2025 Academic Catalog

Kaiser Permanente School of Allied Health Sciences

Effective Dates: January 1, 2025 – December 31, 2025

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About this Catalog

Students are expected to be familiar with the information in the catalog and other publications related to student attendance and conduct. An index provides page numbers for more specific topics than published in the table of contents.

This catalog is prepared in advance of the period of time it covers, and therefore changes in programs and policies may occur. These changes will be published as needed in an addendum appended to the end of the catalog and published on kpsahs.edu. This catalog is revised annually.

Prospective students and the general public can access this catalog on the college's website at kpsahs.edu.

Catalog content is supplemented by information available on the KPSAHS website and the *Student Handbook* published on kpsahs.edu.

Catalog Rights

Graduation requirements are determined according to the catalog in effect at the time of initial program enrollment, provided the student remains continuously enrolled at the Kaiser Permanente School of Allied Health Sciences (KPSAHS).

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Address:	1747 N. Market Blvd., Suite 225, Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818
Internet Website Address:	www.bppe.ca.gov
Telephone and Fax Numbers:	Toll Free (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897

Locations, Contact Information, Web Address

Locations

Most class sessions take place at the main campus location; however, distance education counseling students may choose to complete their in-person instruction at the Redwood City satellite (located in San Mateo), and bone densitometry students complete laboratory practice at the Pinole satellite location:

Main Campus

938 Marina Way South
Richmond, CA 94804

Satellite – KPSAHS Redwood City Satellite

177 Bovet Rd
San Mateo, CA 94402

Satellite – Kaiser Permanente Medical Office Building, Pinole

1301 Pinole Valley Rd
Pinole, CA 94564

Contact Information

Phone:	(510) 231-5000
Toll Free:	(888) 299-0077
Fax:	(510) 231-5001

Web Address

kpsahs.edu

History of the Kaiser Permanente School of Allied Health Sciences

The Kaiser Permanente School of Allied Health Sciences (KPSAHS) was established in 1989 as a hospital-based School of Radiology, fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The first campus was located at 1025 MacDonald Avenue in Richmond, California and was founded to meet the demands of technologist shortages and to provide community outreach and vocational training. In response to Kaiser Permanente's needs and regulatory changes, advanced certificate programs in mammography, fluoroscopy, and venipuncture were developed in 1995.

Due to the growth of enrollment, KPSAHS relocated to 325 Harbour Way in Richmond, California, in 2001 and shortly thereafter relocated again in 2003 to its present location at 938 Marina Way South, also in Richmond. The name of the school changed from the School of Radiology to Kaiser Permanente School of Allied Health Sciences to reflect a changing program mix and long-term strategic plans.

KPSAHS underwent significant changes between 2000 - 2010. In 2000, a diagnostic medical sonography program with a general concentration (including abdominal and obstetrics/gynecology) was developed and implemented, followed by a nuclear medicine technology program in 2002. In 2003, KPSAHS was granted approval to operate as a vocational school by the California Bureau of Private Post-Secondary and Vocational Education (now known as the California Bureau for Private Postsecondary Education or BPPE). A phlebotomy certificate program was also developed and implemented in 2003. In 2004, a radiation therapy program was implemented (and later discontinued in 2012), and an adult cardiac concentration was added to the sonography program in 2010.

From 2011 – 2015, KPSAHS operated a satellite campus in Stockton, California, to better serve students from the Central Valley and San Joaquin communities. The satellite campus offered educational programs in radiologic technology, diagnostic medical sonography, and phlebotomy.

KPSAHS began the process of obtaining regional accreditation through the WASC Senior College and University Commission (WSCUC) in 2011. In 2012, an independent board of trustees was formed. Also in that year, students enrolled in radiologic technology, nuclear medicine, and diagnostic medical sonography were able to earn baccalaureate degrees, which the BPPE had approved in 2007. Eligibility was granted by WSCUC in 2012, and initial accreditation was granted effective September 10, 2014.

New programs added since receiving regional accreditation include health care ethics (2016, discontinued 2019), medical assisting (2017), counseling (2021), and bone densitometry (2024).

New satellite locations were implemented in 2024 in San Mateo, California (counseling) and Pinole, California (bone densitometry).

Organizational Structure

Kaiser Permanente Medical Group, Inc.

Kaiser Permanente was founded in 1945 and offers the nation's largest nonprofit health plan, extending across eight states and the District of Columbia. Kaiser Permanente serves members in Northern California and is a clinical partner for our educational programs throughout the greater Bay Area and Sacramento regions. Kaiser Permanente aspires to be the world leader in improving health through affordable, integrated care. Its strong social mission and an enduring partnership between our health plan and our medical groups distinguish Kaiser Permanente from other health care providers.

Ownership

KPSAHS is an operating department of The Permanente Medical Group, Inc. (TPMG), a California "C" Corporation.

Mission, Vision, Values Statements

Mission Statement

We advance health care and improve lives by inspiring our students to be active, successful leaders in their careers and communities.

Vision Statement

To Lead in Health Science Education

Values Statement

Our values center on a commitment to a diverse student body—and in turn the field of health care and the communities we serve. Through our exceptional faculty, staff, and program directors, our students learn to become pioneering and ethical leaders in their careers and communities, exemplifying the values of our comprehensive education.

KPSAHS Values

- *Student-Centric Culture.* Our students are at the heart of what we do. We give them the skills, confidence, and support to succeed, both as scholars and health care professionals. Student success is the truest measure of our success.
- *Excellence.* We are committed to the highest standards of academic excellence. Our graduates are the best-educated professionals and the future leaders of the health care industry.
- *Innovation*. Our culture embraces change and innovation. We lead. We improve. We evolve.
- *Integrity.* We hold our students and ourselves accountable to the highest standards of honesty, ethics, and compassion.
- *Passion*. Our passion is reflected in our teaching, culture, and a love for our professions. The work we do is important and has a positive, lasting impact on the lives of our students and the patients they serve.
- *Diversity*. We embrace diverse backgrounds, perspectives, ideas, and behaviors in education. We value fair and just treatment, opportunity, and advancement for all applicants, students, graduates, and employees.

Public Good Statement

KPSAHS serves the public good, without profit, by:

- *Economic Development.* Providing career-focused education to a diverse student population to improve graduates' socioeconomic mobility.
- *Advancing Health Care.* Educating high-quality, health care professionals who serve the health care needs of their communities with compassion.
- *Civic Engagement.* Preparing graduates for civic engagement through development of ethical reasoning, critical thinking, and an appreciation for diversity.
- *Community Engagement.* Engaging with local communities through outreach events, community service, skills training, in-class projects, and continuing education.

Institutional Learning Outcomes

- *Ethics*. Graduates independently apply ethical standards.
- *Written Communication*. Graduates demonstrate proficiency in written communication.
- *Diversity*. Graduates can function as professionals when interacting with people who have ideas, beliefs, attitudes, and behaviors that are different from their own in their field of practice.
- *Oral Communication*. Graduates demonstrate effective oral communication skills.
- *Critical Thinking*. Graduates reach well-reasoned conclusions by analyzing problems and issues.
- *Quantitative Reasoning.* Graduates reason and solve quantitative problems.
- *Information Competence.* Graduates demonstrate the ability to locate and use information appropriately.

Accreditation and Approvals

Institutional Accreditation

WASC Senior College and University Commission (WSCUC)

Kaiser Permanente School of Allied Health Sciences is accredited by WASC Senior College and University Commission (WSCUC) (wscuc.org); 1080 Marina Village Parkway, Suite 500; Alameda, CA 94501; (510) 748-9001.

WSCUC is an institutional accrediting agency recognized by the United States Department of Education.

Institutional Approval

California Bureau for Private Postsecondary Education (BPPE)

Kaiser Permanente School of Allied Health Sciences is a private institution and has received institutional approval to operate as a degree and certificate granting institution from the Bureau for Private Postsecondary Education (BPPE) (bppe.ca.gov). The approval means that this institution complies with minimum standards contained in the California Education Code and the California Code of Regulations.

Programmatic Accreditation

Diagnostic Medical Sonography (Abdominal/OBGYN and Adult Cardiac Concentrations)

The Kaiser Permanente School of Allied Health Sciences Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) (jrcdms.org). Address: 9355 – 113th St. N, #7709, Seminole, FL 33775, (727) 210-2350.

Nuclear Medicine

The nuclear medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) (jrcnmt.org) (Program #905860). Address: Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). 820 W. Danforth Rd., #B1, Edmond, OK, 73003. (415) 285-0547.

Radiologic Technology

The radiologic technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (jrcert.org) (Program #4785). Address: Joint Review Committee on

Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Ste. 2850, Chicago, IL 60606-3182. (312) 704-5300. mail@jrcert.org.

JRCERT is a programmatic accrediting agency recognized by the United States Department of Education.

Programmatic Approvals

Basic and Advanced Phlebotomy

The basic and advanced phlebotomy program is approved by the California Department of Public Health (CDPH) – Laboratory Field Services (cdph.ca.gov/programs/OSPHLD/LFS). Address: Laboratory Field Services, 850 Marina Bay Parkway, Building P, 1st Floor, Richmond, CA 94804. (510) 620-3800.

The National Center for Competency Testing (NCCT) (ncctinc.com) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the National Certified Phlebotomy Technician (NCPT) certification exam. Address: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404.

The National Healthcareer Association (NHA) (nhanow.com) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the Certified Phlebotomy Technician (CPT) exam. Address: NHA, 11161 Overbrook Road; Leawood, Kansas 66211. (800) 499-9092.

Bone Densitometry

KPSAHS is a recognized provider of education in Dual X-ray Energy Absorptiometry (DEXA) by the California Department of Public Health (CDPH) – Radiologic Health Branch (cdph.ca.gov/rhb). Address: California Department of Public Health – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: DEXA #6070*

Counseling

The California Board of Behavioral Sciences (BBS) (bbs.ca.gov) has determined that the Master of Science of Counseling with a Concentration in Marriage and Family Therapy degree at KPSAHS includes coursework that meets the statuary requirements for licensure as a Licensed Marriage and Family Therapist (LMFT) and registration as an Associate Marriage and Family Therapist (AMFT) under Business and Professions Code (BPC) section 498.36. Address: BBS, 1625 North Market Blvd, Suite S-200; Sacramento, CA 95834. (916) 574-7830.

Fluoroscopy

KPSAHS is a recognized provider of education in fluoroscopy by the California Department of Public Health (CDPH) – Radiologic Health Branch (cdph.ca.gov/rhb). Address: California Department of Public Health – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: Fluoroscopy #1099.*

Medical Assisting

The National Center for Competency Testing (NCCT) (ncctinc.com) has approved graduates from the KPSAHS medical assisting program to complete the National Certified Medical Assistant (NCMA) and the National Certified ECG Technician (ECG) exam. Address: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404.

Nuclear Medicine

KPSAHS is a recognized provider of education in nuclear medicine technology by the American Registry of Radiologic Technologists (ARRT) (arrt.org). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048.

KPSAHS is a recognized provider of education in nuclear medicine technology by the Nuclear Medicine Technology Certification Board (NMTCB) (nmtcb.org). Address: NMTCB, 3558 Habersham at Northlake, Building I, Tucker, GA 30084-4009. (404) 315-1739. School code #905860

Radiologic Technology

KPSAHS is a recognized provider of education in radiologic technology by the California Department of Public Health (CDPH) – Radiologic Health Branch (cdph.ca.gov/rhb). Address: California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: Radiology #1028*

KPSAHS is a recognized provider of education in radiologic technology by the American Registry of Radiologic Technologists (ARRT) (arrt.org). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048.

Facilities and Equipment

Main Campus

The KPSAHS main campus is located at 938 Marina Way South; Richmond, CA 94804. The school occupies an area that is approximately 30,000 square feet and the building is divided into an administrative side and an academic side.

The administrative suite is comprised of 32 private offices for administrators, program directors, instructors, and assistant medical directors; two cubicles for support staff; locked student file storeroom; a general storeroom; mailroom; bathrooms; and conference room.

The academic side is comprised of six classrooms, seven labs, one computer lab, library, student break room, records office, career services office, two bathrooms, one small conference room, and one lecture hall that can be divided into three smaller rooms. The student break room is equipped with refrigerators, microwave ovens, coffee and vending machines, and a water cooler with an ice maker.

Classrooms can accommodate from 12 to 80 students. Classrooms are equipped with a range of equipment, including state of the art interactive video conference equipment, DVD players, Dry Erase writing boards, LCD projectors, document camera, and computers that link to Kaiser Permanente's internal network and the internet. The computer lab contains 24 laptop computers connected to Kaiser Permanente's internal network and the internet.

Skeletal, torso and organ models are utilized in each classroom and lab to facilitate visual learning. Each lab also contains active equipment that is utilized to simulate the clinical setting. Positioning labs and phantoms are provided to aid in the educational process.

Satellite – KPSAHS Redwood City Satellite

The counseling instructional site is located at 177 Bovet Road; San Mateo, CA 94402. It occupies a portion of the third floor of a Kaiser Permanente office building and includes two offices (one for faculty, one for rotating administrators), smaller classroom spaces, a training room with a one-way mirror to facilitate supervision, and a large classroom accommodating 50 students with chairs, desks, and presentation technology. The facility also includes a lobby and restrooms available to students.

Satellite – Kaiser Permanente Medical Office Building, Pinole

The bone densitometry laboratory instructional site is located at the KP Pinole Medical Office Building at 1301 Pinole Valley Rd; Pinole, CA 94564. It includes one bone densitometry clinical room, approximately 300 square feet, with one patient X-ray table specifically designed for bone densitometry scans, and a computer control console.

Basic and Advanced Phlebotomy Technician (Certificate)

Program Description

The basic and advanced phlebotomy technician program provides education for individuals seeking a career in the laboratory as a California Certified Phlebotomy Technician I (CPT I). The 320-hour basic certified CPT I Program provides 80 hours theory didactic, 80 hours in-class practicum, and 160 hours clinical.

Individuals who successfully complete the program will receive a certificate of completion allowing students to sit for national certification exams. Upon passing the national examination graduates are eligible to apply to the State of California for CPT I certification.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- Be 18 years of age or older
- Possess a high school diploma or GED
- Pass an assessment exam administered by KPSAHS
- Have a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (AHA BLS) CPR & AED Training for Healthcare Professionals
- Meet the English proficiency requirement (see the *Admissions/Required English Proficiency* section of this catalog for more details)
- Provide proof of current COVID-19 vaccination; letters of exemption from the COVID-19 vaccination will not be considered.

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment, described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The mission of the basic and advanced phlebotomy technician program is to graduate professional and compassionate phlebotomy technicians. The program is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The primary goal of this program is to educate students with didactic, laboratory, and clinical education that encompass emerging and innovative technology in preparation for a health care career as a phlebotomy technician. The program promotes professional growth and life-long learning with the emphasis on ethical behavior in all aspects of the student's educational experience.

The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Amendments of 1988 (CLIA), Clinical and Laboratory Standards Institute (CLSI), Occupational Health and Safety Administration (OSHA), and Joint Commission Review Committee.

Educational Goals

To prepare the learner with the basic background information on phlebotomy including:

- The history of phlebotomy and the role of the phlebotomy technician.
- Prepare students to successfully pass the national examination.

- Prepare students to think and act independently while developing skills in team building.
- Students will demonstrate a commitment to personal and professional growth and ethical behavior.
- Students will demonstrate excellence in patient care by exhibiting clinical competence, confidentiality, professionalism, and good communication.
- Students will learn blood borne pathogens and safety techniques to prevent injuries to the patients, team members, and themselves.

Program Length

The basic and advanced phlebotomy technician program requires 320 hours (or 40, eight-hour days), which includes 160 hours of theory and lab practice and 160 hours of clinical training. Students complete all 320 hours within one twelve-week academic quarter, unless students request and receive an extension due to extenuating circumstances (e.g., illness, jury duty, family emergency, military deployment). Refer to the *Academic Calendar* for major holidays and break periods.

Instructional Location(s), Schedule, and Modality

Students complete all didactic and laboratory training in person at the KPSAHS campus in Richmond, California. Clinical education occurs at hospital, medical office, and laboratory facilities Northern California. The program is scheduled on weekdays during normal business hours.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

Graduation Requirements

Students are required to pass PHLEB A and PHLEB B. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
31-9097

Employment Position(s):

U.S. Department of Labor's Standard Occupational Classification (SOC) Code	Employment Position(s)
31-9097	*Phlebotomists*
31-9099	*Healthcare Support Workers, All Other*

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Phlebotomist Duties

The primary responsibilities for the Certified Phlebotomy Technician I involve venipuncture, skin puncture, specimen processing, and patient registration.

Physical Requirements

Specific assignments may require prolonged standing, bending, walking, sitting, and ability to lift and move supplies up to 25 pounds. May require use of computer keyboard and repetitive tasks for long periods of time. Duties require manual dexterity in performance of wrist/hands intensive tasks. Specific vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

Certified Phlebotomy Technician I (CPT I)

To achieve licensure as a Certified Phlebotomy Technician I (CPT I) in the State of California, applicants must:

- Demonstrate education by submission of one of the following:
    - High school completion transcript
    - Graduation equivalency exam transcript (e.g., GED)
    - Non-US transcript analysis confirming US high school equivalency
    - Additional options defined by Laboratory Field Services, California Department of Public Health.[1]
- Successfully complete training in a phlebotomy program approved by the California Department of Public Health.
- Pass a national certification examination for phlebotomists from one of the certifying organizations approved by the California Department of Public Health:
    - American Certification Agency (ACA) certification for phlebotomist
    - American Medical Certification Association (AMCA) certification for phlebotomist
    - American Medical Technologists (AMT) certification for phlebotomist
    - American Society of Clinical Pathology (ASCP) certification for phlebotomist
    - National Center for Competency Testing (NCCT/MMCI)
    - National Healthcareer Association (NHA) certification for phlebotomist
        - Students enrolled in the program are eligible to take the Certified Phlebotomy Technician exam offered through the National Healthcareer Association (NHA) (nhanow.com). Test takers will be required to present a valid, current, government-issued photo ID to sit for the NHA exam.

The California Department of Public Health – Laboratory Field Services (cdph.ca.gov/programs/OSPHLD/LFS) oversees phlebotomy licensure in the State of California; refer to their web site at for the most up to date information on application processes and costs.

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[1] https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist.aspx. Students can email LFS directly at LFSphlebotomy@cdph.ca.gov to clarify additional education options.

Note that California's CPT application asks questions concerning past felony convictions.

Program Accreditation and/or Approvals

The basic and advanced phlebotomy technician program is approved by the California Department of Public Health (CDPH) – Laboratory Field Services (cdph.ca.gov/programs/OSPHLD/LFS). Address: Laboratory Field Services, 850 Marina Bay Parkway, Building P, 1st Floor, Richmond, CA 94804. (510) 620-3800.

The National Center for Competency Testing (NCCT) (ncctinc.com) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the National Certified Phlebotomy Technician (NCPT) certification exam. Address: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404.

The National Healthcareer Association (NHA) (nhanow.com) has approved students/graduates from the KPSAHS basic and advanced phlebotomy program to take the Certified Phlebotomy Technician (CPT) exam. Address: NHA, 11161 Overbrook Road; Leawood, Kansas 66211. (800) 499-9092.

Certificate in Basic and Advanced Phlebotomy Completion Requirements

	Clock Hours
PHLEB A Phlebotomy Theory and Lab Practice	160
PHLEB B Phlebotomy Clinical Training	160
Total Clock Hours	**320***

* All students must be in attendance the entire 320 hours of the program. The State of California mandated educational requirements cannot be met if a student has excessive absences or tardiness.

Course Descriptions

PHLEB A Phlebotomy Theory and Lab Practice (160 hours)

Students learn basic and advanced phlebotomy topics, including those required by California's Title 17 CCR§ 1035.1(e), for a total of 80 hours' didactic instruction. Students spend an additional 80 hours practicing phlebotomy skills in a simulated laboratory environment.

Course is graded on a pass/fail basis. Students must achieve a final grade of 70% or more to receive a passing grade in PHLEB A. Graded assignments include activities, homework, lab competencies, quizzes, and a final exam.

Students who do not earn a passing grade in PHLEB A do not progress to PHLEB B and are dismissed from the program.

PHLEB B Phlebotomy Clinical Training (160 hours)

Students complete 160 hours of phlebotomy practical instruction in a Kaiser Permanente clinical laboratory, which supersedes the requirements of California's Title 17 CCR§ 1035.1(f).

Course is graded on a pass/fail basis. To earn a passing grade in the course, the student is required to successfully complete 160 hours of clinical training, which is confirmed when the preceptor signs the California Phlebotomy Practical Training Assignment and Attestation form.

Prerequisite: PHLEB A Phlebotomy Theory and Lab Practice

Bone Densitometry (Certificate)

Program Description

Bone Densitometry, or Dual-Energy X-ray Absorptiometry (DEXA or DXA), is a diagnostic imaging study used to measure bone density as a means of diagnosing osteoporosis or osteopenia and determining the risk of fracture. As a person ages they can experience bone loss, putting them at risk of developing osteoporosis. DEXA exams utilize a dual energy x-ray beam (one high and one low energy) which is passed through the body, generally the spine or hip. An analysis of bone density/bone mineral loss is then analyzed to determine the risk of fracture. After successful completion of the program, students will be eligible to sit for the California Limited Permit in X-ray Technician Dual Energy X-ray Absorptiometry (DEXA) exam administered by the American Registry of Radiologic Technologists (ARRT).

Admission Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- Be 18 years of age or older.
- Possess a high school diploma or pass a high school equivalency examination approved by the California Department of Education (https://www.cde.ca.gov/ta/tg/gd/). *Higher-level degrees (e.g., AS, BA, MBA, etc.) cannot be substituted for a high school diploma.*
- Hold a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (AHA BLS) CPR & AED Training for Healthcare Professionals.
- Pass an assessment exam administered by KPSAHS
- Meet the English proficiency requirement (see the *Admissions/Required English Proficiency* section of this catalog for more details)
- Provide proof of current COVID-19 vaccination; letters of exemption from the COVID-19 vaccination will not be considered.

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment, described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The mission of the bone densitometry program is to graduate competent DEXA technicians prepared to join the workforce at an entry-level position.

Educational Goals

The goals of the bone densitometry program are:

- To educate students with didactic, laboratory, and clinical education that encompass emerging and innovative technology in preparation for a health care career as a DEXA technician.
- To promote professionalism with an emphasis on ethical behavior in all aspects of the student's educational experience.
- To develop student confidence in performing and analyzing DEXA scans, while interacting with patients.

Program Learning Outcomes

At the completion of this program, students will be able to:

- Describe the pathology & physiology of osteoporosis.
- Identify risk factors involved in the development of osteoporosis.
- Describe the difference between pencil and fan beam technologies.
- Understand T & Z scores and their role.
- Understand the principles of photon absorptiometry and DEXA scans in determining bone mineral density and identifying osteoporosis.

Program Length

This program requires a minimum of 44.5 hours of instruction allocated among didactic, laboratory, and clinical coursework. Didactic and laboratory instruction (DEXA AB & DEXA BL) are scheduled over six consecutive working days; clinical education (DEXA C) is scheduled within the nine business days after completing DEXA BL. Therefore, students can expect to complete the program within 15 business days from program start.

Instructional Location(s), Schedule, and Modality

Students complete didactic coursework (DEXA AB) at the KPSAHS campus in Richmond, CA; laboratory practice (DEXA BL) occurs at the Kaiser Permanente Pinole satellite location; and clinical experience (DEXA C) occurs at Kaiser Permanente medical centers in Northern California. Students should expect to travel to clinical education sites anywhere in Northern California.

Didactic and laboratory instruction is offered in-person and scheduled Monday - Friday during regular business hours. Clinical education (DEXA C) is offered in-person and typically scheduled Monday – Friday during regular business hours.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

Graduation Requirements

To complete the bone densitometry program, students must successfully complete DEXA AB, DEXA BL, & DEXA C courses within two months of program start date (per Title 17 ADC § 30426).

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
29-2099.00, Health Technologists and Technicians, All Other

Employment Position(s):
Health Technologists and Technicians, All Other

Sources to substantiate salary disclosures:
Government data is not available to substantiate salaries for this position. Alternative sources include payscale.com and salary.com.

Bone Densitometry Technician Duties

The duties and responsibilities of a bone densitometry (DEXA) technician focus on measuring bone density and bone health in patients. In this role, specialized radiographic equipment is used to measure

bone density and check for conditions, such as osteopenia and osteoporosis. DEXA technicians work together with the patient, position them during the scan, and record the results for the relevant physician or other medical professionals.

Physical Requirements

Individuals are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. Individuals are occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Individuals must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a Bone Densitometry (DEXA) technician in the State of California, program graduates must be licensed through the California Department of Public Health - Radiologic Health Branch (CDPH-RHB) (cdph.ca.gov/rhb). This requires a California Limited Permit in X-ray Technician Dual Energy X-ray Absorptiometry (DEXA). California regulations in Title 17 § 30444 define the requirements for DEXA licensure:

1. Graduate from an approved CDPH-RHB approved DEXA school.
2. Submit an application with required information and documentation, as well as the applicable fee.
3. Pass a CDPH-RHB-approved examination.

The most current information on the application process and costs is available at the CDPH-RHB website.

Program Accreditation and/or Approvals

KPSAHS is a recognized provider of education in Dual X-ray Energy Absorptiometry (DEXA) by the California Department of Public Health (CDPH) – Radiologic Health Branch (cdph.ca.gov/rhb). Address: California Department of Public Health – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. School code: DEXA #6070

Bone Densitometry Completion Requirements

	Clock Hours
DEXA AB Bone Densitometry	26.5
DEXA BL Bone Densitometry Laboratory Training	2.0
DEXA C Clinical Education	16.0
Total Clock Hours	**44.5**

Course Descriptions

DEXA AB Bone Densitometry (26.5 hours)

Students complete didactic instruction in areas relevant to the practice of bone densitometry, including topics required by 17 CCR § 30426(a)(1) such as radiation physics, biology, and protection; bone biology,

bone disease and therapy, and densitometry parameters; DEXA equipment; computers and image formation; anatomy and positioning; ethics and patient handling.

DEXA BL Bone Densitometry Laboratory Training (2 hours)

Students will spend a minimum of two hours in laboratory training where they learn QA theory and will perform quality assurance tests and experiments using phantoms and evaluate images, as required by 17 CCR § 30426(a)(2).

Students who do not earn a passing grade in DEXA BL do not progress to DEXA C and are dismissed from the program.

DEXA C Clinical Education (16 hours)

Students complete a minimum of 16 hours in clinical education to successfully perform the competencies required by 17 CCR § 30426(a)(3). The twenty required competencies are allocated among posterior/anterior spine (5), hip (5), forearms (5), and other (e.g., whole body, hip, spine, extremity, vertebral fracture assessment) (5). Students who do not complete required competencies within 16 hours will attend additional clinical education hours until all competencies are complete.

Prerequisite: DEXA BL Bone Densitometry Laboratory Training

Counseling, Marriage and Family Therapy Concentration (Master of Science) (Distance Education)

Program Description

The Master of Science in Counseling, Marriage and Family Therapy Concentration program (MSC) prepares students for licensure in the state of California as a Marriage and Family Therapist (LMFT). The program is approved by the California Board of Behavioral Sciences (BBS) for graduates to be licensed in California, and the BBS requires specific curriculum, practicum hours, and credit minimums (90 quarter credits). Courses are offered in either distance education or in-person delivery with slightly more than half of coursework being delivered via distance education. The program requires two years of study with the first year including experiences where students observe mental health providers practicing in a range of clinical environments followed by foundational training in the clinical environment. The second year will include direct practice where students provide therapy to a wide range of individuals under supervision of licensed mental health providers. Students will accumulate hours toward licensure during this year.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- Hold a Bachelor of Arts or a Bachelor of Science degree (or higher) in any discipline.
- Have earned a 3.0 Cumulative Grade Point Average (CGPA).
    - The CGPA will be calculated based on the last 60 semester (or 90 quarter) units of the most recently completed bachelor's degree.
    - For those who have completed a graduate degree, CGPA will be calculated solely on the most recently completed graduate degree.
    - Applicants with a CGPA below 3.0 will have an opportunity to provide additional information in their application essay.
- Meet the English proficiency requirement (see the *Admissions/General Information/Required English Proficiency* section of this catalog for more details)

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment, described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The counseling program at KPSAHS recognizes the foundational role relationships hold in human well-being. Our mission is to educate individuals with diverse and intersecting identities to promote the health and welfare of all individuals, couples, families, and communities. Our program focuses on resiliency and strengths-based approaches that incorporate current research, theory, best practices, and cultural humility. We are committed to supporting students in the developmental process of self- and other-awareness as they prepare for practice as counseling leaders.

Educational Goals

The goals of the counseling program include the following:

- Develop a personal and professional identity that is foundational to practice as a therapist.

- Develop a deepening capacity to facilitate human relationships based on trust, authenticity, self and other awareness, integrity, flexibility, insight and compassion.
- Integrate awareness of diversity and intersecting identities as well as the impact of socioeconomic and cultural experiences in the human experience of mental health and recovery.
- Gain knowledge of the legal and ethical frameworks that guide practice as a therapist and apply these frameworks in academic and clinical work.
- Acquire knowledge of systemic, developmental, intrapersonal, and interpersonal theories that facilitate understanding and growth for the therapist and clients.
- Gain basic knowledge and understanding of neuroscience in connection with human experiences and develop familiarity with psychopharmacology in the treatment process.

Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- **Counseling Knowledge:** Evaluate the broad range of counseling theories, perspectives, and techniques that comprise contemporary mental health counseling.
- **Counseling Application:** Apply counseling theories, perspectives, and techniques to resolve case examples and real human problems affecting family systems.
- **Culturally Competent and Inclusive Care:** Graduates will be able to integrate an understanding and appreciation of diverse and intersecting identities in professional practice.
- **Professionalism:** Demonstrate professionalism and a commitment to providing high standards of patient care.
- **Personal Characteristics:** Demonstrate personal qualities that are necessary for clinical practice.
- **Teamwork:** Work collaboratively in multidisciplinary teams.

