided through the online learning platform.



Course Structure (60 Contact Hours)

Module 1: Professional Identity & Scope of Practice (6 Hours)

- Definition of professionalism in healthcare
- Scope of practice (MA vs DA vs Allied Health roles)
- Legal responsibilities and delegation
- Building professional reputation
- Externship expectations and professional mindset

Module 2: Why Professionalism Matters in Healthcare (4 Hours)

- Impact on patient safety and outcomes
- Trust, credibility, and career advancement
- Professional standards and expectations
- Patient-centered care principles

Module 3: Attitude, Appearance & Workplace Behavior (6 Hours)

- Professional demeanor and positive attitude
- Workplace etiquette and reliability
- Professional appearance and hygiene
- Accountability and responsibility

Module 4: Communication Excellence (8 Hours)

- Therapeutic communication techniques
- Tone, body language, and active listening
- SBAR communication framework
- De-escalation strategies for difficult patients
- Patient-centered communication

Module 5: Emotional Intelligence & Patient Experience (6 Hours)

- Self-awareness and emotional regulation
- Trauma-informed care basics
- Managing patient anxiety and stress
- Enhancing patient experience through empathy

Module 6: Empathy in Healthcare (4 Hours)

- Empathy vs. detached concern
- Active listening and validation techniques
- Building trust with patients
- Cultural sensitivity and communication

Module 7: Ethics, HIPAA & Professional Boundaries (8 Hours)

- Confidentiality and HIPAA compliance
- Ethical decision-making in healthcare
- Boundary setting with patients and coworkers
- Social media professionalism risks



Module 8: Professional Judgment & Critical Thinking (6 Hours)

- Ethical and legal decision-making
- Scope-of-practice awareness
- The PAUSE decision-making model
- Responding to unsafe or unclear situations

Module 9: Safety, Accountability & Error Reporting (4 Hours)

- Incident reporting and documentation
- OSHA awareness and patient safety
- Accountability and transparency
- Learning from mistakes

Module 10: Conflict Resolution & Team Dynamics (4 Hours)

- Interprofessional teamwork
- Managing workplace conflict
- Receiving and giving feedback professionally
- Maintaining professionalism under pressure

Student Services

Student Services Department

The Student Services Department provides guidance and support to facilitate student success. Department personnel monitor student attendance and academic progress. Resources available to students include academic advising, tutoring, and special accommodations. This department maintains referrals for off-campus housing, childcare, social services, and community agencies. Avicenna does not offer housing or dormitories, nor is Avicenna responsible for finding or assisting a student in finding accommodation. The cost of housing near campus differs greatly depending on the type of residence (single-family, multi-unit, or high density), and if the home is to be shared or occupied alone.

This department also organizes campus activities and conducts mandatory new-student orientation. Student orientation provides an overview of campus and program operations and expectations, campus safety and security, and available resources and instructs students on how to utilize the Avicenna Student Portal, learning management system, and electronic library. The Student Services Department provides resources to address available funding sources, other than federal financial aid sources.



Career Services Department

Avicenna assists students in finding employment in entry-level positions in their chosen career fields and provides guidance in searching for employment. Avicenna offers placement assistance to all eligible completers and graduates of the school.

The school has an established employer base comprised of companies that are interested in hiring our graduates or have hired our graduates previously. Avicenna also makes initial contacts with companies, doctors' offices, clinics, and other allied health groups to obtain employment opportunities for its completers and graduates. Upon successful completion of the program, the school will refer graduates and present their resumes to prospective employers. Placement assistance includes helping students with resume writing, cover letter writing, finding job openings, as well as other job search skills. The school will aid and techniques on job networking to students on securing employment. Students that do not attend an interview arranged by Avicenna may lose access to job placement services.

Avicenna does not guarantee placement, nor does it guarantee that a graduate will earn a specific wage in their area of study. The skills and characteristics of each individual student as well as the demand for students with a particular background typically determine the beginning wage a student will receive.

Externship / Clinical Policies

Externship - Is the practical course that is taken immediately after the successful completion of the didactic portion of the program.

Clinical - Is the practical course scheduled within the program. Clinical courses must be completed within the designated module or semesters they are scheduled in. Most programs with clinical courses will have multiple clinical courses throughout the program.

The Avicenna Allied Health Institute believes that externships/clinicals are an integral part of every program and makes every effort to ensure students begin in a timely fashion. It is our aim to provide students with knowledge, technical proficiency, and job readiness to make them employable for entry-level positions in the allied healthcare field. Good attendance is a particularly important employment trait that will not only help the student obtain employment but maintain employment as well.

- Students do not have the option of choosing their sites. Sites are assigned by availability as well as the skills/procedures required to meet the course objectives. The Avicenna Allied Health Institute offers sites located in the metropolitan area and many of the surrounding areas. Some students may be assigned to facilities that require traveling to and from the facility or possible relocation. Students are also responsible for the cost of parking and travel expenses while attending externship/clinical courses.
- Distance Education Students - All externship or laboratory training sites are selected based on an evaluation of site personnel, geographic location, availability, and type of learning experience provided. The institute maintains affiliation agreements with many clinical facilities. Due to the locations of our externship sites, if a student relocates to a state in which the Avicenna Allied Health Institute is not licensed to operate, they may have their enrollment at the Avicenna Allied Health Institute terminated. Our current state of licensed operation is Texas.