Program Length

The counseling program requires 24 months of study completed during eight academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Instructional Location(s), Schedule, and Modality

Courses in the counseling program may be offered online, in-person, or in hybrid format; instructional modalities for specific courses are identified in the *Academic Requirements* section. In-person coursework may be completed at the KPSAHS campus in Richmond, California or at the Redwood City satellite, located in San Mateo, California. Clinical experience occurs virtually with opportunities for in-person experiences at partnering medical centers in Northern California.

Courses are scheduled Monday – Friday. Synchronous online and in-person instruction occurs in the afternoon and/or evenings, while clinical experience is typically scheduled during normal business hours.

Direct Practice Requirements

Prior to participating in supervised clinical experiences, students may be required to provide evidence of current required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in site orientation. Students are evaluated for readiness to start clinical training during the second quarter of study. Faculty consider academic progress as well as professionalism before recommending to direct practice.

Graduation Requirements

Students are required to successfully complete all academic requirements in the Master of Science in Counseling, Marriage and Family Therapy Concentration degree, including all coursework and fieldwork. Students must also complete a minimum of 600 hours of supervised clinical experience to graduate. Of those hours, 225 must be direct patient care. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
21-1013

Employment Position(s):
Marriage and Family Therapists

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Marriage and Family Therapist Duties

Marriage and family therapists diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Apply psychotherapeutic and family systems theories and techniques in the delivery of professional services to individuals, couples, and families for the purpose of treating such diagnosed nervous and mental disorders.

Source: State of California Employment Development Department, Occupational Profile[2]

Physical Requirements

Individuals are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear.

Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a marriage and family therapist in the State of California, program graduates must be licensed through the California Board of Behavioral Sciences (BBS) (bbs.ca.gov). Licensure through the BBS as a marriage and family therapist requires the applicant to do the following:

1. Obtain a qualifying master's degree.
2. Complete qualifying course work in the provision of mental health services via telehealth and suicide risk assessment and intervention training (if not included in the qualifying master's degree).
3. Register as an Associate Marriage and Family Therapist (AMFT).

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[2] Accessed 12/09/2024:
https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=&careerID=&menuChoice=occExplorer&geogArea=0601000000&soccode=211013&search=Explore+Occupation

4. Complete LiveScan fingerprinting and provide results to BBS.
5. Complete a criminal background check.
6. Take and pass and the California Law and Ethics Exam.
7. Complete 3,000 hours of supervised professional experience over a minimum of 104 supervised weeks. A maximum of 1,300 hours may be earned pre-degree.
8. Take and pass the Licensed Marriage and Family Therapist (LMFT) Clinical Exam. Approval to take the exam is given after completion of items 1 – 7 above.
9. Submit an LMFT application and application fee to the BBS.

The most current information on the application process and costs is available at the BBS website: bbs.ca.gov/applicants/lmft.html.

Program Accreditation and/or Approvals

The Board of Behavioral Sciences (BBS) (bbs.ca.gov) has determined that the Master of Science of Counseling with a Concentration in Marriage and Family Therapy degree at KPSAHS includes coursework that meets the statuary requirements for licensure as a Licensed Marriage and Family Therapist (LMFT) and registration as an Associate Marriage and Family Therapist (AMFT) under Business and Professions Code (BPC) section 498.36. Address: BBS, 1625 North Market Blvd, Suite S-200; Sacramento, CA 95834. (916) 574-7830.

The counseling program is not accredited by any specialized accreditation agency.

Master of Science in Counseling, Marriage and Family Therapy Concentration Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Major Courses		
MSC1110 Introduction to Counseling Theories*/**	1	4.0
MSC1115 Professional Development Seminar I*	1	2.0
MSC1120 Law and Ethics in Counseling*	1	4.0
MSC1130 Multicultural Foundations*/**	1	4.0
MSC1210 Clinical Diagnosis, Adult**	2	4.0
MSC1215 Professional Development Seminar II*	2	2.0
MSC1220 Lifespan Development*	2	4.0
MSC1230 Applied Counseling Techniques**	2	4.0
MSC1310 Applied Assessment and Measures**	3	4.0
MSC1315A Foundations for Practice Seminar I*	3	2.0
MSC1320 Clinical Diagnosis, Child and Adolescent**	3	4.0
MSC1330 Substance Use, Addiction, Co-Occurring Disorders, and Recovery**	3	4.0
MSC1410 Therapy with Children, Adolescents, and their Families**	4	4.0
MSC1415A Foundations for Practice Seminar II*	4	2.0
MSC1420 Trauma, Resilience, and Recovery-Oriented Care**	4	4.0
MSC1430 Group Psychotherapy and Psychoeducation*	4	4.0
MSC1510 Advanced Counseling Techniques**	5	4.0
MSC1515A Direct Practice Seminar I**	5	3.0
MSC1520 Neuroscience and Psychopharmacology*	5	3.0
MSC1610 Relationship and Sexuality Counseling**	6	3.0
MSC1615A Direct Practice Seminar II**	6	3.0
MSC1620 Research and Program Evaluation*	6	3.0
MSC1710A Postmodern and Third-Wave Therapies*	7	3.0
MSC1715A Direct Practice Seminar III**	7	3.0
MSC1720A Family Therapy**	7	3.0
MSC1810 Advanced Group Psychotherapy and Psychoeducation**	8	3.0
MSC1815A Direct Practice Seminar IV**	8	3.0
Total Credits in Master of Science Degree		**90.0**
Total Credits Completed at KPSAHS		**90.0**

**Offered online ** Offered in hybrid format, defined as including both face-to-face and online course instruction.*

Course Descriptions

Course modalities are identified under *Academic Requirements.*

MSC1110 Introduction to Counseling Theories

4.0 credits

Examine major theories of counseling and counseling processes in a diverse society. Theories covered include Psychodynamic, Person Centered, Behavioral, Cognitive Behavioral, Solution Focused, Narrative, Feminist, Family Systems (introduction), and Multicultural. Students will choose one theory to explore in-depth.

MSC1115 Professional Development Seminar I

2.0 credits

This course introduces students to concepts, standards, and professional practices of graduate trainees and licensed Marriage and Family Therapists (MFT). Clinical topics such as mandated reporting are covered. This course meets the child and adult abuse assessment and reporting requirements outlined in the Business and Professions Code for Marriage and Family Therapists.

MSC1120 Law and Ethics in Counseling

4.0 credits

This course provides instruction in the professional ethics and legal issues that marriage and family therapists must integrate into their thinking and practice. Laws and regulations relevant to practice as a MFT including the American Association for Marriage and Family Therapy (AAMFT) and the California Association of Marriage and Family Therapy (CAMFT) code of ethics will be reviewed. Ethical issues relevant to practice with people with diverse and intersecting identifies will be considered. Attention is given to preparing for the licensing process.

MSC1130 Multicultural Foundations

4.0 credits

The objective of this course is to support students in their development of awareness and humility pertaining to diverse and intersecting identities in their practice as MFT's. This course explores the influence of a range of factors including race, ethnicity, culture, class, gender, gender expression, sexual orientation, nationality, age, ability, religion, mental and physical characteristics, family influences, and education. Students will explore their own identities, assumptions, beliefs, and values and consider how these factors may inform and influence their practice. Issues of social justice will also be examined.

MSC1210 Clinical Diagnosis, Adult

4.0 credits

This course introduces assessment, diagnosis, and prognosis of mental disorders for adults. Study will emphasize the use of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Biological, psychological, and social constructs in diagnosis will be considered. Students will explore the causes of dysfunction, the process of labeling, psychiatric nomenclature, and the impact of culture in diagnosis.

MSC1215 Professional Development Seminar II

2.0 credits

This course will focus on exposure to a range of settings where Marriage and Family Therapists provide care to individuals, families, and groups. Attention will be paid to professional behavior in clinical settings, consultation, and supervision in these settings. Students will engage in observational experiences each week. This course meets the requirements of California Statute AB1436 for six hours of training in suicide risk assessment and intervention.

MSC1220 Lifespan Development

4.0 credits

Students examine developmental issues from infancy to old age. The course will explore the psychological, psychotherapeutic, and health implications of developmental issues on individuals, couples, and family relationships. Study includes an exploration of the biological, social, cognitive, and psychological aspects of aging. The course includes a range of cultural understandings of human development within social and environmental contexts including socioeconomic status and issues of social justice.

MSC1230 Applied Counseling Techniques
4.0 credits
This course covers basic attending and relationship building skills needed for counselors serving individuals, couples, or families to develop a therapeutic relationship, establish counseling goals, design intervention strategies, evaluate client outcome, and terminate the counseling relationship. Students will present videotapes of mock counseling and consulting sessions.

MSC1310 Applied Assessment and Measures
4.0 credits
Students will explore the clinical application of assessment as an essential part of mental health care. Students will develop a foundation for using assessment procedures to better understand the individuals, families, and groups they will care for. Emphasis will be given to concepts necessary for the selection, administration, scoring and interpretation of individual and group tests.

MSC1315A Foundations for Practice Seminar
2.0 credits
Students focus on orientation to clinical practice, direct observation of psychotherapy, didactics, mock therapy sessions, and engagement with supervisors. The seminar will include exploration of foundational topics directly related to clinical practice including ethics, case formulation, and professional development.

MSC1320 Clinical Diagnosis, Child and Adolescent
4.0 credits
This course introduces assessment, diagnosis, and prognosis of mental disorders for children and adolescents. Study will emphasize the use of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Students will explore issues of prevalence, classification, phenomenology, course, and comorbidity. This course will highlight a developmental psychopathology perspective wherever appropriate.

MSC1330 Substance Use, Addiction, Co-occurring Disorders, and Recovery
4.0 credits
This course introduces substance use, co-occurring disorders, theories of addiction and recovery. Students will explore the psychoactive and biological effects as well as medical and legal aspects of substance use. The course covers social factors that can contribute to increased risk for different populations. Students will learn methods of screening, assessment, and diagnosis of substance use disorders including Motivational Interviewing. Students will gain an understand of, and apply skills related to prevention, harm-reduction, and evidence-based treatment models. Community resources for support will also be explored.

MSC1410 Therapy with Children, Adolescents, and their Families
4.0 credits
This course explores the theories and practices foundational to working with children, adolescents, and family systems. Emphasis will be placed on a multidimensional understanding and approach to these populations. Students will develop the ability to apply these foundational concepts to their work with individuals and family systems.

MSC1415A Foundations for Practice Seminar
2.0 credits
Students focus on preparation for their first experiences as therapists. The seminar will include exploration of topics directly related to clinical practice including documentation, the use of integrated health records, and agency specific training.

MSC1420 Trauma, Resilience, and Recovery-oriented Care
4.0 credits
Students will develop awareness of the presentation and impact of trauma and disaster experiences for individuals, families, and communities. Concepts such as social determinants of health, resilience and post-traumatic growth will be explored. The course will examine person-first, person-centered, and strength-based approaches to treatment, rehabilitation, and support. Community resources for support will also be explored.

MSC1430 Group Psychotherapy and Psychoeducation
4.0 credits
This course examines the theory and practice of group counseling. Basic principles of group

dynamics, group development, member roles, and basic group counseling skills will be covered. Students will participate in a group experience toward the goal of better understanding theory, principles, and practice of group therapy.

MSC1510 Advanced Counseling Techniques

4.0 credits

This course builds on the foundation from MSC1230 and covers process and strategies inherent in major counseling theories. Students will engage in intensive practice with opportunities to apply what they have learned to case conceptualization, treatment interventions, and self-awareness with an emphasis on the role of diversity in assessment and therapeutic processes.

Prerequisite

MSC1230 Applied Counseling Technique

MSC1515A Direct Practice Seminar I

3.0 credits

Students gain experience in marriage and family therapy by providing treatment in approved practice sites. Students should demonstrate increasing levels of competency assessed through direct supervision by clinical site supervisors and by course faculty. The seminar will include case conferences, case presentations, and didactics focused on clinical practice. Students will begin accumulating hours of supervised clinical experience toward licensure as a Marriage and Family Therapist.

Prerequisite

MSC 1415 Practicum Seminar II

MSC1520 Neuroscience and Psychopharmacology

3.0 credits

This course introduces intrapersonal and interpersonal neurobiology as well as basic principles of psychopharmacology. Students will gain an overview of commonly prescribed psychotropic medications and learn how to effectively communicate and collaborate with providers who can assess for and prescribe these medications. Neuroplasticity and interventions to support recovery will also be explored.

MSC1610 Relationship and Sexuality Counseling

3.0 credits

This course provides an overview of interpersonal dynamics and the complexities of human relationships. Students will study the physiological, psychological, and socio-cultural variables associated with sexual behavior and gender identity. Approaches to assessment and treatment of psychosexual dysfunction will be explored. Students will examine the interface and impact of these understandings with the individuals, families, and groups they will connect with in their professional roles.

MSC1615A Direct Practice Seminar II

3.0 credits

Students continue to gain experience in marriage and family therapy by providing treatment in approved practice sites. Students should demonstrate increasing levels of competency assessed through direct supervision by clinical site supervisors and by course faculty. The seminar will include case conferences, case presentations, and didactics focused on clinical practice. Students will continue to accumulate hours of supervised clinical experience toward licensure as a Marriage and Family Therapist.

MSC1620 Research and Program Evaluation

3.0 credits

Students explore quantitative and qualitative approaches to research and demonstrate critical evaluative skills as consumers of theoretical, assessment focused and treatment outcome research. The course will examine scientific approaches to developing Evidence Based Practices. Practical applications of research to practice will be emphasized including program evaluation and approaches such as Feedback Informed Care.

MSC1710A Postmodern and Third-Wave Therapies

3.0 credits

This course explores the evolution, philosophy, and methodologies of contemporary psychotherapy, post-modernism, and the innovative third wave therapies. Students will critically analyze divergence from traditional models, ethical considerations, and integration in clinical practice. Students will gain

comprehensive insights into these contemporary approaches enabling them to evaluate their efficacy in diverse clinical contexts

MSC1715A Direct Practice Seminar III

3.0 credits

Students continue to gain experience in marriage and family therapy by providing treatment in approved practice sites. Students should demonstrate increasing levels of competency assessed through direct supervision by clinical site supervisors and by course faculty. The seminar will include case conferences, case presentations, and didactics focused on clinical practice. Students will continue to accumulate hours of supervised clinical experience toward licensure as a Marriage and Family Therapist.

MSC1720A Family Therapy

3.0 credits

Students will strengthen their theoretical understanding and application of family therapy. Students will focus on the development of personal theory, professional development, and therapeutic change/outcome in their work with family systems. Building on the introductory overview of family therapy theories in MSC1410, students will focus on selecting and applying counseling interventions with families.

Prerequisite

MSC1410 Therapy with Children, Adolescents, and their Families

MSC1810 Advanced Group Psychotherapy and Psychoeducation

3.0 credits

This course expands upon the basic theory and practice of group counseling students learned in MSC1430. Students will explore group processes with multiple populations and family systems. Participants in the course will develop content for a psychoeducational group focused on an individual, family system, or population focused topic of their choice. Students will demonstrate this content in class with fellow students as participants.

Prerequisite

MSC1430 Group Psychotherapy and Psychoeducation

MSC1815A Direct Practice Seminar IV

3.0 credits

Students continue to gain experience in marriage and family therapy by providing treatment in approved practice sites. Students should demonstrate increasing levels of competency assessed through direct supervision by clinical site supervisors and by course faculty. The seminar will include case conferences, case presentations, and didactics focused on clinical practice. Students will continue to accumulate hours of supervised clinical experience toward licensure as a Marriage and Family Therapist.

Diagnostic Medical Sonography (Bachelor of Science)

Program Description

The diagnostic medical sonography program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level sonographers. Students enroll in one of two concentrations: (a) Abdominal Extended and OB/GYN or (b) Adult Cardiac Sonography.

All major courses must be completed to receive a certificate of completion, making the graduate eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification exams in Abdomen (AB), Obstetrics and Gynecology (OB/GYN), and/or Adult Echocardiography (AE). Students in the adult cardiac sonography concentration are also eligible to sit for the Cardiovascular Credentialing International (CCI) board exam.

Students will perform their clinical education in partnering hospital and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- **Meet the Job Shadowing Requirement**. Applicants have two options to satisfy this requirement:
    - Option 1. Complete a minimum of eight job shadow hours in the modality (abdomen and/or cardiac sonography) for which the student is applying; **OR**
    - Option 2. Complete and upload a short job shadowing writing assignment demonstrating knowledge of the duties of a technologist (750 words or less). Refer to the *Admissions* section of kpsahs.edu for additional information.
- **Meet Academic Requirements:**
    - Earn an Associate of Arts or Associate of Science degree (or higher) in any discipline.
    - Earn a 2.75 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A CGPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
    - Successfully complete required college-level courses below. Refer to *Admissions/Prerequisite Course Requirements* for requirements and general course descriptions.
        - human anatomy & physiology with a lab
        - mathematics
        - medical terminology
        - oral communication (i.e., speech)
        - physics
        - written communication
- **Meet the KPSAHS English proficiency requirement** (see the *Admissions/Required English Proficiency* section of this catalog for more details)

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment (including providing proof of current COVID-19 vaccination), described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The diagnostic medical sonography program mission is consistent with the mission and goals of Kaiser Permanente School of Allied Health Sciences. The diagnostic medical sonography program is committed to providing students with academic excellence. The administration and faculty are dedicated to providing the highest quality education through didactic, laboratory, and clinical instruction with emphasis on the psychomotor, affective, and cognitive learning domains. The program is committed to preparing students to take on the responsibilities of sonographers who will provide quality patient care, contribute to their profession, and dedicate themselves, as professionals, to life-long learning. These are the foundations of the sonography profession, and the program is committed to the education of our students and sonographers in the community.

Educational Goals

The goals of the diagnostic medical sonography program include the following:

- produce qualified graduates, prepared for entry-level careers as diagnostic medical sonographers
- equip students to achieve professional and academic excellence throughout their careers
- prepare graduates to successfully pass the ARDMS examination
- instill professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the Society of Diagnostic Medical Sonographers
- to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult cardiac sonography OR abdominal extended and OB/GYN

Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with a patient (and with other health care professionals).
- *Critical Thinking:* Graduates will be able to apply critical thinking while critiquing normal as well as pathological exams.
- *Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in Diagnostic Medical Sonography.
- *Safety:* Graduates will be able to demonstrate proper safety skills for their patient and themselves.
- *Teamwork:* Work collaboratively in multidisciplinary teams.

Program Length

Both adult cardiac and abdominal extended/OBGYN concentrations require 24 months of study completed during eight academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the upper-division general education courses required to complete the bachelor's degree.

Instructional Location(s), Schedule, and Modality

Didactic instruction is offered online, in-person, or in hybrid format; refer to the *Academic Requirements* section for specific course modalities. All in-person didactic and laboratory instruction is offered at the KPSAHS campus in Richmond, California. Students can expect substantial off-campus study and preparation for classroom and lab exercises.

Clinical education occurs at hospital and medical office facilities in Northern California, and students should expect to travel to clinical education sites anywhere in Northern California.

All coursework is offered Monday – Friday during regular business hours.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

Graduation Requirements

Students are required to successfully complete all academic requirements in the designated concentration of the diagnostic medical sonography degree. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
29-2032

Employment Position(s):
Diagnostic Medical Sonographer

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Diagnostic Medical Sonographer Duties

Diagnostic medical sonographers use high-frequency sound waves to image organs, masses, motion of blood and heart, and fluid accumulations within the body. An ultrasound image results from the reflection of the sound waves by the body. The images/video clips are viewed on a computer screen and are recorded on various formats and are used in interpretation and diagnosis by physicians. The technology is advancing rapidly which requires sonographers to be flexible, adaptable team players who are committed lifelong learners.

Physical, Mental/Intellectual, and Emotional Requirements

The purpose of the following is to identify the physical, mental, and emotional requirements appropriate to the profession of diagnostic medical sonography, as required by The Americans with Disabilities Act (ADA). The diagnostic medical sonographer must be able to do the following:

A. Physical Requirements

1. work standing on their feet 80% of the time

2. use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and performing fine motor skills

3. lift more than 50 pounds routinely

4. transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination

5. push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies

6. use senses (vision, hearing, and touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patient's condition and needs

7. work in a semi-darkened room for prolonged periods of time

8. be physically capable of carrying out all assigned duties

B. Mental and Intellectual Requirements

1. communicate effectively, verbally and nonverbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information

2. organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards

3. understand and react quickly to verbal instructions and patient needs

4. follow directions effectively and work closely with members of the healthcare community

5. view and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities, and identification of pathophysiology

6. apply problem solving skills to help optimize patient care and produce the best diagnostic information possible

C. Emotional Requirements

1. provide physical and emotional support to the patient during sonographic procedures

2. interact compassionately and effectively with the sick and/or the injured

3. handle stressful situations related to technical and procedural standards and patient care situations

4. adapt to changing environments and be able to prioritize tasks

5. project an image of professionalism

6. demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values

7. interact positively with people from all levels of society and all ethnic and religious backgrounds

Certification Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

Credentialing Organizations

Most employers require the applicable certification through the American Registry for Diagnostic Medical Sonography (ARDMS) (ardms.org) and/or Cardiovascular Credentialing International (CCI) (cci-online.org).

The State of California does not license diagnostic medical sonographers.

Certification through ARDMS

Certification through ARDMS (ardms.org) can be accomplished through multiple pathways; the KPSAHS program is designed to meet the requirements categorized by ARDMS as prerequisite two, which must be completed five years prior to certification:

1. Pass the Sonography Principles & Instrumentation (SPI) examination upon completion of a general, medical, or sonography physics class. This is typically completed in the student's third quarter.
2. Graduate from a program accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) that specifically conducts programmatic accreditation for diagnostic medical sonography.
3. Pass the applicable specialty examination(s).
    a. Adult Cardiac Concentration graduates: To earn a credential as a Registered Diagnostic Cardiac Sonographer (RDCS), students must pass a specialty examination in Adult Echocardiography (AE).
    b. Abdominal Extended and OB/GYN Concentration graduates: To earn a credential as a registered Diagnostic Medical Sonographer (RDMS), students must pass a specialty examination in Abdomen (AB) and/or Obstetrics and Gynecology (OB/GYN).

Certification through CCI (Cardiac Concentration Only)

Earning a Registered Cardiac Sonography (RCS) credential through the Cardiovascular Credentialing International (CCI) (cci-online.org) can be accomplished through multiple pathways. The KPSAHS program meets the qualification requirements for CCI's qualification RCS4:

1. Have a high school diploma or general education diploma (i.e., GED) at time of application
2. Be a graduate of a programmatically accredited program in cardiac ultrasound (echocardiography)
3. Pass the Cardiac Ultrasound Certification Examination

Program Accreditation and/or Approvals

The Kaiser Permanente School of Allied Health Sciences Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) (jrcdms.org). Address: 9355 – 113th St. N, #7709, Seminole, FL 33775, (727) 210-2350.

Bachelor of Science in Diagnostic Medical Sonography – Abdominal Extended and OB/GYN Concentration Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Associate Degree, any discipline (admissions prerequisite)		**90.0**
Lower-division coursework is required in the following areas prior to admission: • *Human Anatomy & Physiology with Lab* • *Mathematics* • *Medical Terminology* • *Oral Communication* • *Physics* • *Written Communication*		
Major Courses (Upper-Division)		**109.5**
DMS 314A Medical and Legal Ethics*	6	1.0
DMS 316A Ultrasound Physics I*	1	3.0
DMS 316LA Ultrasound Physics I Lab	1	0.5
DMS 318LA Patient Care and Ergonomics Lab	4	1.0
DMS 319 Vascular Sonography I*	1	2.0
DMS 319L Vascular Sonography I Lab	1	3.0
DMS 322A Abdominal Sonography I*	1	2.0
DMS 322LA Abdominal Sonography I Lab	1	3.0
DMS 323A GYN Sonography I*	2	3.0
DMS 323L GYN Sonography I Lab	2	2.0
DMS 324LA Clinical Lab I	3	3.0
DMS 324LB Clinical Lab II	4	3.0
DMS 326A Ultrasound Physics II*	2	2.5
DMS 326LA Ultrasound Physics II Lab	2	0.5
DMS 327 Vascular Sonography II*	2	2.0
DMS 327L Vascular Sonography II Lab	2	2.0
DMS 332A Abdominal Sonography II*	2	2.0
DMS 332LA Abdominal Sonography II Lab	2	2.0
DMS 333A OB Sonography I*	3	2.0
DMS 335C Clinical Education I	4	3.5
DMS 337 GYN Sonography II*	3	2.0
DMS 338 Vascular Sonography III*	3	3.0
DMS 342 Abdominal Sonography III*	3	3.0

	Quarter Completed (Estimated)	Quarter Credits
DMS 342L Abdominal Sonography III Lab	3	3.0
DMS 348 The Clinical Experience and Patient Care*	4	2.0
DMS 350 Hemodynamics*	1	2.0
DMS 351 Sectional Anatomy*	1	2.0
DMS 352 Emerging Technologies in Medical Imaging*	3	2.0
DMS 403A Case Studies and Interpretations I*	2	1.0
DMS 403B Case Studies and Interpretations II*	3	1.0
DMS 403C Case Studies and Interpretations III*	5	1.0
DMS 403D Case Studies and Interpretations IV*	6	1.0
DMS 403E Case Studies and Interpretations V*	7	1.0
DMS 403F Case Studies and Interpretations VI*	8	1.0
DMS 443 OB Sonography II*	4	3.0
DMS 445A Clinical Education II	5	10.0
DMS 452A Pediatric Sonography*	5	2.0
DMS 459 Clinical Education III	6	10.0
DMS 462A Abdomen Registry Review*	7	1.0
DMS 463A OB/GYN Registry Review*	8	1.0
DMS 469 Clinical Education IV	7	10.0
DMS 481 Professional Career Development	8	0.5
DMS 489 Clinical Education V	8	4.0
General Education (Upper-Division)		**12.0**
GE 485 Origins of Human Disease*	6	4.0
GE 486 Technical Writing*	7	4.0
GE 487 Critical Thinking*	5	4.0
Total Credits in Bachelor of Science Degree		**211.5**
Total Credits Completed at KPSAHS		**121.5**

**Offered online*

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Diagnostic Medical Sonography, Abdominal Extended and OB/GYN Concentration. The certificate allows students to sit for discipline-specific exams.

Bachelor of Science in Diagnostic Medical Sonography – Adult Cardiac Sonography Concentration Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Associate Degree, any discipline (admissions prerequisite)		**90.0**
Lower-division coursework is required in the following areas prior to admission: • *Human Anatomy & Physiology with Lab* • *Mathematics* • *Medical Terminology* • *Oral Communication* • *Physics* • *Written Communication*		
Major Courses (Upper-Division)		**101.5**
DCS 315 Cardiac Lab I	1	3.0
DCS 323A Echocardiography I*	1	3.0
DCS 323L Echocardiography I Lab	1	3.0
DCS 325 Cardiac Lab II	2	3.0
DCS 326A Cardiac Physiology I*	2	2.0
DCS 333A Echocardiography II*	2	3.0
DCS 333L Echocardiography II Lab	2	3.0
DCS 335C Clinical Education I	4	3.5
DCS 336 Cardiac Physiology II*	3	2.0
DCS 350 Hemodynamics*	1	2.0
DCS 351 Sectional Anatomy*	1	2.0
DCS 352 Emerging Technologies in Cardiology*	3	2.0
DCS 403A Case Studies and Interpretations I*	2	1.0
DCS 403B Case Studies and Interpretations II*	3	1.0
DCS 403C Case Studies and Interpretations III*	5	1.0
DCS 403D Case Studies and Interpretations IV*	6	1.0
DCS 403E Case Studies and Interpretations V*	7	1.0
DCS 403F Case Studies and Interpretations VI*	8	1.0
DCS 443A Echocardiography III*	3	2.0
DCS 443L Echocardiography III Lab	3	3.0
DCS 444A Vascular Sonography*	3	3.0
DCS 444L Vascular Sonography Lab	3	2.0
DCS 449 Clinical Education II	5	10.0

	Quarter Completed (Estimated)	Quarter Credits
DCS 456 Echocardiography IV*	4	3.0
DCS 456L Echocardiography IV Lab	4	1.0
DCS 459 Clinical Education III	6	10.0
DCS 462A Echo Registry Review*	7	2.0
DCS 463 Echocardiography V*	5	3.0
DCS 469 Clinical Education IV	7	10.0
DCS 481 Professional Career Development	8	0.5
DCS 489 Clinical Education V	8	4.0
DMS 314A Medical and Legal Ethics*	6	1.0
DMS 316A Ultrasound Physics I*	1	3.0
DMS 316LA Ultrasound Physics I Lab	1	0.5
DMS 318LA Patient Care and Ergonomics Lab	4	1.0
DMS 326A Ultrasound Physics II*	2	2.5
DMS 326LA Ultrasound Physics II Lab	2	0.5
DMS 348 The Clinical Experience and Patient Care*	4	2.0
General Education (Upper-Division)		**12.0**
GE 485 Origins of Human Disease*	6	4.0
GE 486 Technical Writing*	7	4.0
GE 487 Critical Thinking*	5	4.0
Total Credits in Bachelor of Science Degree		**203.5**
Total Credits Completed at KPSAHS		**113.5**

**Offered online*

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Diagnostic Medical Sonography, Adult Cardiac Sonography Concentration. The certificate allows students to sit for discipline-specific exams.

Course Descriptions

Course modalities are identified under *Academic Requirements.*

DCS 315 Cardiac Lab I

3.0 credits

This lab course reinforces the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. Concentration will be hands-on scanning of the Apical Views of the heart to evaluate global left ventricular systolic function including measurements of masses and volumes, ejection fraction and clinical significance, and potential limitations of left ventricular quantification. This course provides the application and techniques of 2D cardiac imaging, basic protocols, and methods of interrogation of structures in the heart.

DCS 323A Echocardiography I

3.0 credits

This course provides a foundation for the core principles of cardiovascular sonography along with the recognition of normal cardiovascular anatomy. This course develops students' understanding and assessment of systolic and diastolic function, including LV measurements and assessment of ejection fraction, fractional shortening, stroke volume, and cardiac output. Critical thinking will be emphasized by reviewing and evaluating normal measurements, normal structures, and normal anatomy/physiology with case study evaluations. Concentrated areas of study include cardiac embryology, walls and layers of the heart, cardiac conduction cycles, pressure gradients and cardiac valves and chambers. Additionally, this course discusses the application and techniques of 2D cardiac imaging, basic protocols and introduction of M-mode of the heart. DCS 323L will provide the laboratory application of techniques studied in DCS 323A.

DCS 323L Echocardiography I Lab

3.0 credits

This course provides the skills lab as the basis for the foundation for the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. This lab will introduce the application and techniques of 2D cardiac imaging, basic protocols, and M-mode of the heart at various levels of interrogation. Concentration will be hands-on scanning of required views of the heart including 2D and M-Mode measurements.

DCS 325 Cardiac Lab II

3.0 credits

This course provides the skills lab as the companion course to DCS 323L to reinforce the core principles of echocardiography imaging along with the recognition of normal cardiovascular anatomy. Concentration will be hands-on scanning of the heart to evaluate global left ventricular systolic function including measurements and volumes, ejection fraction and clinical significance and potential limitations of left ventricular quantification. This course provides the application and techniques of 2D cardiac imaging, basic protocols, and methods of interrogation of structures in the heart.

Prerequisite

DCS 315 Cardiac Lab I

DCS 326A Cardiac Physiology I

2.0 credits

This course provides understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events. This course discusses mechanical and electrical events in cardiovascular hemodynamics. The course also provides understanding of electrical and mechanical events of cardiac cycle. This course also demonstrates correlation of EKG in relation to cardiac events and echocardiographic findings in the lab. This course allows students to identify and interpret individual rhythm strips and 12-lead EKGs. This course involves understanding how cardiac medications can relate to certain EKG and echocardiographic findings.

DCS 333A Echocardiography II

3.0 credits

This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload/volume overload in relation to valvular

pathology. This course also covers prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension. Critical thinking will be emphasized to evaluate normal versus pathology in structures, measurements, and anatomy and physiology with case study evaluations.

Prerequisites
DCS 323A Echocardiography I &
DCS 323L Echocardiography I Lab

DCS 333L Echocardiography II Lab

3.0 credits
This lab course applies an experiential hands-on component that applies techniques utilized in the echocardiography clinical lab. During this course, students practice obtaining accurate and necessary valvular echocardiographic views and utilizing equipment measurement packages to quantify/qualify valvular processes and diseases by incorporating measurements and equations learned in the accompanying didactic course. This course concentrates on the valvular assessment done in the parasternal and apical views of the heart. Color and Spectral Doppler are introduced and practiced by the student. Critical thinking will be emphasized to evaluate normal versus pathology in structures, measurements, anatomy and physiology with oral exams/quizzes.

Prerequisites
DCS 323A Echocardiography I &
DCS 323L Echocardiography I Lab

DCS 335C Clinical Education I

3.5 credits
This course transitions from the laboratory to clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal echocardiography including 2D imaging, M mode, Pulse wave/Continuous wave Doppler and Color Doppler technique. Students demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer-patient interaction. The clinical affiliate's policies and procedures, HIPAA and the Patient's Bills of Rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. Assessment competencies will concentrate on individual echocardiographic views/windows and equipment operation proficiency.

Prerequisites
DCS 323L Echocardiography I Lab
DCS 325 Cardiac Lab II

DCS 336 Cardiac Physiology II

2.0 credits
This course is a continuation of Cardiac Physiology I which expands on the understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events. This includes mechanical and electrical events in cardiovascular hemodynamics and also provides understanding of electrical and mechanical events of cardiac cycle. Students demonstrate correlation of EKG in relation to cardiac events and echocardiographic findings in the lab. Students are expected to identify and interpret individual rhythm strips and 12-lead EKGs. Critical thinking skills are included with understanding how cardiac medications can relate to certain EKG and echocardiographic findings.

DCS 350 Hemodynamics

2.0 credits
This course teaches the student about the physical principles of hemodynamics. Hemodynamics is the clinical branch of fluid physics that relates the forces and motion of blood flow. This course is taught together with Ultrasound Physics I.

DCS 351 Sectional Anatomy

2.0 credits
This course places emphasis on the physical relationships among anatomic structures. The student will be able to identify anatomic structures on sectional images. A complete understanding of the basic anatomic information is a requisite from which a three-dimensional understanding develops. Anatomic reference points, intersecting planes and medical terminology are used to identify the relationship of organs as well as pathologic variations.

DCS 352 Emerging Technology in Cardiology

2.0 credits

This course introduces the student to the emerging new technologies of sonography, including to contrast media in ultrasound, elastography, B-Flow imaging, Vector flow imaging and three-dimensional imaging.

DCS 403A – DCS 403F
Case Studies and Interpretations I - VI

1.0 credit(each course)

Case studies and interpretations covers normal and abnormal case studies with correlation of didactic, clinical, and imaging information. Emphasis is on critical thinking skills in sonography and communication skills of sonographers with oral and written case presentations.

DCS 443A Echocardiography III

2.0 credits

This course covers myocardial, endocardial, and pericardial processes to include diseases and sonographic findings associated with each. Also examined are the diseases of the Aorta and types of dissections. Each section will be discussed in detail regarding causes, signs, symptoms and echocardiographic findings. This course also encourages quantitative & qualitative analysis of cardiac functions in relation to different pathologies. Discussion is both detailed and concise for understanding and comprehension. Critical Thinking will be emphasized using the Sonographic Reasoning Method to evaluate normal versus pathology in structures, measurements, anatomy and physiology with case study evaluations.

DCS 443L Echocardiography III Lab

3.0 credits

This lab course applies an experiential hands-on component that applies techniques utilized in the echocardiography clinical lab. During this course, practice of obtaining accurate and necessary valvular echocardiographic views and utilizing equipment measurement packages to quantify/qualify valvular processes and diseases by incorporating measurements and equations learned in the accompanying didactic course. This course concentrates on the valvular assessment done of all required views of the heart. Color and Spectral Doppler are introduced and practiced by the student.

Prerequisite

DCS 333A Echocardiography II

DCS 444A Vascular Sonography

3.0 credits

This course provides the foundation in the principles of vascular sonography and gray scale duplex imaging of arterial and venous sonography. This course involves understanding of normal extracranial vascular anatomy, peripheral vascular anatomy, abdominal vascular anatomy, and the relationship of abdominal, cerebral and thoracic organs with great vessels. This course discusses vascular techniques utilizing 2D vascular imaging, the use of Doppler techniques, spectral display analysis and alternative vascular testing methods. Students will be able to recognize normal anatomy along with normal and ultrasonic findings.

DCS 444L Vascular Sonography Lab

2.0 credits

This laboratory course reinforces the foundations and principles of vascular sonography and gray scale duplex imaging of arterial and venous. The course provides students hands-on experiential learning of the vascular systems by reinforcing the foundations of vascular sonography as related to the abdominal and cardiovascular clinical labs. The main focus is on common vascular imaging, recognition of normal anatomy and normal ultrasonic findings. This course involves understanding of normal abdominal vascular anatomy and the relationship of abdominal, cerebral and thoracic organs with great vessels, as well as the use of Doppler and spectral display analysis and an overview of alternative vascular testing.

DCS 449 Clinical Education II

10.0 credits

This course is the second in continuation of clinical education courses and the concentration is on performing basic echocardiographic views with or without assistance from clinical preceptors. Understanding specific lab protocols, rules, schedules and clinic/hospital differences is expected at this level. Students are expected to pass vigorous competencies

involving routine and abnormal echocardiograms.

Prerequisite
DCS 335C Clinical Education I

DCS 456 Echocardiography IV

3.0 credits
This course covers cardiac tumors and masses, transesophageal echo (TEE), echocardiography contrast agents, and detailed diastolic dysfunction. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings and complications. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies using the Sonographic Reasoning Method.

DCS 456L Echocardiography IV Lab

1.0 credit
This course prepares students to transition from the laboratory to clinical education in a cardiovascular department of an affiliated clinical facility. This course is aimed at perfecting the cardiac scanning protocol to prepare the student for internship. The student will demonstrate proper methodologies of patient care, patient safety, patient communication, and sonographer patient interaction. The student will practice sound ergonomics in preparation for the clinical setting.

DCS 459 Clinical Education III

10.0 credits
This is the third in a continuation of clinical education courses and the concentration is on performing complex echocardiographic views with little assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms in a reduced amount of time.

Prerequisite
DCS 449 Clinical Education II

DCS 462A Echo Registry Review

2.0 credits
This course provides review for Sonography Principles and Instrumentation (SPI) and/or cardiac registry exam offered by ARDMS (American Registry for Diagnostic Medical Sonography and Cardiovascular Credential International). This course uses multiple choice questions and video case reviews. This course also prepares the students to participate in registry exams by taking mock registry exams on the computer.

DCS 463 Echocardiography V

3.0 credits
This course covers cardiac embryology, common congenital heart diseases both in pediatric and adult population. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also discusses common surgical procedure in congenital heart disease and how to image adults with repaired congenital heart disease. This course encourages quantitative and qualitative analysis of cardiac functions in relation to different congenital pathologies.

DCS 469 Clinical Education IV

10.0 credits
This is the fourth in a continuation of clinical education courses and concentrates on performing complex echocardiographic views without assistance from clinical preceptors. Students are expected to pass vigorous competencies involving more routine and abnormal echocardiograms within the scheduled appointment time of the lab. Student is expected to be able to explain detailed clinical findings, write preliminary reports, and process the echocardiogram through the picture archiving and communication system (PACS) system. Student should be able to perform almost all scheduled echocardiograms each day without errors or omissions.

Prerequisite
DCS 459 Clinical Education III

DCS 481 Professional Career Development

0.5 credits
This five-week course at the end of Clinical Education V will prepare the student for a career in sonography. This course will include resume building, networking, personal branding, the sonography interview process, career growth, leadership, and workplace wellness. There will be a capstone project due at the end of the course to demonstrate the knowledge and skills that have been gained throughout the program

and apply them to the real world of clinical sonography.

DCS 489 Clinical Education V

4.0 credits

This six-week course is final clinical education course offered during the first half of quarter eight. Students will meet with the junior cohort starting clinical I during the sixth week. Required competencies are due at completion of this course.

DMS 314A Medical and Legal Ethics

1.0 credit

The student will gain basic understanding of the important legal definitions anddoctrines pertaining to malpractice, risk management, ethics, and patient rights relevant to the field of diagnostic imaging and the role of the imaging professional. The course includes case histories that assist students in applying the principles of law to real work situations.. This course covers clinical policies and procedures, HIPAA and the patient's bill of rights. This course focuses on the sonographer's role as a health care team member.

DMS 316A Ultrasound Physics I

3.0 credits

This course provides the foundation for the understanding of acoustic physics and instrumentation. The physics of sound and how sound is produced, propagated through media, and its manipulation for diagnostic purposes are studied. This course prepares the student for the Sonography Principles and Instrumentation exam which is a requirement by the ARDMS for certification.

DMS 316LA Ultrasound Physics I Lab

0.5 credits

This course is the practical foundation for the performance of ultrasound exams. It also sets a foundation of understanding and applying acoustic physics and instrumentation in a diagnostic imaging setting. Laboratory sessions will reinforce learning and will provide hands-on instruction in the correct and safe utilization of ultrasound equipment. Mastery of sonographic instrumentation and machine functions are completed in this course.

DMS 318LA Patient Care and Ergonomics Lab

1.0 credit

This course is the application hands-on learning component of the patient care courses. Students will practice back safety, infection control, sterile techniques and basic patient care in a skills lab setting using partners and/or simulator equipment to practice on. Students will learn how to push wheelchairs, gurneys with other equipment attached such as IV poles and oxygen tanks. Competencies will be performed to ensure students are prepared for the internship setting.

DMS 319 Vascular Sonography I

2.0 credits

This course is an introduction to the vascular system. The objectives are learning the major components of the vascular system, arrangement of blood vessel walls, major vessels of the arterial system and of the venous system. Students will be introduced to the hemodynamics of the great vessels and hepatoportal system.

DMS 319L Vascular Sonography I Lab

3.0 credits

This lab course will introduce the student to scanning the abdominal vasculature to include the aorta, IVC, and the hepatoportal system. Students will be introduced to color Doppler and spectral Doppler. Image optimization is emphasized with each exam.

DMS 322A Abdominal Sonography I

2.0 credits

This course is an introduction to the understanding of the normal abdominal organs to include the peritoneal cavity, liver, biliary system, pancreas, spleen, aorta, IVC and its normal variations. Students will be introduced to cross-sectional anatomy and how it relates to sonographic imaging. The student will learn what is expected performing abdominal ultrasound protocols in the clinical setting. Emphasis is on recognizing what is normal before evaluating for the abnormal.

DMS 322LA Abdominal Sonography I Lab

3.0 credits

This laboratory course is an introduction to the abdominal protocol recommended by the AIUM.

Students learn different approaches and techniques for each organ and what is expected in the clinical setting. Students have graded competencies that evaluate image optimization, required images, color Doppler spectral Doppler requirements and timing. Protocols are expanded and timed as the course progresses.

DMS 323A GYN Sonography I

3.0 credits

This course is a study of the principles and practices of diagnostic medical sonography in gynecology. Normal female pelvic anatomy and physiology is presented and correlated with sectional and real-time sonographic imaging. Ovarian, uterine, adnexal, and associated normal variations are discussed along with the common clinical and sonographic findings and imaging approaches associated with each. A strong emphasis is placed on the normal physiology of the menstrual cycle as well as physical, endocrine and clinical changes that occur in puberty and in the postmenopausal patient.

DMS 323L GYN Sonography Lab

2.0 credits

This lab course is an introduction to the gynecology protocol recommended by the AIUM. Student will learn approaches and techniques to achieve a complete protocol. Emphasis will be placed on the normal anatomy seen in a gyn protocol.

DMS 324LA Clinical Lab I

3.0 credits

This course continues laboratory education with an emphasis on clinical education protocol expectations in a medical imaging department. Students will build on the gynecology, vascular and small parts protocols. Timed, graded competencies are conducted along with oral quizzes evaluating students critical thinking skills.

Prerequisite

DMS 323L GYN Sonography Lab I

DMS 324LB Clinical Lab II

3.0 credits

This course continues with laboratory education while the student prepares for the beginning of internship in the seventh week of the quarter. Students will practice protocols of assigned clinical education sites and meet with senior students to learn the expectations of their assigned site. Students will continue with this course while starting clinical education in quarter four to practice protocols required at their assigned clinical educatyion site.

DMS 326A Ultrasound Physics II

2.5 credits

DMS 326LA Ultrasound Physics II Lab

0.5 credits

This course will describe Doppler and hemodynamic principles and actions, identify instrument options and transducer selection, interpret methods of Doppler flow analysis, differentiate common image artifacts and describe potential bio effects. The students will understand and practice Doppler principles and instrumentation in Ultrasound Lab, describe arterial and venous hemodynamics, anatomy, physiology and sonographic interpretation, describe Bernoulli's law, Poiseuille's law, pressure gradients and Reynold's number. This course also explains instrumentation and image manipulation of different types of display.

Prerequisite

DMS 316A Ultrasound Physics I

DMS 327 Vascular Sonography II

2.0 credits

This course is an introduction to the peripheral arterial and venous system of the arms and legs. Indirect assessment will be covered, and assessment of arterial bypass grafts will be discussed. Special considerations in evaluating nonatherosclerotic arterial pathology will be covered.

DMS 327 Vascular Sonography II Lab

2.0 credits

This lab course will cover the arterial and venous protocols of the arms and legs. Students will learn the protocols for DVT studies of the arms and legs as well as atherosclerotic studies of the arterial systems. Students will be introduced to the carotid ultrasound protocol.

DMS 332A Abdominal Sonography II

2.0 credits

This course is an introduction to the common and uncommon pathology found in abdominal ultrasound examinations. Students learn disease processes that affect each abdominal organ.

Emphasis is on critical thinking skills evaluated with case study exercises together with quizzes and exams.

Prerequisite
DMS 322A Abdominal Sonography I

DMS 332LA Abdominal Sonography II Lab

2.0 credits
This lab course expands on the abdominal ultrasound protocol. Emphasis will be on timing, approaches, techniques, and writing reports. Competencies will evaluate student's progress and be part of the grade.

Prerequisites
DMS 322LA Abdominal Sonography I Lab
DMS 324LA Clinical Lab I

DMS 333A OB Sonography I

2.0 credits
This course is an in-depth study of the role of the use of sonography in pregnancy. Students are provided extensive didactic instruction in the development of comprehensive sonographic examination protocol for first, second, and third trimester obstetrics following AIUM guidelines. Sonographic evaluation of infertility and patients with multifetal gestations will be discussed. Extensive didactic instruction will be provided in fetal biometric measurements and the evaluation of fetal growth. The normal anatomy and physiology of the placenta, umbilical cord, amniotic fluid, and fetal face and neck are presented along with the sonographic evaluation of pathological conditions affecting these structures.

Prerequisite
DMS 323 GYN Sonography I

DMS 335C Clinical Education I

3.5 credits
This course will begin in the seventh week of quarter four. The student will demonstrate proper methodologies of common ultrasound exam protocols, patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliates' policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. A mid-term and final exam rubric will be used to grade the students' progress on required competencies. Students are expected to have all clinical hours and patient logs up to date in Trajecsys to receive a passing grade.

Prerequisites
DMS 318LA Patient Care and Ergonomics Lab
DMS 324LA Clinical Lab I

DMS 337 GYN Sonography II

2.0 credits
This course will focus on the common and uncommon pathology found in a pelvic ultrasound examination. Uterine, ovarian, fallopian tube and adnexal pathology will be discussed. Interventional exams and diseases that can affect the female pelvis will be reviewed together with fertility work-up on patients.

DMS 338 Vascular Sonography III

3.0 credits
This course covers cerebrovascular sonography to include the extracranial duplex ultrasound examination, uncommon pathology of the carotid system, and carotid intervention. Intracranial cerebrovascular examinations are discussed, includingprotocols, approaches and techniques.

DMS 342 Abdominal Sonography III

3.0 credits
This course focuses on the small parts scanning to include the thyroid, breast, scrotum, prostate, gastrointestinal tract as well as anintroduction to musculoskeletal sonography. Students will learn the anatomy and pathology of each to include understanding mammography and T-Rads classification.

DMS 342L Abdominal Sonography III Lab

3.0 credits
This lab course focuses on small parts scanning and perfecting the abdominal protocol skills in preparation for the clinical setting. Phantoms are used for small parts scanning except the thyroid. Students will learn the protocol for each small part and learn the basics of breast ultrasound to include understanding mammograms.

DMS 348 The Clinical Experience and Patient Care

2.0 credits
This course provides understanding of patient care, patient safety, patient communication, and

sonographer patient interaction. HIPAA and the patient's bills of rights are presented, discussed and understood by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. An emphasis will be placed on communication with patients of all generations and different cultures. The importance of sonographer safety and ergonomics are discussed. Students will learn the internship monitoring process in TaskStream and Trajecsys.

DMS 350 Hemodynamics

2.0 credits

This course teaches the student about the physical principles of hemodynamics. Hemodynamics is the clinical branch of fluid physics that relates the forces and motion of blood flow. This course is taught together with Ultrasound Physics I.

DMS 351 Sectional Anatomy

2.0 credits

This course places emphasis on the physical relationship among anatomic structures. The student will be able to identify anatomic structures on sectional images. A complete understanding of the basic anatomic information is a requisite from which a three-dimensional understanding develops. Anatomic reference points, intersecting planes, and medical terminology are used to identify the relationship of organs as well as pathologic variations

DMS 352 Emerging Technologies in Medical Imaging

2.0 credits

This course introduces the student to the emerging new technologies of sonography to include contrast media in ultrasound, elastography, B-Flow imaging, Vector flow imaging and three-dimensional imaging.

DMS 403A – DMS 403F Case Studies and Interpretations I - VI

1.0 credit (each course)

Case studies and interpretations covers normal and abnormal case studies with correlation of didactic, clinical and imaging information. Emphasis is on critical thinking skills in sonography and communication skills of sonographers with oral and written case presentations.

DMS 443 OB Sonography II

3.0 credits

This course includes an advanced study of the sonographic evaluation of fetal pathological processes, including anomalies/abnormalities affecting the fetal neural axis, musculoskeletal system, thorax and heart, abdomen and abdominal wall, and genitourinary system. Advanced gestational dating methods and the evaluation of fetal well-being will also be discussed.

Prerequisite

DMS 333 OB Sonography I

DMS 445A Clinical Education II

10.0 credits

This course continues clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal structures in common ultrasound requested exams. Recognition of simple pathology is required. The student will demonstrate proper methodologies of common ultrasound exam protocols, patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. A mid-term and final exam rubric will be used to grade the students' progress as while as required competencies. Students are expected to have all clinical hours and patient logs up to date in Trajecsys to receive full grade completion.

Prerequisite

DMS 335C Clinical Education I

DMS 452A Pediatric Sonography

2.0 credits

This course will cover pediatric and neonatal sonography exams to include neonatal brain and spine, pediatric abdominal organs and bowel pathologies, and pyloric stenosis.

DMS 459 Clinical Education III

10.0 credits

This course continues clinical education in a medical imaging department of an affiliated clinical facility. Students transition from landmark identification and demonstration to scanning normal structures in common ultrasound requested exams. Recognition of simple pathology is required at this level of clinical education. The student will demonstrate proper methodologies of common ultrasound exam protocols, patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA, and the patient's bills of rights are adhered to by the student. This course focuses on the sonographers and addresses the sonographer's role as a health care team member. The student will practice sound ergonomics in the clinical setting. A mid-term and final exam rubric will be used to grade the students' progress as while as required competencies Students are expected to have all clinical hours and patient logs up to date in Trajecsys to receive full grade completion.

Prerequisite

DMS 445A Clinical Education II

DMS 462A Abdomen Registry Review

1.0 credits

This comprehensive course is designed as a review of the principles and practices of diagnostic medical sonography in abdominal and breast sonography. The course will aid the students' understanding of the ARDMS examination content for abdomen and breast, identify students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

DMS 463A OB/GYN Registry Review

1.0 credits

This comprehensive course is designed as a review of the principles and practices of diagnostic medical sonography in fetal echocardiography, obstetrics and gynecology. The course will aid the students' understanding of the ARDMS examination content for OB/GYN and Fetal Echocardiography, identify students' weak areas, provide guidelines for independent study and will provide a general review of all examination content areas.

DMS 469 Clinical Education IV

10.0 credits

This course continues clinical education in a medical imaging department of an affiliated clinical facility. Students are expected to have memorized department ultrasound protocols and decreasing scan time of each type of exam. Recognition of simple and complex pathology is required at this level of clinical education and is expected to be consistent. The student will demonstrate proper methodologies of common ultrasound exam protocols, patient care, patient safety, patient communication, and sonographer patient interaction. The clinical affiliate's policies and procedures, HIPAA and the patient's bills of rights are adhered to by the student. This course focuses on the sonographer and addresses the sonographer's role as a health care team member. The student practices sound ergonomics in the clinical setting. A mid-term and final exam rubric will be used to grade the students' progress on required competencies. Students are expected to have all clinical hours and patient logs up to date in Trajecsys to receive a passing grade.

Prerequisite

DMS 459 Clinical Education III

DMS 481 Professional Career Development

0.5 credits

This 5-week course at the end of Clinical Education V will prepare the student for the career in sonography. This course will include resume building, networking, personal branding, the sonography interview process, career growth, leadership, and workplace wellness. There will be a capstone project due at the end of the course to show case the knowledge and skills that have been gained throughout the program and apply it to the real world of clinical sonography.

DMS 489 Clinical Education V

4.0 credits

This course is scheduled during the first six weeks of quarter eight. Students are expected to complete all required competencies expected from the JRC-DMS. Competencies are listed in the student handbook, preceptor handbook and Trajecsys. Students are expected to have all clinical hours and patient logs up to date in Trajecsys to receive a passing grade.

General Education

Mission Statement and Philosophy

The purpose of general education at KPSAHS is to develop the essential skills and outcomes that students will need for success in health care fields in the 21st century. The general education requirements have been designed to complement and complete the specialized education students receive in their particular area of study. The general education offered at KPSAHS provides an upper-division experience only, for it is assumed that students have completed lower-division general education requirements at another institution prior to enrolling in KPSAHS baccalaureate degree programs.

KPSAHS general education aspires to take students to the next level: expanding the broad, foundational knowledge that students have upon entrance and applying that learning in deeper and more meaningful ways, both theoretically and practically, within the context of health science studies. Core baccalaureate competencies in critical thinking, written and oral communication, information literacy, and quantitative reasoning are reinforced, developed, and practiced in real world, clinical health care situations. Knowledge gained from the upper-division general education coursework will enable students to make ethical decisions that reflect knowledge of and respect for diverse peoples, ideas, and cultures. Students also develop the ability to comprehend and contribute to diverse and global perspectives. General education at KPSAHS will encourage the pursuit of lifelong learning, placing students on the path to academic, personal, and professional success.

Admissions Requirements

Students cannot enroll directly into the general education program; instead, general education is a required component of degree programs. Only students admitted to baccalaureate degree programs will complete general education courses.

Learning Outcomes

General education learning outcomes are aligned to the *Institutional Learning Outcomes*. This alignment reinforces the breadth of knowledge and skills students' gain outside the specialized knowledge gained from their chosen area of study.

Course Credit Requirements – Bachelor of Science Degrees

All students graduating with a KPSAHS bachelor's degree are required to complete twelve (12) quarter credits of upper-division general education coursework in addition to those general education courses completed as part of an associate degree.

Upper-division General Education - Course Meeting Format

General education courses required in bachelor's degrees are offered in an online learning environment. Students will complete forum discussions, assignments, and tests in an asynchronous manner. Students will meet regularly with the course instructor and classmates through synchronous online meetings. These meetings will be held a minimum of twice per month, typically on Sundays.

Refer to the *Online Course Requirements* section of this catalog for technology requirements.

Course Descriptions

GE 485 Origins of Human Disease

4.0 credits

This course will explore the most common health concerns impacting the citizens of the modern world. This course uses a multidisciplinary perspective to examine pathology and evaluate evidence-based approaches to care. Topics such as cancer, cardiovascular disease, diabetes, dementia, and addiction are addressed.

GE 486 Technical Writing

4.0 credits

When writing technical/professional documents, the purpose and target audience of each document determines the style that an author chooses. This course will enhance the student's writing skills, allowing them to create instructive, informational, and persuasive documents focusing on document layout, vocabulary, sentence, and paragraph structure. Emphasis will be placed on the use of rhetoric, precision, clarity of purpose, and editing/revision of professional documents. Students will gain a working knowledge of the types of documents used in a business/technical environment. Included will be business letters, memoranda, reports, proposals, instructional manuals, resumes, cover letters, and professional email.

GE 487 Critical Thinking

4.0 credits

This course will offer students many opportunities to do their best thinking. Critical thinkers apply metacognitive tools, discern, distinguish ideas, analyze, and evaluate results. They raise questions, gather information, examine ways of knowing, brainstorm possibilities, determine thoughtful conclusions, think open-mindedly, recognize assumptions, and communicate clearly as they make decisions and solve problems. Students will develop intellectual traits and a more disciplined mind as they practice critical thinking dimensions of thought. Students will demonstrate mastery of critical thinking concepts utilizing tools provided to evaluate assumptions, biases, and logical fallacies. The course takes the premise that the quality of a person's thinking is one of the most important factors in a student's journey to happiness and success.

Medical Assisting (Certificate)

Program Description

The medical assisting certificate program provides didactic, laboratory, and clinical learning experiences to enable students to enter the workforce as entry-level medical assistants after 12 months of training at KPSAHS. In addition, students will be qualified to work as ECG/EKG technicians (upon successfully passing the NCET exam), or medical office assistants. Students will learn both front and back office medical office skills performed within the scope of practice of a medical assistant. Major topics include pharmacology, phlebotomy, medical law and ethics, interpersonal communications, and medical clinical procedures.

Students should expect to undergo a rigorous admissions process in which applicants must demonstrate they have met the program requirements as well as successfully passing drug tests and a physical wellness exam.

After the first three quarters of didactic and laboratory training, students will begin their clinical experience. Travel to selected health care facilities in the area is to be expected. The scheduled hours for clinical experience vary; however, students should anticipate being available during daytime business hours (e.g., 9:00am-5:00pm). Specific scheduled hours will be determined prior to the start of the fourth academic quarter and may vary based on location of health care facility.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- Be 18 years of age or older
- Possess a high school diploma or pass a high school equivalency examination approved by the California Department of Education (cde.ca.gov/ta/tg/gd/)
- Pass an assessment exam administered by KPSAHS
- Meet the English proficiency requirement (refer to the *Admissions/Required English Proficiency* section of this catalog for more details)
- Provide proof of current COVID-19 vaccination; letters of exemption from the COVID-19 vaccination will not be considered.

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment, described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The mission of the medical assisting program at KPSAHS is to educate students with didactic, laboratory, and clinical experiences in preparation for a health career as a medical assistant. The graduate will deliver compassionate care in the health care setting and function as an integral member of the health care team with competence and confidence. The program's rigorous admissions criteria, broad scope of competencies, and academic standards produce graduates who are the most sought-after medical assistants in the area.