***NOTE: Students are required to attend a mandatory externship orientation before completing classroom instruction. This orientation provides the necessary information regarding their externship placement, attendance/grading policies, and expected professional standards of conduct. Orientation is a group presentation, and students are expected to make the necessary arrangements to attend the scheduled orientation. Individuals arriving late or not attending orientation may have to wait until the next orientation is offered.*

Externship/Clinical Eligibility

Students must have successfully completed (grade of C or better) all scheduled core courses and be current on their monthly tuition payments before being allowed to begin clinical courses/externships. Students who are not current on their monthly payments to the institute must become current on their accounts or make alternative payment arrangements with their financial aid representative.

Students who do not begin externship/clinical practice on the date they are assigned may be terminated from the program.

Student Services

Externship/Clinical Attendance

The Student Services Department will monitor attendance closely. Students must attend their external site as scheduled. Students failing to attend the required minimum hours assigned each week may be terminated from the program or dropped from the clinical course.

All externship/clinical hours must be completed, and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate from the institute unless they have performed all externship/clinical hours prescribed for their respective program. Additionally, students are expected to begin an externship immediately following classroom training (an externship is an extension of classroom training and an approved portion of the curriculum) and must begin an externship within 14 calendar days following assignment to an extern site or the students may be terminated. In addition, students who begin an externship and miss 14 consecutive calendar days from that site may be terminated from the institute. Assignments to clinical sites are made by the Assistant Director. Students are assigned to sites pending availability of sites (i.e., waiting for current students to complete clinical hours thus making the site available for new students). The Avicenna Allied Health Institute makes every effort to assign sites on time. There are circumstances beyond the institute's control that may hinder this process, such as students' unprofessional behavior, attendance, or attitudes causing students to be dismissed from the site leading to a loss of the site. Students must begin clinical courses assigned per module/term.

Electronic Library

Avicenna has an extensive online/electronic library that can be accessed on and off campus with an appropriate internet connection. The library page can be logged in within the Avicenna LMS and from the Avicenna Webpage. This library affords students and instructors access to numerous journals with thousands of full-texts, peer-reviewed articles, and books. The EBSCOhost interface provides access to a range of databases, e-journals, and e-books. The databases are particularly useful for identifying journal articles and other publications on a particular topic within the subject areas covered by each database. You can also search across more than one database at a time.



Student Services

Tuition and Fees Schedule

Programs

Program	Fees
Medical Assistant Certificate Program Hybrid	Application Fee: \$50.00 Technology Fee: Included in Tuition Textbooks: Included in Tuition Tuition: \$5,000.00 Program Cost: \$5,050.00
Dental Assistant Certificate Program Hybrid	Application Fee: \$50.00 Technology Fee: Included in Tuition Textbooks: Included in Tuition Tuition: \$5,000.00 Program Cost: \$5,050.00

Student Services

Payment Methods for Students at Avicenna Allied Health Institute

At the Avicenna Allied Health Institute, we are committed to providing flexible payment options to make our educational programs accessible. Currently, we offer multiple methods of payment tailored to accommodate the diverse financial needs of our students. Please find a detailed outline below:

1. Self-Payers

- **Payment Terms:** Students who choose to pay for their education directly can do so in full at the time of registration. Full payment is required to secure enrollment unless the student opts for our payment plan.
- **Payment Plan:** Self-paying students may also qualify for an institute-specific payment plan. This plan allows students to make payments in structured installments over a predefined schedule, making tuition more manageable. Terms of the payment plan, including due dates and installment amounts, will be clearly outlined in a formal agreement at the time of enrollment.

2. Third-Party Payers

- **Nonprofit Sponsorships:** We recognize the support some students receive from nonprofit organizations. As part of our third-party payer options, students may elect to have a nonprofit sponsor their tuition. These sponsors will coordinate payment arrangements directly with the institute on behalf of the student.
- **Texas Workforce Commission (TWC) Vendor:** As an authorized vendor with the Texas Workforce Commission, the Avicenna Allied Health Institute accepts funding from TWC for eligible students. For those utilizing TWC resources, we will work directly with the Commission to facilitate payment and ensure compliance with all TWC requirements.

3. Federal Funding

- **Current Availability:** At this time, the Avicenna Allied Health Institute does not have Federal Student Aid funding options available for student tuition assistance. Students seeking federal aid are encouraged to explore other local and state-based funding options or inquire about scholarships through third-party organizations.

Student Services

Payment Methods for Students at Avicenna Allied Health Institute (cont'd)

These payment options aim to provide flexibility and support, ensuring students can focus on their studies and professional growth. For questions regarding any of these payment methods, or to begin the enrollment process, please contact our Admissions Office.

Students may pay by cash, check, money order, or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the financial aid interview. Students who cannot make timely tuition payments must speak with a representative in the Business Office to continue in their program of study. Unexcused past due payments may be cause for suspension or dismissal.

In Texas and in accordance with the Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student receiving a grade of incomplete will be allowed to reenroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

Application and Late Payment Fee

An application fee, which is calculated as part of the total program cost, is due at the time of application. All tuition payments must be made before completion of a program unless other arrangements have been made via the enrollment agreement or finance plan. Each student will receive an enrollment agreement, which will outline the payment schedule. The Institute has the right to charge a student/graduate a \$25.00 late fee in the event his/her monthly payment(s) should become delinquent more than 4 business days. Students must be current on monthly payments to begin their externship. Students who are not current on monthly payments by the completion of classroom training may be delayed in beginning their externship. For more details on this policy, see the catalog regarding externship attendance.

Charges	Fees
Application Fee	\$50.00
Official Transcript Copy	\$5.00
Late Payment Fee	\$25.00

Student Services

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - the date of termination if the student is terminated by the school;
 - the date of receipt of written notice from the student; or
 - ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. A full refund of all tuition and fees is due and refundable in each of the following cases:

- an enrollee is not accepted by the school;
- if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

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

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (4) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (5) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Yasmin Parpio

Director
Avicenna Allied Health Institute