Educational Goals

The goals of the medical assisting program include the following:

- educate competent and compassionate medical assistants, medical administrative assistants, and EKG technicians capable of functioning in any environment
- provide a complete, up-to-date competency-based curriculum
- prepare the student to think critically and anticipate clinical needs while developing team building skills
- instill appropriate attitudes and fosters affective growth in providing care and responding to the needs of a diverse service population

Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to successfully and professionally communicate with diverse groups and with other members of the health care team.
- *Critical Thinking*: Graduates will be able to effectively utilize critical thinking skills to recognize and problem solve situations related to the medical office environment.
- *Patient Care and Professionalism*: Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in medical assisting, EKG and emergency procedures while maintaining a safe work environment and staying within the ethical and legal boundaries of the medical assistant's scope of practice.
- *Teamwork:* Graduates will be able to function effectively as part of the health care team and understand the process and perform the duties for clinical support.
- *Administrative Skills:* Graduates will be able to perform administrative duties to manage the office and the ambulatory care environment.

Program Length

The 12-month (four quarters, 43 quarter credits) medical assisting certificate program provides didactic, laboratory, and clinical education. Refer to the *Academic Calendar* for major holidays and break periods.

Instructional Location(s), Schedule, and Modality

Didactic instruction is offered online, in-person, or in hybrid format; refer to the *Academic Requirements* section for specific course modalities. All in-person didactic and laboratory instruction is offered at the KPSAHS campus in Richmond, California. Students can expect substantial off-campus study and preparation for classroom and lab exercises.

Clinical education occurs at partnering medical centers and medical offices in Northern California, and students should expect to travel to clinical education sites anywhere in Northern California.

Cohorts are scheduled for courses Monday – Friday either during normal business hours or in the afternoons and evenings. Clinical education is completed Monday – Friday during normal business hours; there are no clinical education opportunities available during evening or weekend hours.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB

clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

Graduation Requirements

Students are required to successfully complete all academic requirements in the medical assisting certificate program. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code	***Employment Position(s)***
29-2057	Ophthalmic Medical Technicians
29-2031	Cardiovascular Technologists and Technicians
31-1121	Home Health Aids
31-1122	Personal Care Aids
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9099	Healthcare Support Workers, All Other
43-6013	Medical Secretary and Administrative Assistants

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Electrocardiography (ECG or EKG) Technician Duties

Electrocardiography technicians assess the heart by looking at its electrical activity. This entry-level position operates and maintains EKG machines. The EKG machines detect and record electronic impulses transmitted by the heart during and between heartbeats.

Home Health Aid Duties

Home health aides help elderly, convalescent, or disabled persons in their own homes instead of a health care facility. Some help discharged hospital patients who have relatively short-term needs. They work for licensed home care agencies and provide basic nursing care in private homes or hospice programs under the supervision of registered nurses. The number of people living into their eighties continues to grow, a group that usually has health problems that need at least some assisted medical care. These people prefer to stay in their own dwelling where they are more independent, comfortable, and where the cost is usually lower than nursing home rates.

Home health aides provide health-related services. They teach patients ways to care for themselves despite illness or disability. Home health aides help keep patients mentally alert by talking and listening to them. They may also care for children of their sick or disabled patient.

Source: labormarketinfo.edd.ca.gov/occguides

Medical Assistant Duties

Medical assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Source: labormarketinfo.edd.ca.gov/occguides

Medical Equipment Preparer Duties

Medical equipment preparers are essential to the medical field. They are responsible for sterilizing, stocking, and preparing various medical tools, supplies, and equipment in health care facilities, such as hospitals, dental offices, and outpatient care centers. They may prepare operating areas with the proper supplies and equipment. Since there are contagious infections and diseases present in health care facilities where medical equipment preparers work, it is important that potential spreading of these be minimized. Preparers are crucial in preventing the spread of viruses and contamination of germs and bacteria.

Source: labormarketinfo.edd.ca.gov/occguides

Medical Secretary and Administrative Assistant Duties

Medical secretaries provide administrative or clerical support to physicians or other health professionals. They schedule appointments and make sure the office runs smoothly. A good understanding of grammar, punctuation, and spelling is important because medical secretaries may assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. Medical secretaries' work involves knowledge and use of medical terminology and hospital or laboratory procedures. The job duties of a medical secretary vary depending on the size of the office. In smaller offices, medical secretaries may greet patients, schedule appointments, keep records, answer phone calls, and order supplies. In larger establishments, medical secretaries could work in the medical records department or as a personal secretary to the department head. Additionally, medical secretaries may handle correspondence, bill patients, complete insurance forms, and transcribe dictation. They may keep financial records and handle credits, collections, and other bookkeeping duties. They also record simple medical histories and arrange for patients to be hospitalized.

Source: labormarketinfo.edd.ca.gov/occguides

Ophthalmic Medical Technician Duties

Ophthalmic medical technicians assist ophthalmologists by performing ophthalmic clinical functions. May administer eye exams, administer eye medications, and instruct the patient in care and use of corrective lenses.

Source: labormarketinfo.edd.ca.gov/occguides

Personal Care Aid Duties

Personal care aides provide housekeeping and routine personal care services. They clean the patient’s house, do laundry, change bed linens, shop for food, and cook meals. Aides may drive the client to doctor’s or other appointments, help them bathe, get dressed, and eat. They may advise families and clients on special diets and how to address special needs. They also provide companionship to these often lonely people. Aides keep records of services performed and of clients’ condition and progress. They report changes in the client’s condition to the supervisor or case manager. In carrying out their work, Aides cooperate with health care professionals, including registered nurses, therapists, and other medical staff.

Source: labormarketinfo.edd.ca.gov/occguides

Physical Requirements

Individuals are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. Individuals are occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Individuals must regularly lift and/or move up to 25 pounds. Specific vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Certification Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

Medical Assistant or Medical Secretary and Administrative Assistant

In the State of California, individuals with the title of medical assistant, medical secretary, or medical administrative assistant are not required to obtain certification or licensure; however, individual employers may require medical assistants pass a standardized exam.

Graduates of the medical assisting certificate program are eligible to take the National Certified Medical Assisting (NCMA) exam through the National Center for Competency Testing (NCCT) (ncctinc.com) and become certified as a Medical Assistant (NCMA). Graduates who elect to pursue this certification must:

- be a high school graduate or hold an equivalent credential (e.g., GED)
- pass the NCMA exam
- graduate from a NCCT-approved medical assisting program
- submit documentation within two years of successful program completion

Evidence of completion of the NCCT-approved medical assisting program will not be issued to the student nor NCCT until the student has met all graduation requirements for the medical assisting certificate program.

Current information on the application process and costs is available from the NCCT website (ncctinc.com).

Electrocardiograph (EKG or ECG) Technician (Cardiovascular Technologist/Technician)

In the State of California, licensure is not required to work as an Electrocardiography (ECG or EKG) Technician.

Graduates of the medical assisting certificate program are eligible to take the ECG Technician (NCET) exam through the National Center for Competency Testing (ncctinc.com) and become certified as an ECG Technician. Graduates who elect to pursue this certification must:

- be a high school graduate or hold an equivalent credential (i.e., GED)
- pass the NCET exam
- graduate from an NCCT-approved ECG Technician program
- submit documentation within two years of successful program completion

Evidence of completion of NCCT-approved ECG program will not be issued to the student nor NCCT until the student has met all graduation requirements for the medical assisting certificate program. Current information on the application process and costs is available on the NCCT website.

Program Accreditation and/or Approvals

The National Center for Competency Testing (NCCT) (ncctinc.com) has approved graduates from the KPSAHS medical assisting program to complete the following certification exams:

- National Certified Medical Assistant (NCMA)
- National Certified ECG Technician (ECG)

Address: NCCT, 7007 College Boulevard Suite 385, Overland Park, KS 66211. (800) 875-4404.

Medical Assisting (Certificate)
Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits	General Education Area, if applicable
General Education Courses (Lower-Division)		**5.0**	
AP 16 Introduction to Anatomy and Physiology*†	1	2.0	Natural Sciences
AP 16L Introduction to Anatomy & Physiology Lab†	1	1.0	Natural Sciences
COMM 25 Interpersonal Communications*†	2	2.0	Oral Communication
Major Courses (Lower-Division)		**38.0**	
MA 11 Introduction to Medical Assisting*	1	2.0	
MA 11L Introduction to Medical Assisting Lab	1	1.5	
MA 17 Medical Terminology for Allied Health Professionals*	1	2.5	
MA 19 Academic Professional Development I*	1	2.0	
MA 21 Medical Assistant Diagnostic Procedures*	2	2.0	
MA 21L Medical Assistant Diagnostic Procedures Lab	2	1.0	
MA 27 EKG Technology*	2	2.0	
MA 27L EKG Technology Lab	2	1.0	
MA 29 Academic Professional Development II*	2	1.5	
MA 31 Allied Health Career Preparation*	3	1.0	
MA 32A Medical Specialties Overview*	3	1.0	
MA 33 Medical Assisting with Medical Specialties*	3	2.0	
MA 33L Medical Assisting with Medical Specialties Lab	3	1.0	
MA 37 Medical Office Administration Practices	3	2.0	
MA 37L Medical Office Administration Practices Lab	3	2.0	
MA 39 Academic Professional Development III**	3	1.5	
MA 43 Clinical Rotation	4	10.5	
MA 49 Academic Professional Development IV	4	1.5	
Total Credits in Medical Assisting Certificate		**43.0**	
Total Credits Completed at KPSAHS		**43.0**	

† *Also a major course, *Offered online, ** Offered in hybrid format, defined as including both face-to-face and online instruction.*

Course Descriptions

Course modalities are identified under *Academic Requirements*.

AP 16 Introduction to Anatomy & Physiology
2.0 credits

AP 16L Introduction to Anatomy & Physiology Lab
1.0 credits
This course provides instruction on the principles of human anatomy and physiology, emphasizing the integration of structure and function. The topics covered are terminology, concepts of the human body, cytology, histology, integumentary, skeletal, muscular, nervous system, blood, circulatory, lymphatic, immune, respiratory, urinary, male and female reproduction, digestion, and endocrine systems. Courses are corequisites.

COMM 25 Interpersonal Communications
2.0 credits
Study of interpersonal communication principles with an emphasis on developing the self-concept through listening, verbal and nonverbal communication, language and cultural knowledge as a means of maintaining effective relationships in an increasingly diverse and interconnected global society. Skills of professional conduct and interaction for health care settings and for job-related social settings.

MA 11 Introduction to Medical Assisting
2.0 Credits

MA 11L Introduction to Medical Assisting
1.5 Credits
This course provides instruction on the operation of a health care facility such as a medical office with the focus on medical assisting. Topics include the health care team, professional behavior, therapeutic communication, technology and written communication, medicine and law, infection control, patient assessment, vital signs and nutrition. The laboratory provides a hands-on approach to the clinical role of the medical assistant. Topics include basic skills which are utilized when assisting the physician and performing direct patient care. Provides practice in clinical procedures including vital signs, hand washing techniques, injections, aseptic procedures, and sterilization. Courses are corequisites.

MA 17 Medical Terminology for Allied Health Professionals
2.5 credits
This course covers medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes.

MA 19 Academic Professional Development I
2.0 credits
This course is designed to provide the students with the tools to develop the skills to become successful students and advance in their new careers. Topics include note taking, study skills, research, writing skills, APA format, and community service through video ethnography.

MA 21 Medical Assistant Diagnostic Procedures
2.0 credits
Teaches basic clinical skills utilized in outpatient medical settings. Topics include administration of medications (oral and injectable), infection control, assisting with procedures and surgical set ups. Theory, including relevant anatomy and physiology, microbiology, and pharmacology, constitutes a major portion of the course work.

Prerequisites
AP 16 Introduction to Anatomy & Physiology
AP 16L Introduction to Anatomy & Physiology Lab
MA 11/11L Introduction to Medical Assisting Lab
MA 17 Medical Terminology for Allied Health Professionals

Corequisite
MA 21L Medical Assistant Diagnostic Procedures Lab

MA 21L Medical Assistant Diagnostic Procedures Lab
1.0 credits
This course provides a hands-on approach to the clinical role of the medical assistant. Topics include basic and advanced skills which are utilized when assisting the physician and performing direct patient care. Provides practice

in clinical procedures including vital signs, hand washing techniques, injections, aseptic procedures, and sterilization procedures.

Corequisite
MA 21 Medical Assistant Diagnostic Procedures

MA 27 EKG Technology
2.0 credits

MA 27L EKG Technology Lab
1.0 credits
Teaches proper use of EKG equipment and determination of proper testing procedures. Equipment, techniques, patient care, safety, tests, quality assurance are covered. Includes advanced EKG skills to prepare students to recognize artifacts and cardiac irregularities, and review holter and stress testing equipment. Courses are corequisites.

MA 29 Academic Professional Development II
1.5 credits
This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include resume writing, marketing, goal setting, professional organizations, time management, community service, and video ethnography.

MA 31 Allied Health Career Preparation
1.0 credit
This course provides students with a general overview of principles and practice in allied health professions, with a goal of preparing students for medical assisting and other credentialing exams.

MA 32A Medical Specialties Overview
1.0 credit
This course explores the medical assistant's scope of practice within specialized medical offices or departments. The course utilizes readings and guest speakers to provide students with a greater understanding of the medical assistant's role within the health care system, and students reflect on their aptitudes, skills, interests to narrow their career interests.

MA 33 Medical Assisting with Medical Specialties
2.0 credits
This course continues to provide instruction on the clinical role of the medical assistant. Topics include more advanced skills which are utilized when assisting the physician and performing direct patient care. Emphasis is placed on preparing patients for exams, assisting in routine exams, and assuring quality control.

Prerequisite
MA 21/21L Medical Assistant Diagnostic Procedures and Lab

Corequisites
MA 33C Medical Specialties Overview Clinical
MA 33L Medical Assisting with Medical Specialties Lab

MA 33L Medical Assisting with Medical Practices Lab
1.0 credit
This course continues to provide instruction on the clinical role of the medical assistant. Topics include more advanced skills which are utilized when assisting the physician and performing direct patient care. Emphasis is placed on preparing patients for exams, assisting in routine exams, and assuring quality control.

Corequisites
MA 33 Medical Assisting with Medical Specialties
MA 33C Medical Specialties Overview Clinical

MA 37 Medical Office Administration Practices
2.0 credits

MA 37L Medical Office Administration Practices Lab
2.0 credits
This course provides instruction on the management of a health care facility such as a medical office. Topics include, appointment scheduling, manual and electronic health records, bookkeeping, payments, banking, billing and coding, and practice management systems. The course will include hands-on experience with practice management software that are required for medical administrative functions. Courses are corequisites.

MA 39 Academic Professional Development III

1.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include skills development, cover letters, workplace communication skills, professionalism, interviewing, and community engagement through video ethnography.

MA 43 Clinical Rotation

10.5 credits

The purpose of this course is to further introduce the student to procedures performed as a medical assistant, and to provide the student with greater opportunities to gain practical experience. During this quarter of clinical education, the student is expected to develop the competency to perform simple clinical procedures with progressively less assistance. Specific rotation objectives will be noted in the competency lists. Emphasis continues to be given to the development of professional responsibility and the practice of total patient care and safety practices.

Prerequisites

MA 27 EKG Technology and Lab
MA 33/33L Medical Assisting with Medical Specialties Lab
MA 37/37L Medical Office Administration Practices and Lab

MA 49 Academic Professional Development IV

1.5 credits

This course is designed to provide the students with the tools to develop the skills needed as they advance in their new career. Topics include professional success, career management, leadership skills, continuing education, ePortfolios, and community engagement.

Nuclear Medicine (Bachelor of Science)

Program Description

The nuclear medicine program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level nuclear medicine technologists. Students are required to obtain an associate degree (or higher) prior to applying to the nuclear medicine program.

Upon completion of all major courses, students are eligible to sit for the American Registry of Radiologic Technologist (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB) national certification examinations. Additionally, students who complete all major coursework and pass a national registry exam will be eligible for state licensure as a nuclear medicine technologist (including venipuncture).

Students will perform their clinical education in partnering hospitals and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- **Meet Job Shadowing Requirement**. Applicants have two options to satisfy this requirement:
    - Option 1. Complete a minimum of eight job shadow hours in the modality (nuclear medicine) for which the student is applying; **OR**
    - Option 2. Complete and upload a short job shadowing writing assignment demonstrating knowledge of the duties of a technologist (750 words or less). Refer to the *Admissions* section of kpsahs.edu for additional information.
- **Meet Academic Requirements:**
    - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
    - A 2.50 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A CGPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
    - Successful completion of the college-level courses below. Refer to *Admissions/ Prerequisite Course Requirements* for course requirements and general course descriptions.
        - chemistry with laboratory[3]
        - human anatomy & physiology with laboratory (two courses required)[4]
        - mathematics
        - physics (recommended topics: Kinematics, Newton's Laws, and Atomic Laws)

[3] Students are encouraged to complete courses emphasizing inorganic chemistry.
[4] This could be fulfilled by one of two course combinations:
Course combination #1. Anatomy with Lab PLUS Physiology with Lab, OR
Course combination #2. Anatomy & Physiology I with Lab PLUS Anatomy & Physiology II with Lab

        - written communication
    - Recommended (not required) courses:
        - medical terminology
        - oral communication

- **Meet the English proficiency requirement** (refer to the *Admissions/Required English Proficiency* section of this catalog for more details)

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must satisfy several conditions prior to formal acceptance and enrollment (including providing proof of current COVID-19 vaccination), described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

The mission of the nuclear medicine program is to educate students with didactic, laboratory, and clinical experiences and to provide an understanding of encompassing emerging technologies in preparation for a health career as a nuclear medicine technologist. The graduate will deliver compassionate care in the use of radiopharmaceuticals and imaging techniques and function as an integral member of the health care team with competence and confidence. The program promotes professional growth and life-long learning with emphasis on ethical behavior in all aspects of educational experiences. Program policies and procedures have been designed to meet those established by the Joint Review Committee on Education in Nuclear Medicine Technology.

Educational Goals

The goals of the nuclear medicine program include the following:

- educate competent and compassionate nuclear medicine technologists capable of functioning in any environment, within 18 months
- provide a complete, up-to-date competency-based curriculum
- prepare the student to think and act independently while developing skills in team building
- instill appropriate attitudes and foster affective growth in providing care and responding to the needs of a diverse service population
- prepare the student to achieve a satisfactory registry result on the American Registry of Radiologic Technologist (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB)

Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- *Communication Skills:* Graduates will be able to demonstrate effective communication skills in a health care environment.
- *Critical Thinking:* Graduates will be able to apply critical thinking while critiquing normal as well as non-standard exams.
- *Patient Care and Professionalism:* Graduates will be able to demonstrate professionalism and a commitment to providing high standards of patient care.
- *Clinical Competence:* Graduates will be able to demonstrate clinical competence in nuclear medicine.
- *Radiation Safety:* Graduates will be able to apply appropriate radiation protection practices for patients, self, and other health care professionals.

- *Information Literacy:* Graduates will be able to apply information from a variety of sources, including models, graphs, and mathematics.

Program Length

The program requires 18 months of study completed during six academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the upper-division general education courses to complete the bachelor's degree.

Instructional Location(s), Schedule, and Modality

Students complete in-person didactic and laboratory major course requirements at the KPSAHS campus in Richmond, California. A limited number of didactic courses may be offered online or in hybrid format; refer to the *Academic Requirements* section for specific course modalities. Students can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

Clinical education occurs partnering medical centers and medical offices in Northern California, and students should expect to travel to clinical education sites anywhere in Northern California.

Coursework is offered Monday – Friday during regular business hours with one exception: The radiopharmacy rotation requires eight clinical experience hours that fall outside the regularly scheduled clinic time.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

Graduation Requirements

Students are required to successfully complete all academic requirements in the nuclear medicine degree. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
29-2033

Employment Position(s):
Nuclear Medicine Technologists

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Nuclear Medicine Technologist Duties

The nuclear medicine technologist's duties include but are not limited to preparing and administering radiopharmaceuticals, providing patient care, obtaining quality images, performing quality control on equipment, and practicing radiation safety.

Physical Requirements

Individuals are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. Individuals are occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Individuals must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Certification/Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a nuclear medicine technologist in the State of California, program graduates must be licensed through the State of California Department of Public Health - Radiologic Health Branch (CDPH – RHB) (cdph.ca.gov/rhb) in diagnostic nuclear medicine technology procedures involving imaging, including venipuncture.The application requires that applicants be certified by ARRT and/or NMTCB in nuclear medicine. Current information on the application process and costs can be found on the CDPH-RHB website.

In addition, employment requires graduates to complete a venipuncture course and ten successful venipunctures.

Certification through the American Registry of Radiologic Technologists (ARRT)

Achieving a Nuclear Medicine Technology(N) credential through the American Registry of Radiologic Technologists (ARRT) (arrt.org), requires applicants meet all of the following requirements:

- education requirements
    - earned an associate degree or higher accredited by an ARRT-recognized accrediting agency
    - completed an ARRT-approved educational program in nuclear medicine within three years of applying for ARRT credential
- ethics requirement
    - demonstrate good moral character by meeting ARRT's ethics requirements.
- examination requirement
    - pass the ARRT Nuclear Medicine Technology Exam

Current information on the application process and costs is available on the ARRT website (arrt.org).

Certification through the Nuclear Medicine Technology Certification Board (NMTCB)

Achieving a Certified Nuclear Medicine Technologist (CNMT) credential through the Nuclear Medicine Technology Certification Board (NMTCB) (nmtcb.org), requires applicants meet one of the following requirements within the five-year period immediately prior to the candidate's application:

- completion of a NMTCB-recognized nuclear medicine technology program OR
- completion of an accredited nuclear medicine technology program culminating in a certificate, associate, baccalaureate, or master's degree. Educational programs must have structured clinical training sufficient to provide clinical competency in radiation safety, instrumentation, clinical procedures, and radiopharmacy. The NMTCB recognizes the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) as an organization responsible for programmatic oversight.

In addition, applicants must successfully complete an ethics review prior to sitting for the NMTCB examination.

Current information on the application process and costs is available on the NMTCB website (nmtcb.org).

Program Accreditation and/or Approvals

The nuclear medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) (jrcnmt.org) (Program #905860). Address: Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). 820 W. Danforth Rd., #B1, Edmond, OK, 73003. (415) 285-0547.

KPSAHS is a recognized provider of education in nuclear medicine technology by the American Registry of Radiologic Technologists (ARRT) (arrt.org). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048.

KPSAHS is a recognized provider of education in nuclear medicine technology by the Nuclear Medicine Technology Certification Board (NMTCB) (nmtcb.org). Address: NMTCB, 3558 Habersham at Northlake, Building I, Tucker, GA 30084-4009. (404) 315-1739. School code #905860

Bachelor of Science in Nuclear Medicine
Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Associate Degree, any discipline (admissions prerequisite)		**90.0**
Lower-division coursework is required in the following areas prior to admission:		
• *Chemistry with Lab*		
• *Human Anatomy & Physiology (two courses, each with a lab)*[5]		
• *Mathematics*		
• *Physics*		
• *Written Communication*		
Major Courses (Upper-Division)		**91.0**
NM 311 Radiation Physics	1	3.5
NM 313 Nuclear Medicine Mathematics	1	3.5
NM 314 Introduction to Nuclear Medicine and Patient Care	1	3.5
NM 314L Introduction to Nuclear Medicine Lab	1	0.5
NM 315 Radiation Safety and Radiobiology	3	3.5
NM 315L Radiation Safety and Radiobiology Lab	3	0.5
NM 320 Nuclear Cardiology Imaging	2	3.5
NM 321 Diagnostic Imaging I	2	3.5
NM 325A Clinical Education I	2	5.5
NM 333 Instrumentation	1	3.5
NM 333L Instrumentation Lab	1	0.5
NM 334 Radiopharmaceuticals	3	3.5
NM 334L Radiopharmaceuticals Lab	3	0.5
NM 335 Clinical Education II	3	8.5
NM 440 Positron Emission Tomography Imaging	4	3.5
NM 441 Diagnostic Imaging II	4	3.5
NM 445 Clinical Education III	4	8.5
NM 450 Computed Tomography Imaging	5	3.5
NM 451S Emerging Technologies with Health Science Research Seminar	5	3.5
NM 455 Clinical Education IV	5	8.5

[5] This could be fulfilled by one of two course combinations:
Course combination #1. Anatomy with Lab PLUS Physiology with Lab, OR
Course combination #2. Anatomy & Physiology I with Lab PLUS Anatomy & Physiology II with Lab

	Quarter Completed (Estimated)	Quarter Credits
NM 460 Management and Ethical Law	6	3.5
NM 461 Registry Review**	6	3.5
NM 462 Clinical Education V	6	5.5
RD 451 Sectional Anatomy for Radiographers*	3	3.5
VENI Venipuncture	1	0
General Education (Upper-Division)		**12.0**
GE 485 Origins of Human Disease*	5	4.0
GE 486 Technical Writing*	2	4.0
GE 487 Critical Thinking*	4	4.0
Total Credits in Bachelor of Science Degree		**193.0**
Total Credits Completed at KPSAHS		**103.0**

**Offered online*

***Offered in hybrid format, defined as including both face-to-face and online course instruction.*

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Nuclear Medicine. The certificate allows students to sit for discipline-specific exams.

Course Descriptions

Course modalities are identified under *Academic Requirements.*

NM 311 Radiation Physics

3.5 credits

This course covers concepts and physical principles that govern radioactivity and the interactions of ionizing radiation with matter. This includes radiation quantities, protection standards, dosimetry, radioactive decay, and the biological effects of radiation.

NM 313 Nuclear Medicine Mathematics

3.5 credits

This course is an essential tool for students to help enhance basic math skills within nuclear medicine technology and general knowledge of statistics, radiation safety, instrumentation, radiotherapy and clinical procedures.

NM 314 Introduction to Nuclear Medicine and Patient Care

3.5 credits

NM 314L Introduction to Nuclear Medicine Lab

0.5 credits

This course provides a comprehensive introduction to the field of nuclear medicine. Topics include a general overview of the profession, accreditation and licensure, medical terminology, ethics and legal issues, departmental organization and radiation safety practices. Upon completion, students should be able to demonstrate an understanding of patient care and safety, radiation protection and safety, and the importance of ethical, professional conduct.

As the role of the medical imaging professional continues to expand, more knowledge is needed in all areas. Patient care is no exception. Advanced patient care skills are essential elements of providing high-quality patient care. This section addresses patient care and safety, patient-technologist communication, age-specific needs, emergency care, and venipuncture. All students should be certified in cardiopulmonary resuscitation or basic life support. *Courses are corequisites.*

NM 315 Radiation Safety and Radiobiology

3.5 credits

NM 315L Radiation Safety and Radiobiology Lab

0.5 credits

This course is an introductory course that familiarizes the student to the fundamentals of Radiobiology and Radiation Safety. This course evaluates the effects of radiation from the cellular level to the epidemiological effects on communities and potential offspring. Specific topics in Radiobiology include basic radiation interactions; cellular biology review; short and long-term effects of radiation exposure; risk factors; containment and proper handling of radiation sources; reduction of exposure; radiation monitoring; applicable state and federal regulations; proper procedures for emergency spills. *Courses are corequisites.*

NM 320 Nuclear Cardiology Imaging

3.5 credits

This course is designed to provide the student with the theory and principles of nuclear medicine cardiac imaging. It includes a comprehensive examination of cardiovascular terminology, pathology, and computer analysis. ECG interpretation and comprehension of life-threatening and dangerous cardiac rhythms are also examined.

NM 321 Diagnostic Imaging I

3.5 credits

This course is designed to provide the student with preparation, performance, and evaluation of planar and SPECT procedures. Emphasis will be on the location, biodistribution of the radiopharmaceutical used, and the disease states that can be identified regarding the G.I., hepatobiliary, skeletal, lung, and central nervous systems.

NM 325A Clinical Education I

5.5 credits

This course presents the student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and medical imaging department, patient registration, appointment scheduling, medical records, quality assurance,

equipment, department safety, nuclear medicine procedures and other imaging areas.

NM 333 Instrumentation
3.5 credits

NM 333L Instrumentation Lab
0.5 credits
This course is designed to provide the student with the principles and application of radiation detection equipment and instrumentation employed in nuclear medicine procedures. Theory and laboratory application of quality control procedures specific to each instrument are included, as well as application of imaging parameters. The student will understand the function, operation, limitations, and application of the imaging and non-imaging detection instruments used in the current practice of nuclear medicine. *Courses are corequisites.*

NM 334 Radiopharmaceuticals
3.5 credits

NM 334 Radiopharmaceuticals Lab
0.5 credits
This course is designed to provide the student with the principles regarding the production, distribution, dose calculation, and imaging of radioactive tracers. Emphasis is on the rationale of radiopharmaceutical choice and radionuclide characteristics. Lab exercises in proper handling of radionuclides and generator elution competency is incudes along with a practical experience at an offsite radiopharmaceutical laboratory. *Courses are corequisites.*

NM 335 Clinical Education II
8.5 credits
This course is a clinical practicum in a medical imaging department of an affiliated clinical facility. Nuclear pharmacy rotation is included.

NM 440 Positron Emission Tomography Imaging
3.5 credits
This course is designed as an introduction to the basic principles and practices of PET Imaging. Student will be presented with materials to provide an overall understanding and appreciation for the clinical value of metabolic imaging using positron emission tomography. Topics of discussion this quarter will include; PET Physics, PET Instrumentation, glucose metabolism, data acquisition of PET, specific radiation safety issues associated with PET, and PET radiopharmaceuticals. Various clinical applications of PET and PET/CT will be described.

NM 441 Diagnostic Imaging II
3.5 credits
This course is designed to provide the student with preparation, performance, and evaluation of procedures and pathology related to the endocrine, uterogenital, tumor, radionuclide therapy, oncology, hematology, and bone marrow imaging. Principles of sensitivity, specificity, accuracy and predictive values of diagnostic testing are described. The student will acquire an in-depth knowledge of the diagnostic imaging aspects of the above nuclear medicine procedures by integrating technical considerations with anatomy, physiology, pathology, and patient care considerations.

NM 445 Clinical Education III
8.5 credits
This course is a clinical practicum in a medical imaging department of an affiliated clinical facility.

NM 450 Computed Tomography Imaging
3.5 credits
This course is designed to give the student an overall understanding of the basic principles and theories of Computed Tomography (CT). Aspects of CT imaging that will be discussed include instrumentation, quality control, radiation safety concerns, procedures, hybrid systems, and contrast media agents.

NM 451S Emerging Technologies w/Health Science Research Seminar
3.5 credits
This course is designed as both an introduction and an examination of recent trends, research, and technological advances in the field of nuclear medicine. This will include the future of instrumentation, radiopharmaceuticals, diagnostic and therapeutic procedures. Students will be incorporating emerging technologies with the foundation of research methodology, determine the accuracy and validity and compose and present research findings.

NM 455 Clinical Education IV

5.5 credits

This course is a clinical practicum in a medical imaging department of an affiliated clinical facility. A four-week rotation in Positron Emission Tomography (PET) is included in this course.

NM 460 Management & Ethical Law

3.5 credits

This course focuses on the ethical standards and laws of the health care professional and management fundamentals. As the role of the health care professional continues to expand and systems-based practice continues to evolve, the fundamentals of health care policy and regulations are essential. From Joint Commission Standards to HIPAA regulations, students will be exposed to various managerial functions, operational procedures, patient information systems, compliance issues, unions, and finance.

NM 461 Registry Review

3.5 credits

The course is designed as a capstone class in nuclear medicine technology. The class will review all essential aspects of nuclear medicine taught throughout the program. Students will be preparing themselves for the national examination given by the ARRT and the NMTCB, as well as the California State Certification.

NM 462 Clinical Education V

5.5 credits

This course is designed to facilitate the student's application of their didactic education to the practical aspects of nuclear medicine technology. While performing this clinical externship, the student will be evaluated on mandatory imaging competencies required by the ARRT. An optional five-week diagnostic computed tomography (CT) rotation will be offered in this course to students who meet eligibility criteria.

Eligibility Criteria for CT Rotation:

1. Achieve nuclear medicine competencies prior to start of course (with the exception of PET competency).
2. Have passed all major courses in quarters one through four.
3. Submit an application by deadline
4. No clinical education advisory notices on file at the time of the application deadline.

If more eligible students are interested in CT rotation than spaces available, students will be selected by random lottery.

RD 451 Sectional Anatomy for Radiographers

3.5 credits

This course is designed to familiarize the student with the various anatomic structures and their locations, as demonstrated by sectional imaging techniques. This course will utilize sonography, CT, and MRI images to cover the following areas: thorax, abdomen, pelvis and brain. Images obtained from clinical practices at Kaiser Permanente Medical Centers will be used to enhance the student's learning process.

VENI Venipuncture

This two-day course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering contrast media. Content includes information on puncture techniques, fluid and electrolyte balance, legal considerations, anatomy of vascular system, management and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

In addition, the student is required to complete ten (10) successful IV starts. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional (either a MD or RN). Venipunctures are not valid if observed/signed-off by another technologist.

At the conclusion of the student's academic program of study, students who meet all VENI requirements receive a certificate of venipuncture certification, confirming ten (10) hours of training and ten (10) successful venipunctures on live subjects, in accordance with Section 106985 of the California Health and Safety Code.

Radiologic Technology (Bachelor of Science)

Program Description

The radiologic technology program provides a didactic and clinical learning experience to enable students to enter the workforce as entry-level radiologic technologists.

Students will perform their clinical education in partnering hospital and medical office centers throughout Northern California. Travel is an inherent aspect of programs; students should be prepared to spend considerable time traveling to clinical facilities.

After successful completion of all major courses, the graduate will be eligible to sit for the State of California and American Registry of Radiologic Technologists (ARRT) certification examinations.

Admissions Requirements

All admission requirements must be met and documented prior to application deadlines. To be accepted into the program, applicants must:

- **Meet the Job Shadowing Requirement**. Applicants have two options to satisfy this requirement:
    - Option 1. Complete a minimum of eight job shadow hours in the modality (radiologic technology) for which the student is applying; **OR**
    - Option 2. Complete and upload a short job shadowing writing assignment demonstrating knowledge of the duties of a technologist (750 words or less). Refer to the *Admissions* section of kpsahs.edu for additional information.
- **Meet** the **English proficiency requirement** (refer to the *Admissions/Required English Proficiency* section of this catalog for more details)
- **Meet Academic Requirements.** Refer to the *Admissions* section of this catalog for additional details.
    - An Associate of Arts or Associate of Science degree (or higher) in any discipline.
    - A 2.50 Cumulative Grade Point Average (CGPA) from all higher education institutions attended, regardless of degree awarded. A CGPA is calculated by weighing the CGPAs from each institution attended by credits earned and adjusting for the difference between semester and quarter credits (1.0 semester credit = 1.5 quarter credits). Calculations will be made based on all official transcripts submitted.
    - Successful completion of the college-level courses below. Refer to *Admissions/Prerequisite Course Requirements* for course requirements and general course descriptions.
        - human anatomy & physiology with a lab
        - introduction to computers
        - mathematics
        - oral communication (i.e., speech)
        - written communication

It is recommended, though not required, that students complete a medical terminology and a human biology course prior to enrollment.

See the *Admissions* section of this catalog for additional details on the admissions process and application requirements. Note that upon receiving an offer of admission to the program, students must

satisfy several conditions prior to formal acceptance and enrollment (including providing proof of current COVID-19 vaccination), described in the *Admissions/Conditional Acceptance* section of this catalog.

Mission Statement

We are committed to shaping compassionate radiographers dedicated to a future of meeting diverse health care needs within the community.

Educational Goals

The goals of the radiologic technology program include the following:

- Students will be clinically competent.
- Students will use critical thinking and problem-solving skills.
- Students will demonstrate effective communication skills.

Program Learning Outcomes

Successful program graduates will demonstrate the following attributes:

- Graduates will be able to accurately position patients.
- Graduates will apply appropriate radiation protection practices.
- Graduates will be able to adapt and perform non-routine procedures.
- Graduates will competently evaluate and analyze radiographs.
- Graduates will demonstrate effective oral communication skills with patients.
- Graduates will demonstrate effective written communication skills.

Program Length

Students enrolled in the day program (“day track”) complete the program in 24 months of study during eight academic quarters; students enrolled in the evening program (“evening track”) complete the program in 27 months of study over nine academic quarters. Refer to the *Academic Calendar* for major holidays and break periods.

Should students fail or decide to postpone or withdraw from a general education course, they will be allowed an additional 12 months from the time of graduation to complete the upper-division general education courses to complete the bachelor’s degree.

Instructional Location(s), Schedule, and Modality

Students complete most didactic and laboratory major course requirements at the KPSAHS campus in Richmond, California. A small number of didactic courses are offered online or in hybrid format; refer to the *Academic Requirements* section for specific course modalities. Students can expect substantial off-campus study and preparation for classroom lecture and lab exercises.

Scheduling varies based on track:

- *Day Track (Eight Quarters):* Didactic, lab, and clinical courses are scheduled Monday through Friday.
- *Evening/Weekend Track (Nine Quarters):* This full-time radiologic technology program offers didactic and lab courses in the evening with clinical rotations generally scheduled for weekday evenings and Saturdays. This schedule varies in quarter six, weeks one through six, when clinical rotations are scheduled during daytime hours. In addition, students will be expected to attend significant school events scheduled during daytime hours.

Clinical experience occurs at hospital and medical office facilities in Northern California. Average one-way distance between KPSAHS and clinical sites is 44 miles, within a range of three miles to 92 miles. Travel times may be impacted by traffic conditions.

Clinical Education Requirements

Prior to participating in clinical education at a new clinical site, students may be required to provide evidence of current AHA BLS certification, required trainings, current immunizations, current TB clearance, and other site-specific requirements, as well as participate in clinical site orientation. Requirements vary by clinical site.

California's Radiologic Health Branch requires students in approved programs complete at least 1,850 clinical education hours. Each clinical education course requires a minimum number of hours established to meet credit hour and other academic requirements; students enrolled in the KPSAHS program should expect to spend between 1,920 – 2,040 hours in clinical education.

Graduation Requirements

Students are required to successfully complete all academic requirements in the radiologic technology degree. In addition, all financial obligations to KPSAHS must be fulfilled.

Job Classification/Employment Positions/Salary

U.S. Department of Labor's Standard Occupational Classification (SOC) Code:
29-2034

Employment Position(s):
Radiologic Technologists and Technicians

Sources to Substantiate Salary Disclosures (if applicable):

- California Employment Development Department: labormarketinfo.edd.ca.gov/OccGuides
- U.S. Department of Labor Bureau of Labor Statistics: bls.gov/bls/blswage.htm

Radiologic Technologist Duties

The radiologic technologist is responsible for producing diagnostic images using various types of x-ray producing equipment and image-processing and recording devices.

Physical Requirements

Individuals are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. Individuals are occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Individuals must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, depth perception, and ability to adjust focus.

Certification/Licensure Requirements

All credentialing agencies have eligibility standards (including those related to felony and misdemeanor convictions) for their applicants that are independent of and may differ from KPSAHS. KPSAHS assumes no responsibility for such eligibility standards. It is the student's responsibility for ensuring their certification/licensure eligibility by contacting regulatory agencies or certification boards directly to review the student's certification eligibility.

To work as a radiologic technologist in the State of California, program graduates must be licensed through the California Department of Public Health - Radiologic Health Branch (CDPH-RHB) (cdph.ca.gov/rhb). Licensure through CDPH-RHB in Diagnostic Radiologic Technology can be accomplished through multiple pathways:

- Achieve national certification in Radiologic Technology through the American Registry of Radiologic Technologists (ARRT), OR
- If ***not*** nationally certified by ARRT, applicants must graduate from a CDPH-RHB approved school and pass the appropriate examination.

The most current information on the application process and costs[6] is available at the CDPH-RHB website.

Certification through the American Registry of Radiologic Technologists (ARRT)

Achieving a Radiography (R) credential through the American Registry of Radiologic Technologists (ARRT) (arrt.org), applicants must meet all of the following requirements:

- education requirements
    - earned an associate degree or higher accredited by an ARRT-recognized accrediting agency
    - completed an ARRT-approved educational program in radiography within three years of applying for ARRT credential
- ethics requirement
    - demonstrate good moral character by meeting ARRT's ethics requirements.
- examination requirement
    - pass the ARRT Radiography Exam

The most current information on the application process and costs is available at the ARRT website.

Additional Certifications

Fluoroscopy

In order to perform (or assist) in fluoroscopy, the State of California requires the radiologic technologist to hold a California Radiologic Technologist Fluoroscopy Permit, issued by the California Department of Public Health – Radiologic Health Branch (CDPH-RHB) (cdph.ca.gov/rhb). The application requires evidence of one of the two requirements below:

- current California Diagnostic Radiologic Technology Certificate, OR
- a completed application for a Diagnostic Radiologic Technology Certificate with the applicant's American Registry for Radiologic Technologist (ARRT) Certificate in Radiography

Applicants must also provide the required fee[7] and the following:

- documentation that applicant graduated on or after January 1, 2011 from a diagnostic radiologic technology program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and passed that American Registry of Radiologic Technologists (ARRT) radiography examination, OR
- documentation that applicant was certified by ARRT on or after January 1, 2011 in Radiography and is a current ARRT Registrant.

Individuals who do not meet the above criteria for a fluoroscopy permit will be required to take a fluoroscopy examination. The most current information on the fluoroscopy permit application process and costs can be found on the CDPH-RHB website.

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[6] *$112 as of December 9, 2024*
[7] *$112 as of December 9, 2024*

Program Accreditation and/or Approvals

The radiologic technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (jrcert.org) (Program #4785). Address: Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Ste. 2850, Chicago, IL 60606-3182. (312) 704-5300. mail@jrcert.org.

JRCERT is a programmatic accrediting agency recognized by the United States Department of Education.

KPSAHS is a recognized provider of education in radiologic technology by the California Department of Public Health (CDPH) – Radiologic Health Branch (cdph.ca.gov/rhb). Address: California Department of Public Health (CDPH) – Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899. (916) 937-5106. *School code: Radiology #1028*

KPSAHS is a recognized provider of education in radiologic technology by the American Registry of Radiologic Technologists (ARRT) (arrt.org). Address: ARRT, 1255 Northland Dr, St. Paul, MN 55120-1155. (651) 687-0048.

Bachelor of Science in Radiologic Technology – Day Track
Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Associate Degree, any discipline (admissions prerequisite)		**90.0**
Lower-division coursework is required in the following areas prior to admission: • *Human Anatomy & Physiology with Lab* • *Introduction to Computers* • *Mathematics* • *Oral Communication* • *Written Communication*		
Major Courses (Upper-Division)		**134.0**
RD 311 Radiographic Physics	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	1	3.5
RD 314 Clinical Education I	1	2.0
RD 315 Radiographic Procedures I	1	4.0
RD 315L Radiographic Procedures I Lab	1	0.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323 Clinical Education II	2	5.0
RD 324 Radiographic Procedures II	2	3.0
RD 324L Radiography Procedures II Lab	2	0.5
RD 331 Image Production Part II	3	3.5
RD 332 Computers in Medical Imaging	3	3.5
RD 333 Clinical Education III	3	5.5
RD 334 Radiographic Procedures III	3	3.0
RD 334L Radiographic Procedures III Lab	3	0.5
RD 340 Radiographic Procedures IV	4	3.5
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	4	3.5
RD 343 Clinical Education IV	4	8.0
RD 451 Sectional Anatomy for Radiographers*	5	3.5
RD 452 Advanced Imaging Procedures	5	3.5
RD 453 Clinical Education V	5	11.0

	Quarter Completed (Estimated)	Quarter Credits
RD 460 Applied Pathology for Radiographers	6	3.5
RD 461 Professional Career Development	6	2.0
RD 463 Clinical Education VI	6	10.5
RD 470 Applied Radiographic Topics**	7	3.5
RD 472 Fluoroscopy & Quality Assurance	7	3.5
RD 473 Clinical Education VII	7	11.0
RD 480 Program Review	8	3.5
RD 481 Clinical Education VIII	8	11.0
VENI Venipuncture (8 hours)	7	0
General Education (Upper-Division)		**12.0**
GE 485 Origins of Human Disease*	7	4.0
GE 486 Technical Writing*	2	4.0
GE 487 Critical Thinking*	6	4.0
Total Credits in Bachelor of Science Degree		**236.0**
Total Credits Completed at KPSAHS		**146.0**

*Offered online

** Offered in hybrid format, defined as including both face-to-face and online course instruction.

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Radiologic Technology. The certificate allows students to sit for discipline-specific exams.

Bachelor of Science in Radiologic Technology – Evening/Weekend Track
Academic Requirements

	Quarter Completed (Estimated)	Quarter Credits
Associate Degree, any discipline (admissions prerequisite)		**90.0**
Lower-division coursework is required in the following areas prior to admission: • *College Algebra or higher-level mathematics* • *Human Anatomy & Physiology with a lab* • *Introduction to Computers* • *Oral Communication (i.e., Speech)* • *Written Communication*		
Major Courses (Upper-Division)		**134.0**
RD 311 Radiographic Physics	1	4.5
RD 312 Introduction to Medical Imaging	1	4.0
RD 313 Medical Terminology**	1	3.5
RD 314E Clinical Education I	1	2.5
RD 315 Radiographic Procedures I	1	4.0
RD 315L Radiographic Procedures I Lab	1	0.5
RD 321 Image Production I	2	3.0
RD 322 Patient Care Procedures	2	3.0
RD 323E Clinical Education II	2	7.0
RD 324 Radiographic Procedures II	2	3.0
RD 324L Radiography Procedures II Lab	2	0.5
RD 331 Image Production II	3	3.5
RD 332 Computers in Medical Imaging	5	3.5
RD 333E Clinical Education III	3	7.0
RD 334 Radiographic Procedures III	3	3.0
RD 334L Radiographic Procedures III Lab	3	0.5
RD 340 Radiographic Procedures IV	4	3.5
RD 341 Image Evaluation and Quality Control	4	3.5
RD 342 Radiation Biology & Protection	5	3.5
RD 343E Clinical Education IV	4	7.0
RD 451 Sectional Anatomy for Radiographers*	6	3.5
RD 452 Advanced Imaging Procedures	6	3.5
RD 453E Clinical Education V	5	7.5

	Quarter Completed (Estimated)	Quarter Credits
RD 460 Applied Pathology for Radiographers	7	3.5
RD 461 Professional Career Development	7	2.0
RD 463E Clinical Education VI	6	8.0
RD 470 Applied Radiographic Topics**	8	3.5
RD 472 Fluoroscopy & Quality Assurance	8	3.5
RD 473E Clinical Education VII	7	8.0
RD 480 Program Review	9	3.5
RD 481E Clinical Education VIII	8	8.0
RD 491E Clinical Education IX	9	9.0
VENI Venipuncture (8 hours)	7	0
General Education (Upper-Division)		**12.0**
GE 485 Origins of Human Disease*	8	4.0
GE 486 Technical Writing*	3	4.0
GE 487 Critical Thinking*	7	4.0
Total Credits in Bachelor of Science Degree		**236.0**
Total Credits Completed at KPSAHS		**146.0**

*Offered online

** Offered in hybrid format, defined as including both face-to-face and online course instruction.

Upon successful completion of all upper-division major coursework, students will be issued a Certificate of Completion in Radiologic Technology. The certificate allows students to sit for discipline-specific exams.

Course Descriptions

Course modalities are identified under *Academic Requirements.*

RD 311 Radiographic Physics

4.5 credits

This course presents the first-year radiography student with the principles of physics relevant to the production of x-rays. The course includes the following subject areas: fundamental physics concepts, mass-energy relationship, atomic structure, electromagnetic radiation, magnetism and devices, electricity and device, the design of x-ray producing devices, primary control factors, and the fundamental principles of radiation protection.

RD 312 Introduction to Medical Imaging

4.0 credits

This course is designed to provide first-year students with an overview of the diagnostic imaging profession and those factors which impact the technologist in their ability to produce imaging media of the highest quality. Discussion will include: allied health education, the roles and expectations of all members of the health care team, ethical behavior, medical-legal obligations, liabilities, interpersonal communication, inter and intra personal behavior, basic radiation safety principles, hospital departmental organizational, licensure, labor unions, diversity, age-specific competency, political and social change within the health care environment, standard precautions, disease control and transmission and general preparation for entry into the clinical environment

RD 313 Medical Terminology

3.5 credits

Medical Terminology is the study of the language of medicine. All those who practice in the medical field need a common language and knowledge base in order to effectively communicate.

RD 314 Clinical Education I

2.0 credits

This course presents the first-year student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and radiology department, patient registration, appointment scheduling, medical records, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

RD 314E Clinical Education I

2.5 credits

This course presents the first-year student with an introduction to the clinical environment (to be carried out in an assigned clinical site). Emphasis is placed on patient care and positioning in addition to conducting an orientation to the hospital and radiology department, patient registration, appointment scheduling, medical records, quality assurance, equipment, department safety, radiographic procedures and ancillary imaging areas.

RD 315 Radiographic Procedures I

4.0 credits

RD 315L Radiographic Procedures I Lab

0.5 credits

These courses are designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the chest, abdomen, and bones of the upper and lower extremities (excluding the shoulder and pelvic girdle). Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms will be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning and critique. *Courses are corequisites.*

RD 321 Image Production I

3.0 credits

This course is designed to expand on the physical concepts learned in RD 101 Radiographic Physics. These concepts will aid in the study of characteristics of x-rays, x-ray production, x-ray emission, and x-ray interaction with matter. Students will be introduced to beam quality, beam quantity, and filtration. Primary controlling factors will be present in the context of their influence on x-ray beam characteristics and minimizing patient dose.

RD 322 Patient Care Procedures

3.0 credits

This course builds on materials introduced in the introductory course, especially information dealing with patient care, aseptic technique, and disease transmission. With respect to disease transmission an epidemiological field approach for evaluation is used. Information about risk factors is introduced, and finally contrast media, medications, vital signs and emergency care of patients is discussed.

RD 323 Clinical Education II

5.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 323E Clinical Education II

7.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 324 Radiographic Procedures II

3.0 credits

RD 324L Radiographic Procedures II Lab

0.5 credits

These courses are designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the shoulder girdle, pelvic girdle, and axial skeleton excluding the skull. Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms may be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs, and learn good departmental principles and practice. *Courses are corequisites.*

Prerequisites

RD 315 Radiographic Procedures I
RD 315L Radiographic Procedures I Lab

RD 331 Image Production II

3.5 credits

This course is designed to provide first year students with a working knowledge of factors that govern and influence the production of radiographic images. Scatter radiation, its effects on the finished radiograph, and methods of controlling scatter radiation are discussed. Primary controlling factors will be presented in the context of their influence on x-ray beam characteristics and minimizing patient dose. Laboratory materials are utilized to demonstrate the clinical applications of theoretical principles and concepts.

RD 332 Computers in Medical Imaging

3.5 credits

This course is designed to introduce the student to the fundamental principles of computer technology and how they interface with diagnostic imaging. This course provides a broad framework for understanding the technical aspects of computers, which would lay the foundation needed for use in the radiology department. Because Computed Radiography (CR) and Digital Radiography (DR) have replaced traditional film-based systems, imaging technologists will need to understand these new technologies. This course addresses these technologies and provides students with an in-depth knowledge of the physics behind CR and DR, digital image formation, processing, and quality. Discussion will include technique selection for exposure and quality control. The course answers many of the questions a new imaging technologist may have concerning higher or lower dose with digital systems as compared to traditional imaging systems. Also discussed will be retakes versus image post processing, grid use, and artifacts. Includes content designed to provide entry-level radiography students with principles related to Computed Tomography (CT) imaging.

RD 333 Clinical Education III

5.5 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 333E Clinical Education III

7.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 334 Radiographic Procedures III
3.0 credits

RD 334L Radiographic Procedures III Lab
0.5 credits

These courses are designed to provide the first-year student with a working knowledge of routine radiographic positioning for visualization of the cranium, and facial bones. Terminology, accessory devices, equipment used in radiographic procedures, and the application of protective devices will be discussed. To develop the student's critical thinking skills, radiographic phantoms will be used to demonstrate the principles of exposure. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs, and learn good departmental principles and practice. *Courses are corequisites.*

RD 340 Radiographic Procedures IV
3.5 credits

This course is designed to provide first-year students with a working knowledge of routine radiographic positioning for visualization of the digestive and urinary system. Positioning of the critical, geriatric, and pediatric patient for various procedures is addressed. The group process will be used to demonstrate and practice radiographic positioning, critique radiographs and to learn good departmental principles and practice.

RD 341 Image Evaluation & Quality Control
3.5 credits

This course is designed to discuss the process of image analysis and quality control. Students will develop and apply the critical thinking process to the art of image critique. The following imaging standards will be discussed: interpretation of clinical data, identification of the examination to be performed, rationale for the radiographic examination, accurate patient identification, positioning of the part according to established protocols, radiation protection, and factors affecting radiographic quality. Medical-legal considerations for the radiographer are also discussed. Practical case studies and critical reviews are conducted in the classroom setting with clinical correlation.

RD 342 Radiation Biology & Protection
3.5 credits

This is an introductory course which introduces the first-year student to the fundamentals of radiobiology and the effects of radiation on living tissue. This course evaluates the effects of radiation from the cellular level to its epidemiological effects, along with basic principles of radiation protection. Specific topics include, cellular biology, early and late effects or radiation, case studies, risk assessment, safety handling and containment of naturally occurring sources and state and federal regulations.

RD 343 Clinical Education IV
8.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 343E Clinical Education IV
7.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 451 Sectional Anatomy for Radiographers
3.5 credits

This course is designed to familiarize the student with the various anatomic structures and their locations, as demonstrated by sectional imaging techniques. This course will utilize sonography, CT and MRI images to cover the following areas: thorax, abdomen, pelvis and brain. Images obtained from clinical practices at Kaiser Permanente Medical Centers will be used to enhance the student's learning process.

RD 452 Advanced Imaging Procedures
3.5 credits

This course introduces the student to procedures and special modalities used in Radiology to achieve diagnostic and sometimes therapeutic results. The specific procedures include both invasive and non-invasive methods. The primary goal of the course is to present the student an overview of the most common procedures performed in Radiology. Focus is on the direct role of the technologist as an integral part of a health care team.

RD 453 Clinical Education V

11.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 453E Clinical Education V

7.5credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 460 Applied Pathology for Radiographers

3.5 credits

This course is designed to provide second-year students with an understanding of the systematic classification of disease. Signs and symptoms of common diseases, radiographic examination and treatment of diseases will be discussed. Special imaging modalities will be presented in their application of the diagnosis of disease. Image evaluation and technique will be applied with critical thinking skills.

RD 461 Professional Career Development

2.0 credits

This course presents the second-year student with a discussion and analysis of relevant topics in imaging sciences. Advanced imaging modalities, applied critical thinking to case studies in medical ethics, and new developments in the field are topics of discussion. The importance of continuing education and professional development to the future of medical imaging is discussed.

RD 463 Clinical Education VI

10.5 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 463E Clinical Education VI

8.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 470 Applied Radiographic Topics

3.5 credits

This course provides the student with the opportunity to conduct and deliver research on recent technological advances in diagnostic radiology. Students are expected to conduct conventional literature reviews and utilize the World Wide Web as an adjunct source of information. The research topics to be investigated are selected by the instructor and are assigned to groups of students. For the benefit of peers, the student groups deliver classroom oral/media presentations on their respective topics. The course also provides the student with an opportunity to investigate how they contribute to the output of a task group and how individual partners uniquely participate.

RD 472 Fluoroscopy & Quality Assurance

3.5 credits

This course is designed to familiarize the student with the concepts of quality management practices as they related to diagnostic radiology. The benefits and the elements of a quality management program are reviewed and explored. Regulatory requirements are examined. In recognition of the fact that monitoring and maintenance of medical imaging equipment requires specialized training, this course does not attempt to teach these disciplines, but rather uses the Fluoroscopy unit as a tool to demonstrate those routine services and evaluations which should be performed by a trained service person or physicist.

RD 473 Clinical Education VII

11.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 473E Clinical Education VII

8.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 480 Program Review

3.5 credits

This course is designed to promote competence in critical thinking and problem-solving skills in the second-year radiography student. The student will be given various scenarios and situations typically encountered in the clinical environment; they will apply skills learned in the first seven program-sections to solve these problems. Discuss and analyze relevant topics to the radiologic sciences that include trauma

radiography, pediatric radiography, projection and technique manipulation due to disease process, equipment safety, and equipment failure.

RD 481 Clinical Education VIII

11.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 481E Clinical Education VIII

8.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

RD 491E Clinical Education IX

9.0 credits

This course is a clinical practicum in a medical-imaging department of an affiliated clinical facility.

VENI Venipuncture

This one-day course provides training in venipuncture required to insert an indwelling catheter for the purposes of administering contrast media. Content includes information on puncture techniques, fluid and electrolyte balance, legal considerations, anatomy of vascular system, management, and care of the site (both pre- and post-insertion), and Universal Precautions. Training is accomplished through didactic presentation, demonstration, and practical exercise in a laboratory setting.

In addition, the student is required to complete ten (10) successful IV starts. These are to be accomplished in the clinical setting on live people and are to be supervised and signed off by a licensed health care professional (either a MD or RN). Venipunctures are not valid if observed/signed-off by another technologist.

At the end of the student's academic program of study, students who meet all VENI requirements receive a certificate of venipuncture certification, confirming ten (10) hours of training and ten (10) successful venipunctures on live subjects, in accordance with Section 106985 of the California Health and Safety Code.

Extended Education

Basic Life Support for Health Care Providers (BLS for HCP)

- Four hours computer instruction
- 30 – 45 minutes skills test

KPSAHS offers The American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers course online. The objective is to reinforce health care professionals' understanding of the importance of early Cardiopulmonary Resuscitation (CPR) and defibrillation, performing basic steps of CPR, relieving choking, using an Automated External Defibrillator (AED), and the role of each link in the Chain of Survival.

This course is in two parts: the first part is online which includes the didactic information as well as the post test. Once completed, the participant will need to schedule the face-to-face skills test component offered on campus.

BLS/CPR Skills Test

- 30 – 45 minutes skills test

Skills testing is available to individuals who complete the first part of the online AHA BLS course through another course. This entails the face-to-face skills test component necessary to obtain an AHA BLS card.

Recommended background: A Basic Life Support for Health Care Providers (BLS for HCP) is intended for individuals working in a health care setting or potential students of health care programs.

American Heart Association Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in BLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the Association.

Customized Trainings

KPSAHS's Instructional Innovation and Digital Learning (IIDL) department prepares customized, online training programs in collaboration with Kaiser Permanente departments, labor partners, and external stakeholders. For additional information, contact the IIDL department at KPSAHS-academiconlinehelp@kp.org.

Admissions

Required English Proficiency

KPSAHS recruits, enrolls, and instructs students exclusively in the English language, at a minimum of a high school level proficiency. English language services, including instruction such as ESL, are not provided.

Applicants demonstrate high school level proficiency in the English language by completing secondary education or postsecondary, advanced, or professional degrees in a country where English is identified as the official/native language. For a list of countries where English is identified as the official/native language, contact admissions at admissions@kpsahs.edu.

Applicants who have not met these criteria will be required to demonstrate English proficiency with one of the following:

- completion of 12 semester-credit or 18 quarter-credit hours of college-level (excluding remedial or developmental) courses with at least a C- in each course from an institution in a country where English is identified as the official/native language,
- completion of two or more college-level English composition or writing courses with a grade of B or higher from an institution with accreditation recognized by the US Department of Education, or
- submit a Test of English as a Foreign Language (TOEFL) minimum score of
    - 500 or more for paper-based exam (PBT)
    - 190 or more for computer-based exam (CBT)
    - 61 or more for internet-based exam (iBT).

Degrees or Credits Completed at Foreign Institutions

Transcripts from foreign institutions must be translated into English (if necessary) and evaluated by a member of the National Association of Credential Evaluation Services. Evaluation should include program level of study, credit hours (specifying quarter or semester credits), grades, and GPA. Upon receipt of the official transcript, transcript translation, and transcript evaluation, KPSAHS will assess both the eligibility of units and applicability to an academic program as defined in this policy. The cost associated with any transcript evaluation is the responsibility of the student.

Foreign Students (Visa)

KPSAHS is not approved to issue a certificate of eligibility (I-20) for international students, and as a result student visa services are not provided. KPSAHS does not vouch for student status and makes no associated charges.

Eligible non-citizens (defined as green card holders or permanent residents) may apply for KPSAHS programs.

General Information

Ability to Benefit (ATB) Students

KPSAHS does not accept Ability to Benefit (ATB) students.

English as a Second Language (ESL)

Kaiser Permanente School of Allied Health Sciences does not offer English language services, including English as a Second Language (ESL) courses.

Application Requirements for KPSAHS Programs

Applying to a KPSAHS program requires applicants to complete an online application, pay an application fee, provide evidence that they meet the program's admissions criteria (for example, a high school diploma or higher level degree), provide additional documentation required for an admissions application (such as a resume), and (if applicable) provide foreign transcript evaluation(s), TOEFL scores, and/or Advanced Placement (AP) exam scores.

Application requirements vary by program, as identified in *Table 1.0 Application Requirements by Program* on the following page. All admission requirements must be met and documented prior to application deadlines, as published on the KPSAHS website (kpsahs.edu).

Table 1.0 Application Requirements by Program

#	Item	Basic & Advanced Phlebotomy	Bone Densitometry	Counseling	Diagnostic Medical Sonography	Medical Assisting	Nuclear Medicine	Radiologic Technology
1.	Online Application	Required	Required	Required	Required	Required	Required	Required
2.	Application Fee	Required	Required	Required	Required	Required	Required	Required
3.	High School Transcripts or Equivalency Exam	Required	Required	-	-	Required	-	-
4.	Evidence of Prior Degrees (College Transcripts)	-	-	Required	Required	-	Required	Required
5.	Evidence of Program Course Prerequisite Completion: College Transcripts)	-	-	-	Required	-	Required	Required
6.	Evidence of Program Course Prerequisite Completion: AP Exam Scores)	-	-	-	If Applicable	-	If Applicable	If Applicable
7.	Evidence of Job Shadowing	-	-	-	Required	-	Required	Required
8.	Personal Statement	-	-	Required	-	-	-	-
9.	Professional References and Recommendations	(Upon Request)	(Upon Request)	Required	(Upon request)	(Upon Request)	(Upon Request)	(Upon Request)
10.	Résumé	-	-	Required	(Upon request)	-	(Upon Request)	(Upon Request)
11.	Passing scores on an assessment test administered by KPSAHS*	Required	Required	-	-	Required	-	-
12.	Proof of Current COVID-19 Vaccination	Required	Required	-	-	Required	-	-
13.	Copy of Government-Issued Photo ID	Required	Required	-	-	Required	-	-

#	Item	Basic & Advanced Phlebotomy	Bone Densitometry	Counseling	Diagnostic Medical Sonography	Medical Assisting	Nuclear Medicine	Radiologic Technology
14.	AHA/BLS CPR Card (Current) for Healthcare Professionals	Required	Required	-	-	-	-	-
15.	Foreign Transcript Evaluation (for evidence of prior degrees, program prerequisites, or upper-division general education courses)	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)
16.	TOEFL scores	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)	(If applicable)
17.	Prerequisite Confirmation Form	-	-	-	May be required; refer to the admissions section of KPSAHS.edu		May be required; refer to the admissions section of KPSAHS.edu	May be required; refer to the admissions section of KPSAHS.edu

As described in the preceding table, programs' application requirements vary; not all elements listed below will apply to all programs. Failure to successfully complete all required application items before the application deadline will result in forfeiture of the application.

Descriptions and specific requirements for each of the admissions requirements described in *Table 1.0 Application Requirements by Program* are provided on the following pages.

1. Complete the Online Application

Access to the KPSAHS online application portal for each program is located at kpsahs.edu. Applicants applying to more than one program are required to complete and submit a separate online application for each program.

2. Application Fee

Payment of the application fee (if applicable) must be made on or before the application deadline specified on the KPSAHS website (kpsahs.edu). (Programs with a $0 application fee are exempted from this requirement.)

3. High School Transcripts or Equivalency Exam

For programs that require a high school diploma, GED, or other high school equivalency examination approved by the California Department of Education (cde.ca.gov/ta/tg/gd/), students must submit either an official high school transcript or examination documentation. A college degree cannot be substituted for this requirement.

Refer to *Admissions/Official Transcripts* section of this catalog for a description of official transcripts and submission process.

High school equivalency examination documentation should be transmitted securely through an electronic transcript service to KPSAHS-transcripts@kp.org; if electronic transmission is not available, paper copies may be mailed by the test administrator to the Admissions Department (see *Admissions/Admissions Department Mailing Address* at the end of this section).

4. Prerequisite Degree Requirements (Official College Transcript(s))

Each KPSAHS degree program requires different degrees (i.e., associate's, bachelor's); refer to the program description for specific requirements.

Degrees accepted for program prerequisite requirements must meet the following criteria:

- Completed at an institution approved by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education.
- If completed at a foreign institution, refer to the criteria defined under *Admissions: Degrees or Credits Completed at Foreign Institutions.*

Students demonstrate fulfillment of program prerequisites, degrees, and minimum cumulative grade point averages (CGPAs) (if applicable) by submitting official transcripts. These written records of previous education and training are maintained in the students' academic files.

Associate degrees (or higher) required for KPSAHS baccalaureate degrees may be earned in any subject. In addition, each program has a specific minimum CGPA and specific prerequisites required as defined in the program descriptions.

For master's degree programs, transcripts from all completed degrees should be submitted.

Official transcripts submitted for bachelor's degree programs must be received no later than the application deadline and must show the degree earned, the date the degree was conferred, and

completion of all prerequisite courses. Failure to submit official transcripts that meet these requirements by the application deadline will result in the rejection of the application. Applicants are not allowed to submit updated official transcripts after the application deadline.

Applicants are responsible for submitting official transcripts from **all** colleges attended by the application deadline, and KPSAHS is not obligated to accept any official transcripts after the application deadline for any reason.

Refer to *Admissions/Official Transcripts* section of this catalog for a description of official transcripts and submission process.

5. Prerequisite Course Requirements (Official College Transcript(s))

Each KPSAHS degree program requires different prerequisite courses; refer to the program description for specific requirements.

Courses accepted for program prerequisites must meet the following criteria:

- Completed at an institution approved by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education.
- If completed at a foreign institution, courses must meet the criteria defined under *Admissions: Degrees or Credits Completed at Foreign Institutions.*
- Assigned a minimum of three semester or four quarter credits. (If several courses are taken to meet a program prerequisite, the total credits must add up to three semester or four quarter credits.) Courses completed in clock hours will be converted to quarter credits by assigning one quarter credit for 30 hours of instruction.
- Courses must be identified as college-level. These courses are usually applicable to a degree offered by the college or university. Courses that are not college-level are often referred to as “developmental” or “remedial” and are not acceptable in fulfillment of admissions prerequisites.
- Prerequisite coursework must be completed with either a letter grade of “C-” or higher or a “Credit/Pass” grade.
- Course content should align with the general *Prerequisite Course Descriptions* provided in the following section.

Refer to *Admissions/Official Transcripts* section of this catalog for a description of official transcripts and submission process. Students should be aware that sometimes an *unofficial* transcript may include coursework from affiliate colleges that is not printed on the college’s *official* transcript. In this case, students are reminded to submit official transcripts from all colleges attended.

Applicants are responsible for submitting official transcripts from **all** colleges attended by the application deadline, and KPSAHS is not obligated to accept any official transcripts after the application deadline for any reason.

Prerequisite Course Descriptions

The following general course descriptions are provided to assist applicants in selecting college-level courses that align to KPSAHS imaging program prerequisites.

Anatomy and Physiology with Laboratory

To fulfill the KPSAHS requirement, the anatomy and physiology prerequisite must have a lab and cover all major systems in the human body. Lab requirements may be embedded in a single course (e.g., BIOL 115) or be a separate course, usually a corequisite (e.g., BIOL 101 + BIOL 101L). Colleges may also offer the course as a series of two or three consecutive courses with labs. In this case all courses with labs must be completed to fulfill the requirement.

Diagnostic Medical Sonography and Radiologic Technology
Students may take either one course combining both anatomy and physiology with lab OR complete two separate and distinct courses covering the course content.

Nuclear Medicine
Students are required to take two courses, each with a laboratory. This could be fulfilled by the combinations below:

- Anatomy & Physiology I with Lab plus Anatomy & Physiology II with Lab, **OR**
- Anatomy with Lab plus Physiology with Lab

C-ID designations in biology can be used to identify courses fulfilling this requirement for all programs requiring the course:

- BIOL 110 B fulfills the anatomy requirement.
- BIOL 120 B fulfills the physiology requirement.
- BIOL 115 BS fulfills both the anatomy and physiology requirement.

Courses without these designations will be evaluated individually.

Chemistry with Laboratory

To fulfill the KPSAHS requirement, general chemistry should present principles of general chemistry for students studying science, engineering, or medical professions. Topics should include atomic structure and theory, the periodic table, bonding, gas laws, liquids and solids, oxidation-reduction, chemical equations, stoichiometry, matter and energy, solutions, ionization, thermochemistry, and equilibrium concepts. Laboratory should include quantitative and qualitative experiments.

Courses from California public-sector colleges with a with C-ID course numbers CHEM 101 or CHEM 102 meet these requirements. Courses without these designations will be evaluated individually.

Introduction to Computers (or higher-level computer course)

To fulfill the KPSAHS requirement, introduction to computers must include the fundamentals and structure of computers and computer systems. Additionally, this course should include applications of computer software (ex: MS Word, Excel, or PowerPoint).

Mathematics

To fulfill the KPSAHS requirement, students must complete a college-level mathematics course applicable to a degree. Content and topics may vary.

Courses from California public-sector colleges with a CSU GE Breadth designation of B4 generally meet these criteria, as do any C-ID courses with MATH in the prefix. Courses without these designators will be evaluated individually.

Medical Terminology

The medical terminology prerequisite should be solely dedicated to studying the linguistics of medical language. The course should study the basic structure of medical language and words including prefixes, suffixes, root words, combining forms, plurals, and abbreviations. This course should also include pronunciation, spelling and definitions of medical terms with emphasis on building a professional vocabulary required for working in the medical field.

Oral Communication

To fulfill the KPSAHS requirement, the oral communication prerequisite must contain the principles of effective oral communication, with attention given to research and delivery techniques and critical evaluation of public communication. The course should address speaking formats such as informative, persuasive, impromptu and narrative presentations. The course should include techniques to assist proficiency in listening to and evaluating public speeches and developing a personal style of speaking in

public. Examples of courses that fulfill the prerequisite are Speech 120, Public Speaking, Speech 1A, and Speech 300.

Courses from California public-sector colleges with a CSU GE Breadth designation of A1 generally meet these criteria, as do courses with C-ID numbers COMM 110, 115, 120, 130, 140, 150, 180, and 190. Courses without these designations will be evaluated individually.

Written Communication

To fulfill the KPSAHS requirement, the written communication prerequisite should contain curriculum that involves critical reading, expository and argumentative writing, and library research. Components such as effective writing, evaluation of written work, and methods of clearly communicating and supporting ideas in organized and coherent essays and/or research papers should be included. Additionally, the course should include reading and understanding extensive and difficult texts from diverse perspectives and developing a command of rhetorical strategies that enable presentation of ideas cogently and persuasively. This prerequisite relates to English courses that typically fulfill college-level graduation requirements; example course names include English 1A; Freshman English; Freshman Composition, College Composition, etc.

Courses from California public-sector colleges with a CSU GE Breadth designation of A2 generally meet these criteria, as do courses with C-ID numbers ENGL 100, 105, 110, and 120. Courses without these designations will be evaluated individually.

Physics (Nuclear Medicine Program)

Recommended topics include Kinematics, Newton's Laws, and Atomic Laws. Courses from California public-sector colleges with a with C-ID course numbers PHYS 100S,105, 110, 200S, 205, 210, and 215 meet this requirement. Courses without these designations will be evaluated individually.

Physics (Sonography Program)

General physics for sonography applicants should cover the following topics, derived from the National Education Curriculum endorsed by the programmatic accrediting body, JRCDMS:

- Newton's laws of motion
- laws of conservation
- properties of matter
- temperature and heat
- properties of sound
- properties of light
- electricity
- properties of electromagnetism

Many courses may include a laboratory component, but a laboratory component is not required.

These topics may be covered in one course (such as a general, elementary, descriptive, or introductory physics course) or multiple courses (such as Physics A and Physics B).

Courses completed at California public-sector colleges with C-ID designations in physics can be used to identify courses fulfilling this requirement:

- PHYS 100S OR
- PHYS 105 + PHYS 110 (Typically, both courses should be completed, though exceptions may apply. Refer to the Transfer Credit Database available on kpsahs.edu for the specific course equivalencies accepted and documentation of any exceptions.)

Courses without these designations will be evaluated individually.

Course Prerequisite & Transfer Credit Database

Courses that have previously been reviewed and evaluated as prerequisites are published on the *KPSAHS Transfer Credit Database*, available at kpsahs.edu/student-records. Applicants are responsible for reviewing all information provided for a listed course (e.g., description, notes, start/end dates, etc.).

The *Transfer Credit Database* does not necessarily contain a list of all courses that may be accepted as prerequisites. Applicants should direct questions about specific courses not listed in the *KPSAHS Transfer Credit Database* to admissions@kpsahs.edu.

6. Advanced Placement (AP) Examinations (if applicable)

Some students may need to submit AP scores as evidence of meeting program prerequisite course requirements. The College Board's (collegeboard.org) Advanced Placement (AP) exams identified below may be used to meet program prerequisites, provided that the student receives the minimum passing score on the exam(s):

Program Prerequisite	AP Exam	Passing Score (minimum)
Chemistry with Lab	AP Chemistry	3
Communication (Written)	AP English Language and Composition AP English Literature and Composition	3
Computers (Introduction)	AP Computer Science A AP Computer Science B AP Computer Science Principles	3
Mathematics	AP Precalculus AP Calculus AB AP Calculus BC AP Statistics	3
Physics (Nuclear Medicine)	AP Physics 1 AP Physics 2 AP Physics B AP Physics C (Electricity/Magnetism) AP Physics C (Mechanics)	3
Physics (Sonography)	AP Physics 1* + AP Physics 2* **Both exams must be completed with passing scores.*	3

Students submitting AP exam scores to fulfill program prerequisites should request they be mailed in paper format from the College Board (collegeboard.org) to the Admissions Department (see *Admissions/Admissions Department Mailing Address* section of this catalog).

7. Evidence of Job Shadowing

The job shadowing requirement can be met through in-person job shadowing or completion of a written assignment. Refer to the Admissions section of kpsahs.edu for additional details and submission instructions.

8. Personal Statement

The requirements for the personal statement provided are described in the Admissions section of kpsahs.edu.

9. Professional References and Recommendations

Applicants will be required to provide the KPSAHS Admissions Department with the name and contact information for their references. References will be contacted via email with a request to complete an online reference form on behalf of the applicant. When choosing references, applicants should identify individuals who are familiar with applicant's work, academic abilities, or potential for scholarship and professional development.

Refer to the application instructions on the website for more details.

10. Résumé

Résumés (two pages maximum) should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.

11. Achieve a Passing Score on Assessment Exam Administered by KPSAHS

Applicants must achieve a Wonderlic Scholastic Level Exam (SLE) score of 15 or higher as administered by KPSAHS. Applicants are allowed three attempts each application process to obtain a passing score on the assessment exam.

It is the applicant's responsibility to schedule the exam through the admissions department (admissions@kpsahs.edu).

12. Proof of COVID-19 Vaccination

Prospective students are to provide proof of current COVID-19 vaccination; letters of exemption from the COVID-19 vaccination will not be considered. Proof of COVID-19 vaccination can be emailed to admissions@kpsahs.edu.

13. Copy of Government-Issued Photo ID

Copies of the applicant's government-issued photo ID can be emailed to admissions@kpsahs.edu.

14. American Heart Association, Basic Life Support CPR & AED Training for Healthcare Professionals

Applicants must submit a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals (2-year certification). KPSAHS does not accept CPR certification from organizations other than American Heart Association.

Refer to the application instructions on kpsahs.edu for submission instructions.

15. Foreign Transcript Evaluation (if applicable)

Transcripts from foreign institutions must be translated into English (if necessary) and evaluated by a member of the National Association of Credential Evaluation Services. (Refer to the *Degrees or Credits Completed at Foreign Institutions* policy in this catalog.)

Foreign transcript evaluations should be emailed to KPSAHS-transcripts@kp.org. If electronic copies are not available, paper copies may be mailed to the Admissions Department (see *Admissions/Admissions Department Mailing Address* section).

16. Test of English as a Foreign Language (TOEFL) Scores (if applicable)

Some students may need to submit Test of English as a Foreign Language (TOEFL) scores as evidence of English proficiency; refer to *Admissions/English Language Proficiency* policy in this catalog for additional information.

If TOEFL scores are needed to meet the *English Language Proficiency* policy requirements, KPSAHS prefers scores be submitted electronically through the Educational Testing Service (ETS) (ets.org); the KPSAHS code number is D077.

If electronic submission is not feasible, scores may be mailed in paper format from ETS to the Admissions Department (see *Admissions/Admissions Department Mailing Address* section).

17. Prerequisite Confirmation Form

Applicants may be required to complete and submit a *Prerequisite Confirmation Form* as part of the application process. Refer the application instructions on the website for more detail.

Official Transcripts

Official transcripts should be transmitted securely through an electronic transcript service to KPSAHS-transcripts@kp.org. Students applying to degree programs must submit transcripts from all prior colleges and universities.

If electronic transcripts are not available, paper copies may be mailed to the Admissions Department (see *Admissions/Admissions Department Mailing Address* section).

Please note:

- To be considered "official," paper transcripts must be received by KPSAHS in their original sealed envelope from the college or university issuing the transcript (or their designated transcript issuer).
- To be considered "official," electronic transcripts must be sent from the high school, college, or university issuing the transcript and transmitted through an established, secure electronic transcript service.
- Transcripts uploaded through the online application portal will be rejected.

  Students whose transcripts reflect a name other than that used in the online application form must email admissions@kpsahs.edu and provide the name used in the online application(s) and the name used for each official transcript submitted. Admissions must receive the email notification during the program's application period. Failure to advise admissions in writing during the application period may result in forfeiture of the application.

Admissions Department Mailing Address

Kaiser Permanente School of Allied Health Sciences
Attn: Admissions Department
938 Marina Way South
Richmond, CA 94804

Selection Process

KPSAHS is not obligated to admit all applicants who meet the minimum admission criteria. If more applications are received than student spaces available, KPSAHS may use a random number generator or personal interviews as part of the selection process. KPSAHS is not obligated to interview all applicants who meet the minimum admissions criteria. Final selection of students shall be made by

KPSAHS, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with federal and state non-discrimination laws. KPSAHS complies with the Rehabilitation Act of 1973 and the Americans with Disability Act.

Upon conclusion of the class selection process, applicants will be informed of their admissions status:

1. Applicants **accepted** into the program will be granted conditional acceptance, which requires several conditions be met prior to formal acceptance and enrollment. Refer to the *Conditional Acceptance* section of this catalog.
2. Applicants offered **waitlist** status will be required to meet several conditions to remain eligible for formal acceptance and enrollment in the event a seat becomes available. Refer to the *Conditional Acceptance* section of this catalog.
3. Applicants **not accepted** to a program may re-apply during any subsequent application period and must complete the entire application process.

Conditional Acceptance

Acceptance into the program is conditional based upon the successful completion of additional requirements which vary by program, as defined in Table 2.0. Failure to successfully complete the conditions for acceptance by the deadline(s) will result in the withdrawal of either (a) acceptance or (b) waitlist offer.

Any questions on the conditions of acceptance or waitlist status should be directed to admissions@kpsahs.edu.

Table 2.0 Conditions of Acceptance by Program

#	Condition	Basic & Advanced Phlebotomy	Bone Densitometry	Counseling	Diagnostic Medical Sonography	Medical Assisting	Nuclear Medicine	Radiologic Technology
1.	Accept Offer of Admissions or Waitlist Status	X	X	X	X	X	X	X
2.	Background Screening	X	X	X	X	X	X	X
3.	Drug Test	X	X	X	X	X	X	X
4.	Tuberculosis Screening	X	X	X	X	X	X	X
5.	Physical Examination / Health Screening	X	X	X	X	X	X	X
6.	Pay Registration Fee	X	(Not Required)	X	X	X	X	X
7.	Attend All Mandatory Meetings	X	X	X	X	X	X	X
8.	Provide Proof of Current Covid-19 Vaccination	-	-	-	X	-	X	X

Details on each of the eight conditions of acceptance are provided on the following pages. These conditions also apply to students offered waitlist status, unless otherwise noted.

Condition 1. Accept Offer of Admissions or Waitlist Status

Applicants offered conditional acceptance or waitlist status must respond in writing to the *Student Acceptance Letter*, which will be sent via email.

Condition 2. Background Screening

Students must successfully pass a background screening, which includes the following:

- social security number trace
- county court criminal conviction search
- national sexual offender database search
- DHHS/OIC cumulative sanction/excluded parties list search
- GSA excluded party/debarment list search

Conviction of a crime is not an automatic bar to admission, and all circumstances will be considered. However, failure to fully disclose is falsification and grounds for immediate withdrawal of conditional acceptance. Should the background check reveal findings that could preclude a student from being placed at clinical sites or obtaining certification/licensure, the conditional acceptance will be withdrawn.

Students are responsible for paying all fees directly to the designated company.

Condition 3. Drug Test

Students must complete and pass a drug test demonstrating the absence of illegal drugs or inappropriate use of legal drugs. KPSAHS is committed to take appropriate action designed to ensure a safe environment for students, employees, members, patients, and the community, and to protect financial resources and assets.

Depending on the findings, some students may be required to repeat the drug screening process and students will be responsible for all associated fees (currently estimated to be $35.00).

Students are responsible for paying all fees directly to the designated company.

Condition 4. Tuberculosis Screening

Students are subject to annual mandatory tuberculosis screening. Additional surveillance measures may be imposed by Kaiser Permanente and other clinical facilities as deemed necessary to protect the health interests of all persons.

Condition 5. Physical Examination/Health Screening

A physical examination/health screening is required for determining the student's ability to perform the duties of a health care provider. These physical/environmental requirements are specified on the catalog academic program pages under *Physical Requirements*. The physical examination is conducted by Kaiser Permanente Employee Health Services (EHS) and includes a review of the student's communicable disease history, immunizations, laboratory testing, respirator fit testing, and other applicable areas. Students may be asked to obtain additional immunizations and/or complete required tests. Students are required to complete the physical examination/health screening.

Kaiser Permanente EHS documents successful completion of the physical examination and health screening.

It is the responsibility of individual students to report having a communicable disease. Upon discovery, the student should consult with the program director, who will determine whether modifications in the student's educational schedule are warranted, if any. Examples of diseases that warrant immediate

reporting include, but are not limited to, contracted COVID-19, tuberculosis, hepatitis, chicken pox, and mumps. Strict confidentiality will be maintained. It is the moral and professional obligation of students to protect all individuals from unnecessary exposure in the educational and clinical settings.

Condition 6. Registration Fee Payment

A registration fee (refer to the *Fees* section of this catalog) must be paid to KPSAHS; payment instructions can be found on the student portal homepage at mykpsahs.com under *My Finances*.

Waitlisted students will be required to pay a registration fee only if they are offered conditional acceptance.

Condition 7. Attend All Mandatory Meetings

Attendance at all meetings is mandatory; there are no make-up sessions. Mandatory meetings vary by program and may include pre-enrollment and new student orientation. Meetings may be conducted virtually, in person, or a combination of both.

Condition 8. Proof of COVID-19 Vaccination

Students are to provide proof of current COVID-19 vaccination; letters of exemption from the COVID-19 vaccination will not be considered. Proof of COVID-19 vaccination can be emailed to admissions@kpsahs.edu.

Formal Acceptance and Enrollment (the Enrollment Agreement)

Once the student has met all the requirements of conditional acceptance (as defined in the preceding section), the student will be invited to formally enroll in the program by signing an enrollment agreement.

The student's enrollment agreement is signed prior to the first day of instruction, generally during new student orientation.

Students in waitlist status will not be invited to sign an enrollment agreement unless offered a seat in the program.

Additional Requirements

American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals (Bachelors' Degrees Only)

Students accepted and/or waitlisted in the bachelors' programs must submit a valid CPR card or e-card issued by the American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals (2-year certification), due as directed by the Admissions Department, program director, or faculty, to be submitted no later than new student orientation. KPSAHS does not accept CPR certification from organizations other than the American Heart Association.

Compliance Training

Students are required to participate and complete mandatory compliance training as part of the enrollment process. Training is provided at no cost to the student. The training/compliance requirements vary by program and clinical site and typically require two to three hours to complete. Failure to complete required training and provide certificates of completion upon request may result in a student's inability to participate in clinical education and failure to complete the program.

Clinical Site Orientation

Clinical site orientation may be required prior to the start of the quarter.

Extended Education Programs Admissions

Students enrolling in extended education programs are required to complete a registration form or an online/paper application available at kpsahs.edu and pay any required fees. In general, applications are accepted until courses or programs are at capacity; conversely, if an insufficient number of applications are received, the program will be cancelled, and application fees/tuition will be refunded. Exceptions to this procedure are noted below.

Specific documentation required for individual programs is noted for each program. New student orientation is generally not required for admissions to short-term/extended education programs.

Questions regarding extended education programs can be directed to admissions@kpsahs.edu.

Basic Life Support for Health Care Providers (BLS for HCP)

Additional documents required for enrollment: None.

BLS/CPR Skills Test

Additional documents required for enrollment: Certificate of completion of BLS for HCP must be provided prior to skills exam.

Tuition Assistance

General Information

Access to tuition assistance (financial aid) is very limited while enrolled in the Kaiser Permanente School of Allied Health Sciences (KPSAHS). Students are encouraged to plan for the payment of their tuition and fees before enrolling at KPSAHS.

Kaiser Permanente Student Financial Aid Program (SFAP)

Student loans are available through the Kaiser Permanente Student Financial Aid Program (SFAP) administered by Kaiser Foundation Hospitals. Loan proceeds are paid directly to the student for purposes of tuition payment, for KPSAHS does not certify these loans. Students are under no obligation to apply for SFAP loans.

Representatives from the SFAP may be available to discuss details of these loans during the pre-enrollment meeting prior to the start of the program. Not all KPSAHS educational programs qualify for this loan program, and the program is only available to students accepted into a qualified KPSAHS educational program.

For further information, students can contact the SFAP at (866) 232-2934. For additional SFAP loan information, please visit Scholarship America at scholarsapply.org/kpsahs.

If a student obtains a loan from SFAP or any other personal loans to pay for a KPSAHS educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Student Loans

KPSAHS does not participate in either the federal (Title IV) or state financial aid programs. Students may be eligible for federal loans at a Title IV participating institution. Students can find information on state and federal financial aid programs available at other institutions using the links below:

- Cal Grants: mygrantinfo.csac.ca.gov
- Federal Student Aid: studentaid.gov

If a student has received federal student financial aid funds, they are entitled to a refund of the monies not paid from federal student financial aid program funds.

Students should be aware that if they are eligible for a loan guaranteed by the federal or state government and they default on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Though KPSAHS does not participate in either federal or state financial aid programs, federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide.

Federal direct loans are available to students regardless of income.

KPSAHS does not publish a private loan lender list, and students have the ability to choose any lender. However, as a service to KPSAHS students, information about the Kaiser Permanente Student Financial Aid Program (SFAP) is included in this catalog because graduates may be eligible for loan forgiveness if they are employed by Kaiser Permanente, provided specific conditions are met.

Veterans Education and Training Benefits

Due to changes in federal law (specifically section 1015, chapter 36 of title 38 USC §3675 and 38 USC 3672(b)(2)(A)], KPSAHS discontinued participation in Veteran's education and training benefits effective January 1, 2023.

Student Borrowing Data

KPSAHS does not provide institutional loans, state loans, federal Perkins loans, federal Stafford subsidized or unsubsidized loans. KPSAHS does not provide private loan lists nor certify private loans. As a result, KPSAHS does not provide student borrowing data required by California Education Code 69800(d).

Financial Policies

Financial Obligations of Students

Student is expected to pay all quarter charges in full before each quarter begins.

KPSAHS reserves the right to withhold diplomas and registration privileges from any student or former student who was provided with written notice that he or she has failed to pay a proper financial obligation due to KPSAHS. Any item or items withheld will be released when the student satisfies the financial obligation. For additional detail, refer to the *Student Record Holds* section of the *Student Handbook*, available at kpsahs.edu.

Tuition and Fees

Students pay tuition and fees directly to KPSAHS. Payment of all tuition and fees are generally due during each inter-quarter break; refer to the *Schedule of Student Charges* in the student's enrollment agreement for specific payment due dates.

A general *Schedule of Student Charges* is included in this catalog and is provided to students during the pre-enrollment meeting. This schedule identifies the estimated grand total charges for the entire educational program.

Late Payment of Tuition and Fees

Late payment of tuition and fees must be approved in advance, and late fees may be assessed (refer to the *Fee Schedule* in this catalog for the specific dollar amount). Failure to pay tuition and fees by the scheduled due date may result in dismissal from the program.

Returned Check Fee

KPSAHS accepts personal checks for payment of tuition and fees. No counter checks, post-dated checks or checks altered in any way are accepted. A collection fee is assessed for any check returned for non-payment including any check in which payment is stopped. The check must be paid within 10 days, or it will be turned over to a collection agency. The student will be liable for all collection costs and any other related costs.

Payment for Repeated Courses

Any student who is required to repeat a course for credit will be charged the tuition cost per quarter credit times the number of quarter credits for the course and any applicable fees.

Payment for Audited Courses

Any student who is required to audit a course will be charged an audit fee; refer to the *Fees* section of this catalog for the current amount.

Books and Supplies

Students are provided with the names and ISBN numbers of all required books for the program. Students may purchase books from any source they choose.

Radiologic technology program students are responsible for purchasing X-ray markers. Resources for the purchase of X-ray image markers are available from the radiologic technology program director.

Purchase of medical scrubs may also be required. Refer to the *Schedule of Student Charges* for program-specific requirements.

Payment Instructions

KPSAHS does not accept payments at the campus. Payment instructions can be found on kpsahs.edu/finance. KPSAHS assumes no responsibility for lost, late, or undelivered payments. If payments are not received by the due date, late payment of tuition and fees policy may be applied.

Income Tax Credit - 1098-T

KPSAHS issues 1098-T statements for tuition and tuition payments received in accordance with IRS regulations. Questions regarding 1098-T forms should be routed to KPSAHS-Finance@kp.org.

KPSAHS employees are not professional tax advisors and cannot give tax advice. For tax assistance or to determine if you qualify for an educational tax credit, please contact a personal tax advisor or the IRS. The IRS can be reached at irs.gov or (800) 829-3676.

Tuition Refund Policy

KPSAHS follows the State of California's Bureau of Private Postsecondary Education refund policy.

Enrollment Cancellation

Students have the right to a full refund of all charges less the nonrefundable fee (deposit or application fee) of up to $250 if payment is made and the enrollment agreement is cancelled through the first class session, the seventh day after enrollment, or the seventh working day of the quarter (for all programs except bone densitometry), whichever is later.

Withdrawal, Dismissal, and Leave of Absence

If a student has been enrolled for more than seven (7) working days and withdraws, is dismissed**,** or takes a leave of absence from a KPSAHS educational program, the student may be eligible for a partial reversal of charges. (Student must adhere to the withdrawal policies as stated in the KPSAHS Catalog.) The effective date of withdrawal will be set as the date the student meets all of the requirements of the withdrawal policy.

If the student has completed 60% or less of any academic quarter (period of enrollment), student is eligible for a pro rata refund less the nonrefundable fees.

If the student has completed 61% or more of any quarter, student is ineligible for a refund and is required to pay the full tuition and fee charges for the quarter.

The pro rata refund amount is determined by taking total charges paid, then subtracting the total charges the institution earned and subtracting any nonrefundable fees. (To calculate charges earned by the institution: Multiply the per credit hour rate for the program X the number of credit hours attempted X number of days prior to withdrawal.)

Pro Rata Refund Calculation Example

Student withdrew after completing 32 credit hours in first two quarters and 22 days of the third quarter. During the third quarter, student attempted 15.5 credit hours. Tuition and fee payments to KPSAHS for the first three quarters totaled $9,735. Program tuition is $200/credit hour.

Column A	Column B	Column C	Column D
Description of Calculation			**Refund Calculation**
1 – Student payment: $9,735			$9,735.00
2 – Tuition due for completed quarters		$200 x 32 credits	($6,400.00)
3 – Pro rata tuition due for quarter of withdrawal: a) 3rd quarter tuition A quarter is 60 days in length. To calculate the daily tuition rate Pro-rated tuition due (earned) for the 22 days that the student attended	15.5 x $200 $3100/60 days/qtr $51.67/day x 22 days enrolled	$3100 $51.67/day	($1,136.74)
4 – Fees incurred while enrolled are not refundable			($350.00)
5 – Amount to be refunded			**$1,848.26**

Military Service

KPSAHS will refund 100% of tuition and fees paid by (or on behalf of) a student who was required to report for military service, regardless of whether the student was called to military service before the start of the academic term or after the academic term started when the student withdraws.

If the student called to military duty has completed at least 75% of the quarter, the student has two options:

- Student may withdraw and receive a refund of 100% of tuition and fees paid by (or on behalf) of the student. Students who choose this option will be assigned "W" grades for the quarter**.**
- Student may choose to receive a grade from the faculty member, per policy defined in the *Grades Assigned After Course or Program Withdrawal* section of this catalog. Students who choose this option will not receive a refund.

Tuition & Fees (Schedule of Student Charges)

Fees

Fees below are effective January 1, 2024. All fees are nonrefundable.

Fees applicable to specific programs are listed on the program's *Schedule of Student Charges* on the pages following this fee table.

Application fee	$65
Registration fee	$275
Transcript fee	$10
Reissuance of certificate/diploma fee	$25
CPR card fee (replacement)	$16
Tuition late fee (per week, charged up to five weeks)	$25
Audit fee (per course)	$300

Tuition

Refer to the programs' *Schedules of Student Charges* on the following pages. *Schedules of Charges* are valid for the dates identified at the top of each program's *Schedule*; students enrolling after these dates may be subject to updated tuition and fees.

Students receiving transfer credit for required course work will receive a tuition credit equal to the number of transfer credits awarded multiplied by the per credit hour tuition charge. This will result in an individual schedule of student charges.

KAISER PERMANENTE®
SCHOOL of ALLIED HEALTH SCIENCES

938 MARINA WAY SOUTH, RICHMOND, CA 94804
510-231-5000 / TOLL FREE 1-888-299-0077
WWW.KPSAHS.EDU

2025 SCHEDULE OF STUDENT CHARGES
BASIC AND ADVANCED PHLEBOTOMY CERTIFICATE PROGRAM

Tuition and Fees listed apply to students scheduled to start Spring Quarter 2025 (April 7, 2025)

Pre-enrollment	Amount	Due Date
Application Fee [1]	65.00	At Time of Application
Registration Fee [2]	275.00	At time of Acceptance
Subtotal	340.00	

Tuition/Fees	Amount	Due Date
Tuition [3]	3,400.00	
Insurance [1]	30.00	
Student Tuition Recovery Fund (STRF) Fee[1] (Rate set by State of CA - BPPE)		
Laboratory, Access and Material Fees[1]	660.00	
NHA Test Fee[1]	130.00	
NHA Test Sitting Fee[1]	25.00	
Matriculation Fee [1]	225.00	
Subtotal	4,470.00	March 21, 2025

TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS) $ 4,810.00

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS

Description	Amount
Pre Enrollment Screening	92.00
Books	91.00
NHA CPT Preparation Package (Optional)	85.00
State Certification Fee	100.00
Scrubs (Estimated at $100 per set x 3 sets)	300.00
Clinic Shoes	60.00
Cap and Gown	70.00
Total	**798.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 5,608.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

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2025 SCHEDULE OF STUDENT CHARGES

Bone Densitometry Certificate

Tuition and Fees listed apply to students scheduled to start Spring Quarter 2025 (June 2, 2025)

Tuition/Fees	Amount	Due Date
Application Fee [1]	65.00	At Time of Application
Registration Fee [2]	275.00	At Time of Acceptance
Subtotal	**340.00**	
Tuition/Fees	**Amount**	**Due Date**
Tuition [3]	1,050.00	
Student Tuition Recovery Fund (STRF) Fee[1]	-	**Rate set by State of CA BPPE**
Matriculation Fee[1]	-	
Insurance Fee[1]	30.00	
Subtotal	**1,080.00**	**May 16, 2025**

[1] Fees are non refundable

[2] Amount in excess of $250 is refundable if registration is cancelled before first day of class.

[3] Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

TUITION AND FEES PAID DIRECTLY TO KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES (KPSAHS) **$ 1,420.00**

ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS	
Description	**Amount**
Pre Enrollment Screenings	92.00
Scrubs and Work shoes	150.00
ARRT - Bone Densitometry Equipment Operator Exam Fee	150.00
CDPH-RHB application fee	112.00
Books	-
Total	**$ 504.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 1,924.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

MASTER OF SCIENCE IN COUNSELING - MARRIAGE AND FAMILY THERAPY CONCENTRATION

Tuition and Fees listed apply to students scheduled to start Summer Quarter 2025 (July 7, 2025)

Pre-enrollment	Fees	Charges per quarter	KPSAHS Payment Plan	Due Date
	Application Fee [1]	Paid to PSYCAS (see below)		At Time of Application
	Registration Fee [2]	250.00	250.00	At Time of Acceptance
	Subtotal	**250.00**	**250.00**	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Summer 2025	Tuition [3]	5,880.00	4,725.00	
Quarter 1	Insurance Fee [1]	30.00	30.00	
7/7/2025 -	Student Tuition Recovery Fund (STRF) Fee [1]	-	-	**Rate set by State of CA BPPE**
9/26/2025	Material and Access Fees [1]	175.00	175.00	
14 credits	**Subtotal**	**6,085.00**	**4,930.00**	**June 20, 2025**
Fall 2025	Tuition [3]	5,880.00	4,725.00	
Quarter 2	Insurance Fee [1]	30.00	30.00	
10/6/2025 -	Material and Access Fees [1]	50.00	50.00	
12/26/2025				
14 credits	**Subtotal**	**5,960.00**	**4,805.00**	**Sepember 19, 2025**
Winter 2026	Tuition [3]	5,880.00	4,725.00	
Quarter 3	Insurance Fee [1]	30.00	30.00	
1/5/2026 -	Material and Access Fees [1]	50.00	50.00	
3/27/2026				
14 credits	**Subtotal**	**5,960.00**	**4,805.00**	**December 19, 2025**
Spring 2026	Tuition [3]	5,880.00	4,725.00	
Quarter 4	Insurance Fee [1]	30.00	30.00	
4/6/2026 -	Material and Access Fees [1]	50.00	50.00	
6/26/2026				
14 credits	**Subtotal**	**5,960.00**	**4,805.00**	**March 20, 2026**
Summer 2026	Tuition [3]	4,200.00	4,725.00	
Quarter 5	Insurance Fee [1]	30.00	30.00	
7/6/2026 -	Material and Access Fees [1]	50.00	50.00	
9/25/2026				
10 credits	**Subtotal**	**4,280.00**	**4,805.00**	**June 19, 2026**
Fall 2026	Tuition [3]	3,780.00	4,725.00	
Quarter 6	Insurance Fee [1]	30.00	30.00	
10/5/2026 -	Materials Fees [1]	50.00	50.00	
12/24/2026				
9 credits	**Subtotal**	**3,860.00**	**4,805.00**	**Sepember 18, 2026**
Winter 2027	Tuition [3]	3,780.00	4,725.00	
Quarter 7	Insurance Fee [1]	30.00	30.00	
1/4/2027 -	Materials Fees [1]	50.00	50.00	
3/26/2027				
9 credits	**Subtotal**	**3,860.00**	**4,805.00**	**December 18, 2026**
Spring 2027	Tuition [3]	2,520.00	4,725.00	
Quarter 8	Insurance Fee [1]	30.00	30.00	
4/5/2027 -	Materials Fees [1]	50.00	50.00	
6/25/2027	Matriculation Fee [1]	250.00	250.00	
6 credits	**Subtotal**	**2,850.00**	**5,055.00**	**March 19, 2027**

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES	**$ 39,065.00**	**$ 39,065.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.
*****Terms and Prices subject to change without notice*****

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the catalog.

ESTIMATED COSTS **TO BE PAID BY STUDENT TO OTHER VENDORS**

Quarter	Description	Amount
Pre Enrollment	Apllication Fee - to be paid to PSYCAS	80.00
Pre Enrollment	Pre Enrollment Screenings	92.00
Enrollment	Books	2,252.00
Enrollment	Clinical Training Tracking Software	160.00
Enrollment	Cap and Gown	85.00
Enrollment and post enrollment	Licensure fees	875.00
	Total	**3,544.00**
	ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 42,609.00**

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2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY
ABDOMINAL SONOGRAPHY - EXTENDED CONCENTRATION

Tuition and Fees listed apply to students scheduled to start Summer Quarter 2025 (July 7, 2025)

Pre-enrollment	Fees		Amount	Due Date
	Application Fee[1]		65.00	At Time of Application
	Registration Fee[2]		275.00	At Time of Acceptance
		Subtotal	**340.00**	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Summer 2025 Quarter 1 7/7/2025 - 9/26/2025	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Student Tuition Recovery Fund (STRF) Fee[1]		-	Rate set by State of CA BPPE
	Educational Materials and Access Fees[1]		375.00	
		Subtotal	**4,480.00**	**June 20, 2025**
Fall 2025 Quarter 2 10/6/2025 - 12/26/2025	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**September 19, 2025**
Winter 2026 Quarter 3 1/5/2026 - 3/27/2026	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**December 19, 2025**
Spring 2026 Quarter 4 4/6/2026 - 6/26/2026	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**March 20, 2026**
Summer 2026 Quarter 5 7/6/2026 - 9/25/2026	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**June 19, 2026**
Fall 2026 Quarter 6 10/5/2026 - 12/24/2026	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**September 18, 2026**
Winter 2027 Quarter 7 1/4/2027 - 3/27/2027	Tuition [3]		4,075.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,155.00**	**December 18, 2026**
Spring 2027 Quarter 8 4/5/2027 - 16/25/2027	Tuition [3]		4,037.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
	Matriculation Fees [1]		225.00	
		Subtotal	**4,342.00**	**March 19, 2027**

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF $ 34,092.00

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

ESTIMATED COST OF BOOKS AND SUPPLIES TO BE PAID BY STUDENT TO OUTSIDE VENDORS

Description	Amount
Pre Enrollment Screenings	92.00
Books	1,405.00
(2) Pair of Scrubs ($100 x 2)	200.00
Cap & Gown	70.00
Exam Fee - SPI	225.00
Exam Fee - ABD	225.00
OB/Gyn	225.00
Total	**2,442.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 36,534.00**

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2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

BACHELOR OF SCIENCE - DIAGNOSTIC MEDICAL SONOGRAPHY - ADULT CARDIAC CONCENTRATION

Tuition and Fees listed apply to students scheduled to start Summer Quarter 2024 (July 7, 2025)

Pre-enrollment	Fees		Amount	Due Date
	Application Fee[1]		65.00	At Time of Application
	Registration Fee[2]		275.00	At Time of Acceptance
		Subtotal	**340.00**	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Summer 2025	Tuition [3]		3,805.00	
Quarter 1	Insurance Fee [1]		30.00	
7/7/2025 -	Student Tuition Recovery Fund (STRF) Fee[1]		-	**Rate set by State of CA BPPE**
9/26/2025	Educational Materials and Access Fees[1]		375.00	
		Subtotal	**4,210.00**	**June 20, 2025**
Fall 2025	Tuition [3]		3,805.00	
Quarter 2	Insurance Fee [1]		30.00	
10/6/2025 -	Educational Materials and Access Fees[1]		50.00	
12/26/2025		**Subtotal**	**3,885.00**	**September 19, 2025**
Winter 2026	Tuition [3]		3,805.00	
Quarter 3	Insurance Fee [1]		30.00	
1/5/2026 -	Educational Materials and Access Fees[1]		50.00	
3/27/2026		**Subtotal**	**3,885.00**	**December 19, 2025**
Spring 2026	Tuition [3]		3,805.00	
Quarter 4	Insurance Fee [1]		30.00	
4/6/2026 -	Educational Materials and Access Fees[1]		50.00	
6/26/2026		**Subtotal**	**3,885.00**	**March 20, 2026**
Summer 2026	Tuition [3]		3,805.00	
Quarter 5	Insurance Fee [1]		30.00	
7/6/2026 -	Educational Materials and Access Fees[1]		50.00	
9/25/2026		**Subtotal**	**3,885.00**	**June 19, 2026**
Fall 2026	Tuition [3]		3,805.00	
Quarter 6	Insurance Fee [1]		30.00	
10/5/2026 -	Educational Materials and Access Fees[1]		50.00	
12/24/2026		**Subtotal**	**3,885.00**	**September 18, 2026**
Winter 2027	Tuition [3]		3,805.00	
Quarter 7	Insurance Fee [1]		30.00	
1/4/2027 -	Educational Materials and Access Fees[1]		50.00	
3/27/2027		**Subtotal**	**3,885.00**	**December 18, 2026**
Spring 2027	Tuition [3]		3,783.00	
Quarter 8	Insurance Fee [1]		30.00	
4/5/2027 -	Educational Materials and Access Fees[1]		50.00	
16/25/2027	Matriculation Fees [1]		225.00	
		Subtotal	**4,088.00**	**March 19, 2027**
TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF			**$ 31,948.00**	

[1] Fees are non refundable

[2] Amount in excess of $250 is refundable if registration is cancelled before first day of class.

[3] Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

ESTIMATED COST OF BOOKS AND SUPPLIES TO BE PAID BY STUDENT TO OUTSIDE VENDORS

Description	Amount
Pre Enrollment Screenings	92.00
Books	1,440.00
(2) Pair of Scrubs ($100 x 2)	200.00
Cap & Gown	70.00
Exam Fee - SPI	225.00
Exam Fee - CCI	TBD
Exam Fee - Adult Echo	225.00
Total	**2,252.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 34,200.00**

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2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)
MEDICAL ASSISTING CERTIFICATE PROGRAM

Tuition and Fees listed apply to students scheduled to start Spring Quarter 2025 (April 7, 2025)

Pre-enrollment	Fees	Amount	Due Date
	Application Fee[1]	waived	At Time of Application
	Registration Fee [2]	275.00	At Time of Acceptance
	Subtotal	**275.00**	
Quarter	**Tuition/Fees**	**Amount**	**Due Date**
Quarter 1 Spring 2025 4/7/2025 - 6/27/2025 11 credits	Tuition [3]	1,110.00	
	Insurance Fee [1]	30.00	
	Student Tuition Recovery Fund (STRF) Fee[1]	-	Rate set by State of CA BPPE
	Lab Fee[1]	150.00	
	Educational Materials and Access Fees[1]	200.00	
	Subtotal	**1,490.00**	March 21, 2025
Quarter 2 Summer 2025 7/7/2025 - 9/26/2025 9.5 credits	Tuition [3]	1,110.00	
	Insurance Fee [1]	30.00	
	Lab Fee[1]	150.00	
	Educational Materials and Access Fees[1]	75.00	
	NCCT Test Sitting Fees[1] - EKG Certificate	25.00	
	NCCT - EKG (Practice Exam)[1]	25.00	
	NCCT EKG Exam Fee[1]	120.00	
	Subtotal	**1,535.00**	June 20, 2025
Quarter 3 Fall 2025 10/6/2025 - 12/26/2025 10.5 credits	Tuition [3]	1,110.00	
	Insurance Fee [1]	30.00	
	NCCT Test Sitting Fees [1]- Medical Assisting Certificate	25.00	
	Lab Fee[1]	150.00	
	Educational Materials and Access Fees[1]	75.00	
	NCCT Interactive Review[1]	70.00	
	NCMA Exam Fee[1]	120.00	
	Subtotal	**1,580.00**	September 19, 2025
Quarter 4 Winter 2026 1/5/2026 - 3/27/2026 12 credits	Tuition [3]	1,099.00	
	Insurance Fee [1]	30.00	
	Lab Fee[1]	150.00	
	Educational Materials and Access Fees[1]	75.00	
	Matriculation Fees [1]	225.00	
	Subtotal	**1,579.00**	December 19, 2025

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES $ 6,459.00

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS

Description	Amount
Pre Enrollment Screening	92.00
Books	755.00
(2) Pair of Scrubs	200.00
Cap and Gown	70.00
Total	1,117.00

ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $ 7,576.00

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2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

BACHELOR OF SCIENCE - NUCLEAR MEDICINE

Tuition and Fees listed apply to students scheduled to start Fall Quarter 2025 (October 6, 2025)

Pre-enrollment	Fees		Amount	Due Date
	Application Fee[1]		50.00	At Time of Application
	Registration Fee [1]		200.00	At Time of Acceptance
		Subtotal	**250.00**	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Fall 2025 Quarter 1 10/6/2025 - 12/26/2025 15 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Student Tuition Recovery Fund (STRF) Fee[1]		-	Rate set by State of CA BPPE
	Educational Materials and Access Fees[1]		175.00	
		Subtotal	**4,634.00**	September 19, 2025
Winter 2026 Quarter 4 1/5/2026 - 3/27/2026 17 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,509.00**	December 19, 2025
Spring 2026 Quarter 5 4/6/2026 - 6/26/2026 19.5 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,509.00**	March 20, 2026
Summer 2026 Quarter 6 7/6/2026 - 9/25/2026 19.5 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,509.00**	June 19, 2026
Fall 2026 Quarter 7 10/5/2026 - 12/24/2026 19.5 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
		Subtotal	**4,509.00**	September 18, 2026
Winter 2027 Quarter 6 1/4/2027 - 3/26/2027 12.5 credits	Tuition [3]		4,429.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees[1]		50.00	
	Matriculation Fees [1]		225.00	
		Subtotal	**4,734.00**	December 18, 2026
		Total	**$ 27,654.00**	

[1] Fees are non refundable

[3] Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the KPSAHS Catalog.

ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS

Description	Amount
Pre Enrollment Screenings	92.00
Books	1,326.00
(1) Pair of Scrubs (1) Lab Coat	150.00
Cap and Gown	70.00
Exam Fee - ARRT (N)	200.00
Exam Fee NMTCB	200.00
Exam Fee NMTCB (CT)	225.00
Exam (Post Graduation)	230.00
Total	**2,493.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 30,147.00**

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2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)
BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - DAY PROGRAM

Tuition and Fees listed apply to students scheduled to start Spring Quarter 2025 (April 7, 2025)

Pre-enrollment	Fees		Amount	Due Date
	Application Fee [1]		65.00	At Time of Application
	Registration Fee [2]		275.00	At Time of Acceptance
		Subtotal	340.00	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Spring 2025	Tuition [3]		3,760.00	
Quarter 1	Insurance Fee [1]		30.00	
4/7/2025 -	Student Tuition Recovery Fund (STRF) Fee[1]		-	Rate set by State of CA BPPE
6/27/2025	Educational Materials and Access Fees [1]		375.00	
18.5 credits		Subtotal	4,165.00	March 21, 2025
Summer 2025	Tuition [3]		3,760.00	
Quarter 2	Insurance Fee [1]		30.00	
7/7/2025 -	Educational Materials and Access Fees [1]		50.00	
9/26/2025				
18.5 credits		Subtotal	3,840.00	June 20, 2025
Fall 2025	Tuition [3]		3,760.00	
Quarter 3	Insurance Fee [1]		30.00	
10/6/2025 -	Educational Materials and Access Fees [1]		50.00	
12/26/2025				
16 credits		Subtotal	3,840.00	September 19, 2025
Winter 2026	Tuition		3,760.00	
Quarter 4	Insurance Fee [1]		30.00	
1/5/2026 -	Educational Materials and Access Fees [1]		50.00	
3/27/2026				
18.5 credits		Subtotal	3,840.00	December 19, 2025
Spring 2026	Tuition [3]		3,760.00	
Quarter 5	Insurance Fee [1]		30.00	
4/6/2026 -	Educational Materials and Access Fees [1]		50.00	
6/26/2026				
18 credits		Subtotal	3,840.00	March 20, 2026
Summer 2026	Tuition [3]		3,760.00	
Quarter 6	Insurance Fee [1]		30.00	
7/6/2026 -	Educational Materials and Access Fees [1]		50.00	
9/25/2026				
20 credits		Subtotal	3,840.00	June 19, 2026
Fall 2026	Tuition [3]		3,760.00	
Quarter 7	Insurance Fee [1]		30.00	
10/5/2026 -	Educational Materials and Access Fees [1]		50.00	
12/24/2026				
22 credits		Subtotal	3,840.00	September 18, 2026
Winter 2027	Tuition [3]		3,756.00	
Quarter 8	Insurance Fee [1]		30.00	
1/4/2027 -	Educational Materials and Access Fees [1]		50.00	
3/26/2027	Matriculation Fees [1]		225.00	
14.5 credits		Subtotal	4,061.00	December 18, 2026

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES **$ 31,606.00**

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.
******Charges are subject to change without prior notice******

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the catalog.

ESTIMATED COSTS TO BE PAID BY STUDENT TO OTHER VENDORS

Description	Amount
Pre Enrollment Screenings	92.00
Books	2,349.00
X-Ray Film Markers	25.00
(2) Pair of Scrubs	200.00
Cap and Gown	70.00
American Registry of Radiologic Technologists test application fee	225.00
Total	**2,961.00**
ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	**$ 34,567.00**

KAISER PERMANENTE
SCHOOL of ALLIED HEALTH SCIENCES

938 MARINA WAY SOUTH, RICHMOND, CA 94804
510-231-5000 / TOLL FREE 1-888-299-0077
WWW.KPSAHS.EDU

2025 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - EVENING PROGRAM

Tuition and Fees listed apply to students scheduled to start Winter Quarter 2025 (January 6, 2025)

Pre-enrollment	Fees		Amount	Due Date
	Application Fee [1]		65.00	At Time of Application
	Registration Fee [2]		275.00	At Time of Acceptance
		Subtotal	340.00	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Winter 2025 Quarter 1 1/6/2025 - 3/28/2025 19 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Student Tuition Recovery Fund (STRF) Fee [1]		-	Rate set by State of CA BPPE
	Educational Materials and Access Fees [1]		375.00	
		Subtotal	3,747.00	December 20, 2024
Spring 2025 Quarter 1 4/7/2025 - 6/27/2025 16.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	March 21, 2025
Summer 2025 Quarter 3 7/7/2025 - 9/26/2025 18 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	June 20, 2025
Fall 2025 Quarter 4 10/6/2025 - 12/26/2025 14 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	September 19, 2025
Winter 2026 Quarter 5 1/5/2026 - 3/27/2026 14.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	December 19, 2025
Spring 2026 Quarter 6 4/6/2026 - 6/26/2026 15 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	March 20, 2026
Summer 2026 Quarter 7 7/6/2026 - 9/25/2026 17.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	June 19, 2026
Fall 2026 Quarter 8 10/5/2026 - 12/24/2026 19 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	September 18, 2026
Winter 2027 Quarter 9 1/4/2027 - 3/26/2027 12.5 credits	Tuition [3]		3,340.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
	Matriculation Fees [1]		225.00	
		Subtotal	3,645.00	December 18, 2026

[1] **Fees are non refundable**

[2] **Amount in excess of $250 is refundable if registration is cancelled before first day of class.**

[3] **Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog**

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES **$ 31,686.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the catalog

***ESTIMATED COSTS* TO BE PAID BY STUDENT TO OTHER VENDORS**

Description	Amount
Pre Enrollment Screenings	92.00
Books	2,350.00
X-Ray Film Markers	25.00
(2) Pair of Scrubs	200.00
Cap and Gown	70.00
American Registry of Radiologic Technologists test application fee	225.00
Total	2,962.00

ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **$ 34,648.00**

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2026 SCHEDULE OF STUDENT CHARGES (with KPSAHS Payment Plan)

BACHELOR OF SCIENCE - RADIOLOGIC TECHNOLOGY - EVENING PROGRAM

Tuition and Fees listed apply to applications open on or after 1/1/2025

Pre-enrollment	Fees		Amount	Due Date
	Application Fee [1]		50.00	At Time of Application
	Registration Fee [1]		200.00	At Time of Acceptance
		Subtotal	250.00	
Quarter	**Tuition/Fees**		**Amount**	**Due Date**
Winter 2026 Quarter 1 1/5/2026 - 3/27/2026 19 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Student Tuition Recovery Fund (STRF) Fee [1]		-	Rate set by State of CA BPPE
	Educational Materials and Access Fees [1]		375.00	
		Subtotal	3,747.00	December 19, 2025
Spring 2026 Quarter 1 4/6/2026 - 6/26/2026 16.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	March 20, 2026
Summer 2026 Quarter 3 7/6/2026 - 9/25/2026 18 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	June 19, 2026
Fall 2026 Quarter 4 10/5/2026 - 12/24/2026 14 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	September 18, 2026
Winter 2027 Quarter 5 1/4/2027 - 3/26/2027 14.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	December 18, 2026
Spring 2027 Quarter 6 4/5/2027 - 6/25/2027 15 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	March 19, 2027
Summer 2027 Quarter 7 7/6/2027 - 9/24/2027 17.5 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	June 18, 2027
Fall 2027 Quarter 8 10/4/2027 - 12/23/2027 19 credits	Tuition [3]		3,342.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
		Subtotal	3,422.00	September 17, 2027
Winter 2028 Quarter 9 TBD 12.5 credits	Tuition [3]		3,340.00	
	Insurance Fee [1]		30.00	
	Educational Materials and Access Fees [1]		50.00	
	Matriculation Fees [1]		225.00	
		Subtotal	3,645.00	December 17, 2027

[1] Fees are non refundable

[3] Tuition may be refundable on prorata basis. Refer to Financial Policies section of KPSAHS Catalog

TOTAL CHARGES PAID TO THE KAISER PERMANENTE SCHOOL OF ALLIED HEALTH SCIENCES **$ 31,596.00**

For School policy related to payment of Tuition and Fees (and refund of Tuition and Fee payments), refer to the Financial Policies section of the Kaiser Permanente School of Allied Health Sciences Academic Catalog.

For Mandatory BPPE STRF Disclosure, see STRF Disclosure after the last Schedule of Charges in this section of the catalog

***ESTIMATED COSTS* TO BE PAID BY STUDENT TO OTHER VENDORS**

Description	Amount
Pre Enrollment Screenings	92.00
Books	2,350.00
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(2) Pair of Scrubs	200.00
Cap and Gown	70.00
American Registry of Radiologic Technologists test application fee	225.00
Total	2,962.00

ESTIMATED GRAND TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM **$ 34,558.00**

Student Tuition Recovery Fund (STRF) Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Acceptance of Transfer Credit

KPSAHS has established the *Acceptance of Transfer Credit* policy to provide maximum consideration for the individual student while maintaining the integrity of academic credit applied toward degree and certificate programs.

This policy applies only to accepted students seeking to transfer credits into their academic program;; criteria for program admissions and program prerequisites are described in the *Admissions* sections of this catalog.

Eligibility of Transfer Units

Credits from U.S. Higher Education Institutions

Units must be earned at institutions approved by the Bureau for Private Postsecondary Education (BPPE) and/or approved by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education.

Credits from Foreign Institutions

Transcripts from foreign institutions must be translated into English (if necessary) and evaluated by a member of the National Association of Credential Evaluation Services. Evaluation should include program level of study, credit hours (specifying quarter or semester credits), grades, and GPA. Upon receipt of the official transcript, transcript translation, and transcript evaluation, KPSAHS will assess both the eligibility of units and applicability to an academic program as defined in this policy. The cost associated with any transcript evaluation is the responsibility of the student.

Grades

Transfer coursework must be completed with either a letter grade of “C-” or higher or a “Credit/Pass” grade.

Level

Courses must be identified as college-level. Courses that are not college-level are often referred to as “developmental” or “remedial” and are not eligible for transfer credit or admissions prerequisites.

Unit Equivalencies

A course (or series of courses) may be accepted in lieu of a KPSAHS course or general education requirement provided it is an equivalent (or higher) number of units. To assess this, semester units will be converted to quarter units. Quarter units are equal to two-thirds (2/3) of a semester unit. Conversely, a semester unit is equal to one-and-a half (1-1/2) quarter units. Courses completed in clock hours will be converted to quarter credits by awarding one quarter credit for 30 hours of instruction.

Applicability of Transfer Credits

Applicability to Upper-Division General Education Requirements

Coursework accepted for transfer to fulfill general education requirements are accepted based on either course equivalency, similar discipline, or development of similar skills and/or knowledge domains. Refer to the *General Education* section of this catalog for additional detail

Upper-division general education requirements in bachelor’s degree programs must be fulfilled by courses completed at the upper-division level.

Applicability to Major Course Requirements

Coursework accepted for transfer to fulfill major course requirements must be comparable to the nature, content, quality, and rigor of the KPSAHS major course. This means that units between the KPSAHS course and transfer course must be equivalent.

Courses Eligible for Transfer

Only six courses are eligible for transfer credit at KPSAHS:

Courses from the medical assisting program:

- AP 16/16L Introduction to Anatomy & Physiology with Lab
- COMM 25 Interpersonal Communication
- MA 17 Medical Terminology for Allied Health Professionals

Courses from the nuclear medicine, sonography, and radiography programs:

- GE 485 Origins of Human Disease
- GE 486 Technical Writing
- GE 487 Critical Thinking

Evaluation Process

Follow the process below for a transfer credit evaluation:

1. Accepted, enrolled, or current students complete a *Petition for Evaluation of Transfer Credit*, available on kpsahs.edu under "Student Forms." There is no charge for a transfer credit evaluation.
2. All transcripts submitted with the application will be reviewed. Additional transcripts may be required if not submitted along with the application. These written records of previous education and training are maintained in the students' academic files. To be considered official, transcripts must be received as noted below:
    a. Paper transcripts must remain in their sealed envelopes and be sent to Student Records.
    b. Electronic transcripts must be transmitted securely by the college or university issuing the transcript. The KPSAHS-Student-Records@kp.org email address can be used for this purpose.
2. Student Records will complete the evaluation of transfer credit based upon generally available information (course titles and course descriptions).
4. Decisions regarding transfer credit will be emailed to the student within 30 calendar days of receipt of all official transcripts.
5. Appeals of the transfer credit award can be made following the process below:
    a. *First appeal:* Within 30 calendar days of receiving the initial transfer credit decision, students may appeal the initial transfer credit decision by submitting a second *Petition for Evaluation of Transfer Credit* to Student Records. Students are encouraged to provide syllabi and/or course descriptions for specific courses they would like reviewed in fulfillment of KPSAHS course requirements as defined in this policy. Decisions on the first appeal will be emailed to the student within 30 calendar days of submission.
    b. *Second appeal:* Within 30 calendar days of receiving the first transfer credit appeal decision, the student may appeal the transfer credit decision from student records by emailing the dean of academic affairs at academic.affairs@kpsahs.edu. This final appeal should include all relevant details, the rationale for the appeal, and relevant documentation. A decision on the second appeal will be emailed to the student within 30 calendar days of submission.
6. Courses accepted for transfer credit will be noted with a grade of TRAN on the student's transcript of record and will not apply toward Cumulative Grade Point Average (CGPA).
7. The award of transfer credit for general education or major course requirements will reduce the number of credits students are required to complete, which will result in reduced tuition.

Credit by Examination

KPSAHS does not award credit by examination for coursework completed at KPSAHS in fulfillment of degree or certificate course requirements. In other words, KPSAHS course credit is not awarded based on scores achieved on standardized tests such as Advanced Placement (AP) or International Baccalaureate exams.

However, students applying for bachelor's degree programs must complete specific courses (i.e., written communication) to meet program prerequisites, and AP exams may be used to fulfill admissions eligibility. Specific AP exams and passing scores are described in the *Admissions/Application Requirements for KPSAHS Programs/6. AP* Exams section of this catalog.

Credit for Prior Experiential Learning

KPSAHS does not award credit for prior experiential learning.

Academic Policies

Assessment

Assessment is a fundamental part of the educational processes at KPSAHS. We continually strive to improve the institution's programs based on feedback we receive from students, preceptors/clinical instructors, faculty, employers, and the communities in which we operate and serve. Students enrolled at our institution will take part in assessment activities prior to, during, and/or upon completion of their education.

Course Numbering System

[LETTERS]	Non-credit program
1-99	Lower-division (Freshman and Sophomore) level
100-999	Upper-division (Junior and Senior) level
1000-1999	Graduate level

CPR Certification Requirement

To participate in clinical education, all students enrolled in the baccalaureate, phlebotomy, bone densitometry, and medical assisting programs must hold a valid American Heart Association, Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals, 2-year certification, CPR card (or e-Card).

It is the student's responsibility to maintain a current CPR certification throughout their enrollment. Students who fail to meet this requirement may be suspended from their clinical experience until proof of current CPR certification has been provided to Student Records at KPSAHS-Student-Records@kp.org. To assist students in meeting this requirement, CPR certification classes are offered at KPSAHS and can be scheduled by contacting the CPR coordinator at aha@kpsahs.edu.

Credit Hour Policy

KPSAHS awards one quarter credit for one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work per week for ten weeks of didactic coursework. Laboratory,

clinical, seminar, hybrid, and online courses require an equivalent amount of work (30 hours) for each quarter credit assigned.

Professional Ethics

All students are expected to follow the codes of professional ethics for their respective disciplines. These codes have been reprinted for the students' convenience in the *Student Handbook*, available at kpsahs.edu.

Quarter System & Credits

KPSAHS operates on a quarter system, and all academic credits awarded are quarter credits.

Residency Requirement

Graduates must earn a minimum of 25% of the total units for their degree or certificate from academic coursework successfully completed at KPSAHS. (Alternatively, up to 75% of the units in a degree may be earned through other forms of course credit, including transfer credit, credit by examination, institutional and/or ACE credit recommendations.) Not all course requirements can be met through alternative forms of course credit; refer to *Courses Eligible for Transfer* in the preceding section for specific course listings.

Student Record Holds

A hold may be placed on a student's record by the finance or assessment departments; refer to the *Student Handbook* published on kpsahs.edu for a description of hold reasons and process for release. Holds may prevent a student's registration for courses, viewing or printing student schedules, receipt of a diploma, attendance in classes, or eligibility for graduation.

Instructional Policies

Intellectual Property

All lectures, presentations, and associated education materials utilized in any KPSAHS education program or created using KPSHAS resources are the intellectual property of KPSAHS, subject to applicable copyright laws. This material may not be copied, videotaped, or recorded without the written consent of the KPSAHS administration.

Laboratory Coursework

Laboratory courses may require students to serve as volunteer patients for the practice of clinical skills. Serving as a patient for the practice of clinical skills is voluntary, and the student's grades and evaluations will not be affected by their participation or non-participation as a patient in laboratory coursework.

Though students maintain the right to decline serving as a volunteer patient, all students are still required to complete all required procedures in the laboratory classroom. Should a large number of students decline to volunteer as patients, classroom hours may be extended.

Recording Lectures

Recording of lectures by students will be allowed at the discretion of the instructor or to meet documented ADA accommodations.

Review of Examination Materials

All tests and examinations administered by KPSAHS instructors are the property of KPSAHS and may not be copied or altered except by KPSAHS personnel. At the discretion of the program, tests and examinations are available to students for review as follows:

- during the review session after an examination
- during the review session before graduation
- during tutoring sessions with KPSAHS instructors (at the discretion of the instructor)

An instructor will be present at all times during these review sessions. Copying and/or altering tests and examinations will result in disciplinary action up to and including dismissal from any KPSAHS program.

Video Conference Equipment/Electronic Equipment

Students are not allowed to operate any video conferencing or electronic equipment in any KPSAHS classroom. This may include the video conferencing control console, PC, document camera, DVD, and other related equipment and controls. The only exception is when students are presenting under the direct supervision of the instructor.

Direct supervision is defined as the instructor being physically present in the room while the equipment is being utilized. Any student not adhering to this policy will be immediately suspended and may face further disciplinary action up to and including dismissal from their program.

Video or Audio Recordings of Class Sessions

Many classrooms are equipped with video conferencing equipment that is capable of recording all activities that occur in the classroom. KPSAHS reserves the right to make recordings of classroom activities or online instructional activities without notification when deemed appropriate. These recordings will be used for educational evaluations or disciplinary action. These recordings are for use by KPSAHS administration and faculty and will not be provided to individuals outside of Kaiser Permanente unless mandated by law.

Clinical Education Policies

While participating in clinical education, students are expected to adhere to the following KPSAHS clinical facilities policies and procedures, which include but are not limited to:

- Accept no gratuities from patients.
- Inform instructor/school of any attendance issues.
- Obtain permission from the preceptor/clinical instructor before leaving the clinical site including attending to emergencies.
- Refrain from conversing with the patients about their personal condition or that of any other patient in the hospital.
- Refrain from making any personal remarks, criticisms, or comments regarding physicians, patients, fellow students, staff, supervisors, or methods of treatment in the presence of a patient.
- Never advise a patient about retaining or discharging a physician.
- Never discuss in public any information that is related to a patient (e.g., diagnosis, prognosis, personal life).
- Be responsible for all assigned tasks by supervisors, staff, and physicians.
- Complete all assigned duties each day, unless relieved by a staff or preceptor/clinical instructor.
- At no time administer medication, water, or treatment of any kind to a patient except under the direction of a physician. If a patient suddenly becomes ill or is injured, notify a supervisor, nurse, or physician as required.

- Do not adjust or remove clamps on IV tubes, drains, splints, etc., without permission, or transport non-ambulatory patients on a stretcher unless otherwise specified by physician, nurse, or floor supervisor. When in doubt, consult the floor supervisor. Inattention to this directive may cause physical hardship for the patients.
- Use hospital supplies only for purposes intended and do not remove supplies from the department and/or facility for personal use.
- Observe and execute all applicable KPSAHS, clinical site specific, and Kaiser Permanente policies and procedures. Clinical sites may vary in their expectations, and students should confirm the expectations and procedures at each site to which they are assigned.
- Photo ID badges must be appropriately worn at all times while on school or clinical site property.
- Appropriately wear radiation dosimetry badge during clinical education (if applicable).

Clinical Assignments

Clinical assignments for all programs are made by the clinical coordinator in collaboration with the program director. Students may be required to travel long distances to receive full clinical education. Clinical assignments are made to ensure all students receive an equitable clinical education during their enrollment. Depending on the educational program, students may be required to rotate between clinical facilities during their program of study. Rotations may be required to ensure students receive exposure to a variety of equipment or procedures. Clinical assignments will be presented to the students by their respective program director prior to each scheduled rotation.

Students maintain their eligibility to train at their clinical sites by meeting all program and clinical site expectations and requirements. Immediate dismissal from the program is warranted for serious infractions of KPSAHS and/or facility policies; refer to the *Disciplinary Action Process* for additional detail.

KPSAHS students will not be placed in a clinical facility or department where a family member or significant other is employed. If a faculty member or clinical staff discovers that a student has been placed in a clinical facility or department with a family member or significant other, they must notify KPSAHS program staff and make the necessary provisions to have the student moved to a different clinical facility immediately. If an alternate clinical facility is not available, the student's clinical schedule will be changed to guarantee that the student and family member or significant other work different schedules until the student can be moved to a new clinical facility.

Clinical Environment

Compared to the learning activities conducted in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The scheduling and conducting of educational activities must be flexible to ensure patient care services are not disrupted. The student must be proactive and responsible for integrating the academic preparation with the individual examinations observed or performed. Patient care, service, and safety should be priorities for students in the clinical setting.

Student Status within Clinical Facilities

KPSAHS students are not paid when performing clinical education. As such, students are not employees and have no rights or recourse to employee union representation. Students must adhere to the procedures identified in this *KPSAHS Academic Catalog* to resolve all issues related to the students' clinical education.

Clinical Logbook

The *Clinical Logbook* (as applicable per program) will be used to document, facilitate learning, and promote better communication between KPSAHS faculty and clinical site personnel. Students are

required to update and maintain the clinical logbook daily. Clinical logbooks must be with the student at the clinical setting at all times.

Students are responsible for maintaining a current and orderly logbook. All forms are to be completed on a daily basis. If the student does not maintain a current logbook, the student will be penalized per infraction as stated in the clinical course syllabi. Infractions may include, but are not limited to, an incomplete attendance log, lack of a make-up agreement in the event of an absence, an incomplete daily procedures record, an outdated Dosimetry report, incomplete self-assessments, and lack of preceptor/clinical instructor evaluations. The student may be released from their clinical site until the logbook has been organized and brought up to date. Make-up visits may be arranged at a later date.

Developing Clinical Proficiencies

The following proficiencies will help students progressively develop their clinical skills over the course of the program:

1. *Academic Preparation:* Each program presents the student with a didactic and clinical education process that is designed to coordinate the classroom and clinical coursework.
2. *Observation:* The initial activities in the clinical facilities will consist primarily of observing medical employees at work.
3. *Assisting Qualified Worker:* As the student advances, they will be given an opportunity to assist or perform procedures under the direct supervision of certified personnel in the field of study.
4. *Competency Evaluation:* When the student is able to perform a particular examination without assistance, the preceptor/clinical instructor or a designated qualified staff should be asked to complete a competency evaluation or examination/procedure performed per program policy addressed in the clinical education logbook. Performance will be documented on a *Competency Evaluation Form* or in Trajecsys software. If competency is achieved with a passing evaluation rate, it will be documented on the *Master Competency List* or Trajecsys software. If competency is not achieved, additional training is required, and the competency evaluation must be repeated until an acceptable passing rate is achieved.
5. *Continued Competency:* Once the student passes the *Competency Evaluation* for a particular examination, the student is expected to maintain and perfect their skills. This examination may now be performed with indirect supervision. (A certified/credentialed employee in the program of study must be in an adjacent room or on the same floor—not necessarily in the room.) However, if a repeat examination should become necessary, certified/credentialed personnel in the program of study must be present to provide direct supervision. When a student rotates to another area/clinical site, they must show the list of competencies to the new preceptor/clinical instructor so a determination can be made which examinations the student can perform under direct or indirect supervision.

Clinical Personnel – Roles and Responsibilities

Preceptor/Clinical instructor

Each clinical facility has one or more preceptors/clinical instructors who are employees of the clinical facility. In addition to their daily job responsibilities, these individuals are responsible for the supervision of students' clinical education. Other duties include but are not limited to the following:

- orient new students to the affiliated clinical education setting
- provide supervision of students as required by KPSAHS and the program's accrediting agency
- evaluate student clinical performance and progress to include competency exams and clinical rotation evaluations

- provide instructional activities for students in the clinical setting
- effectively communicate with students to facilitate their clinical development
- attend program functions, activities and meetings as requested
- serve as a positive role model for students
- serve as liaison between the affiliate, the clinical staff, and the program
- maintain appropriate clinical records
- serve as the resource person for staff who work with students
- provide guidance and assistance in performance of student supervision and evaluation
- maintain confidentiality in accordance with departmental policy
- continue professional development
- maintain the right to suspend a student's participation at the clinical site based on professional judgment
- maintain knowledge of program mission and goals
- participate in program assessment (as appropriate)

Clinical Staff

For students in the radiologic technology program, a qualified practitioner who holds a Certified Radiologic Technologist license from the State of California with at least two years' radiologic technology experience may determine that KPSAHS students have achieved specific competencies. Their responsibilities include the following:

- understand the clinical competency system
- understand the requirements for student supervision
- maintain current knowledge of program clinical policies, procedures, and student progress
- evaluate students' clinical competence, as appropriate, and document based on program procedures

Clinical Coordinator

The clinical coordinator, a KPSAHS faculty member, is under the guidance of the program director and performs various duties:

- coordination of clinical education
- clinical assignments
- clinical site visits
- liaison between the clinical facility and KPSAHS

Student Employment Policy

Due to the potential for conflicts of interest (e.g., imposed work demands superseding learning obligations), students will not be placed in the same facility in which they work.

Responsibilities of Students in the Clinical Facilities

The primary functions of the clinical facilities are to provide quality patient care and excellent service. Under no circumstances should the presence of students downgrade the quality of patient care or service. It is the responsibility of the student to do the following:

- follow KPSAHS clinical education policies and procedures
- follow the administrative policies established by the clinical facilities. Make sure the preceptor/clinical instructor provides these policies.
- check assigned work center and report on time to the assigned area
- notify the preceptor/clinical instructor and clinical coordinator no later than the scheduled time in case of illness or absences that are beyond the student's control
- wear appropriate dosimetry or other monitoring devices (as required by the program and department)
- wear student photo ID/access badge
- check with the preceptor/clinical instructor before leaving the assigned work center
- follow the directions provided by the preceptor/clinical instructor
- ask for advice when indicated
- be proactive and ask questions
- do not experiment with the patient
- do not discuss clinical information with patients, relatives, or anyone else outside the department
- demonstrate continued initiative in identifying and pursuing variable experiences

Supervision of Students

A student is limited to the practice of the modality directly related to their program of study. The clinical department and KPSAHS cannot assume liability for a student who conducts medical procedures without supervision.

There are two levels of supervision:

Direct Supervision

Direct supervision is defined as a student conducting medical procedures with a certified/registered employee in the program of study physically present in the examination room, reviewing the procedure being performed, evaluating the patient, and approving all images and procedures. Examples of when direct supervision is required follow:

- whenever a student has not yet demonstrated competency for a given procedure
- whenever a student is repeating an image or procedure
- whenever a sonography program student performs a scrotum, breast, or endovaginal scan

Indirect Supervision

Indirect supervision is defined as a student conducting medical procedures with a certified/registered employee physically present in the department where the examination is being conducted. An example of permissible indirect supervision would be for a student who has demonstrated and been evaluated/documented competent for a given procedure.

Please note that indirect supervision does not mean that a certified/registered employee may be available by phone or electronic communication device to assist the student. The certified/registered employee must be in the same department, on the same floor, where the examination is being conducted.

Any student who is found to be practicing outside their scope of practice will be dismissed from their program.

Radiologic Technology Students – Direct Supervision

Direct supervision assures patient safety and proper educational practices. Direct supervision is defined as student supervision by a qualified radiographer who does all of the following:

- reviews the procedure in relation to the student's achievement
- evaluates the condition of the patient in relation to the student's knowledge
- is physically present during the conduct of the procedure
- reviews and approves the procedure and/or image

Students must be directly supervised until competency is achieved. Students must be directly supervised for all pediatric patients under the age of six years old, for all mobile studies, for all procedures done in the operating room, and for all fluoroscopy studies regardless of whether competency is achieved or not.

Indirect supervision promotes safety and proper educational practices. Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately" available is interpreted as the physical presence of a qualified radiographer in the same department, on the same floor, where the examination is being conducted. This availability applies to all areas where ionizing radiation is in use on patients.

Regardless of whether performing under direct or indirect supervision, the student to radiography clinical staff ratio must be one to one; in other words, there must be at least one certified radiologic technologist for every student. Should a student arrive at a clinical site and find this ratio is not being maintained, the student should contact the clinical coordinator and/or program director immediately.

Student Malpractice Insurance Coverage

KPSAHS provides enrolled students with malpractice liability coverage for activities conducted within the scope of their status as a student. Students are required to remain at all times within the direct (or indirect as applicable) supervision of a certified/registered medical professional.

Student Clinical Injury

Student Responsibilities

No injury is to be considered too minor to report.

All injuries sustained at the clinical site must be immediately reported to the facility preceptor/clinical instructor, department manager, and KPSAHS clinical coordinator.

Receiving Care for Minor Injuries during Clinical Education

If the injury is minor and does not require immediate medical attention, the student and preceptor/clinical instructor/manager will work with the KPSAHS clinical coordinator to obtain an appointment for the student at the nearest appropriate Kaiser Permanente facility.

Receiving Care for Major Injuries during Clinical Education

If a student receives a severe clinical injury at a:

- *Kaiser Permanente Clinical Facility:* The preceptor/clinical instructor/manager will immediately send the student, or make an appointment for the student, at the nearest Kaiser Permanente

Occupational Health. In the event of a life-threatening clinical injury, the student will be sent directly to the nearest emergency department.

- *Non-Kaiser Permanente Clinical Facility:* The preceptor/clinical instructor and/or manager will immediately send the student to the emergency room. The student will notify the emergency department that their injury is covered under Kaiser Permanente's workers' compensation coverage. Students, managers, and preceptors/clinical instructors are provided with information related to Kaiser Permanente workers' compensation coverage. This information is located in the student's clinical logbook. A list of Kaiser Permanente's Employee Health Clinics is included with the workers' compensation coverage information.

Occupational Health should be directed to call KPSAHS at (510) 231-5000 to speak with KPSAHS dean of academic affairs if they have any questions regarding student's workers' compensation coverage.

The student must provide their KPSAHS clinical coordinator with a copy of the visit verification form from their visit to Occupational Health. The clinical coordinator will ensure that the student complies with any prescribed modifications.

Student Pregnancy

If a student becomes pregnant during enrollment in any program, disclosure of her pregnancy is voluntary.

If a student voluntarily declares her pregnancy, the program director will meet with the student to discuss potential risks of occupational exposure (if applicable) and the appropriate precautions to protect the fetus. The student will then be required to sign a declaration of pregnancy, in addition to an affidavit confirming that she is aware of the risks of exposure during pregnancy. The program director will then notify the program clinical coordinator and affiliate preceptor/clinical instructor of the pregnancy if needed. However, the student will still be expected to complete the total required program clinical hours. Refer to the *Attendance Policy: Clinical Education* for additional information.

Upon the discovery of pregnancy, the student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated. Reasonable accommodations will be made to allow the student to make up tests and assignments that are missed for pregnancy-related issues and shall include the excusing of absences that are medically necessary.

As established by the Code of Federal Regulations, 10CFR20, the maximum permissible dose for a declared pregnant woman (technologist trainee) is 0.5 rem (5 mSv) for the duration of the pregnancy. The individual is to be monitored by an additional dosimeter worn at waist-level (under a lead apron if worn) and specifically tagged for the fetus.

The following options exist for the student who becomes pregnant during program enrollment:

- Student may continue her educational program without modification.
- Student may continue her educational program with reasonable accommodations as outlined above.
- Student may elect to take a leave of absence.

The election of a leave of absence also applies to any student that is not the birth parent and chooses to take a leave of absence because of the birth of their child. Refer to the *Leave of Absence* policy for additional details.

Student may consult with the program director, radiation safety officer, or the program medical director to consider her special circumstances and to design an individual instructional program for completing her remaining clinical and didactic requirements.

A student may revoke her declaration of pregnancy at any time. The student should speak with her program director, who will ask her to complete a formal, written withdrawal of her declaration of

pregnancy. The radiation safety officer will notify the student when she has been removed from the fetal radiation monitoring program.

In all circumstances, missed clinical and didactic assignments must be made up before a certificate of completion and/or bachelor's degree is issued to students.

Student Removal from a Clinical Facility

The following actions may occur if a clinical facility requests that a student be permanently removed from the facility:

- If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the program director may assign a student to another facility. Any subsequent clinical facility will receive full disclosure of the reason for the student removal from their previous clinical facility. If that facility is willing to accept the student, they will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer an operating health care facility or if facility policies change where students are no longer accepted.
- If the situation is based on student violation of KPSAHS or facility policies, professional standards, and/or illegal actions that violate any civil, local, state, or federal laws, the student will be dismissed from the program. Under these circumstances, the student will not be allowed to reenter the program.

Radiation Safety Requirements

Students are expected to follow radiation safety requirements specified in the *Student Handbook* available at kpsahs.edu.

Protection from Retaliation

KPSAHS is committed to protecting students from retaliation for good faith reporting or objecting to any activity by another party that they reasonably believe is unlawful, unethical, or in violation of KPSAHS policy. In addition, participation in clinical education in the event of a strike is protected from retaliation.

KPSAHS students should report evidence of alleged improper activity as described above by contacting their immediate supervisor, program director, instructor, dean, or administrative head. Any instances of alleged retaliation or retribution should be reported in the same manner. Where the student is not satisfied with the response of the supervisor, program director, faculty, dean, or administrator -- or is uncomfortable for any reason addressing such concerns to one of these individuals -- the faculty, staff member, or student may contact the KPSAHS regional school administrator. Faculty or staff members who do not wish to address these issues through the reporting process outlined above, may report concerns confidentially and anonymously through Kaiser Permanente's Compliance Hotline at (888) 774-9100, available 24 hours a day, 365 days a year.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

Attendance Policies

14 Day Attendance Requirement

A student who fails to attend a course or program for 14 consecutive calendar days and does not communicate with a school representative regarding their absence or intent to continue with their program or course will be withdrawn. This is termed an *administrative withdrawal*, and a date of determination will

be assigned based on the 14th consecutive calendar day of non-attendance. It is applied to all class types and programs described in this section.

In-Person or Online Synchronous Classes

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Student Responsibilities

If a student will be absent, they must contact the instructor prior to the scheduled start time. It is the student's responsibility to obtain all missed material.

Make-Up Work

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

Consequences

A student who misses 10% in any didactic course may have their course grade lowered one full grade. A student who misses 20% in any didactic course may have their course grade lowered two full grades. A student who misses more than 30% may receive a failing grade and may be dismissed from the program. Exceptions to this policy may be approved by the program director.

Clinical Education

Attendance will be taken during each class and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Students attending clinical education must meet the physical requirements defined for their program of study and published in the academic program pages of this catalog.

Student Responsibilities

Students are required to contact the preceptor/clinical instructor or clinical site and assigned KPSAHS faculty member prior to the scheduled start time. It is the student's responsibility to make up all missed time.

Make-Up Work

Missed time will be made up in accordance with approved *Program Make-up Agreement.*

Consequences

A student who fails to make up time prior to the start of the next quarter will receive an incomplete grade, which is recorded as "IC" on the transcript. The maximum number of allowable absences will be outlined within the course syllabus.

Clinical Hours Policy

Students must complete all clinical education hours required by the program of study. Clinical education will be scheduled for a specific number of hours per week depending on the program. KPSAHS and the programmatic accrediting agencies do not permit students to perform more than eight hours per day or a total of 40 hours per week of combined clinical and didactic activities.

Hybrid Classes

Attendance for hybrid courses will be recorded for both the on-campus and online components as defined below.

On-campus attendance in hybrid courses

Attendance will be taken during each on-campus class session and will be recorded based on the number of minutes attended. A tardy is defined as arrival after the scheduled start time.

Online attendance in hybrid courses

Students will be counted present in the hybrid portion of their course when at least one of the following activities occurs within the week:

- Student participates in an online webinar such as Zoom, WebEx, or MS Teams.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

Attendance will be entered weekly based for the number of minutes the online component of the course requires. The attendance week begins Monday at 12:00 a.m. Pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

Student Responsibilities

If a student will be absent, they must contact instructor prior to the scheduled start time. It is the student's responsibility to obtain all missed material.

Make-Up Work

Make-up work is at the discretion of the instructor and is not guaranteed; however, missed laboratory activities cannot be made up.

Consequences

A student who misses 10% in any hybrid course may have their course grade lowered one full grade. A student who misses 20% in any hybrid course may have their course grade lowered two full grades. A student who misses more than 30% may receive a failing grade and may be dismissed from the program. Exceptions to this policy may be approved by the program director.

Online Classes

Online courses with weekly class meeting(s) conducted synchronously:

- Attendance is taken for all synchronous class meetings conducted in the online or on-ground environment.

Online courses without a weekly class meeting, conducted asynchronously:

- Attendance is taken on a weekly basis. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

Students will be counted present in a given week for courses meeting asynchronously when at least one of the following activities occurs:

- Student participates in an online webinar such as WebEx or GoToMeeting.
- Student submits an assignment.
- Student completes a test or quiz.
- Student posts to a discussion board.
- Student completes a course evaluation form.

Basic & Advanced Phlebotomy Program

Attendance for all scheduled phlebotomy class time and clinical time is mandatory as required by California Department of Public Health, Laboratory Field Services.

If a student is late or will miss any class time, the student must notify the instructor as soon as possible prior to the start of class. If there is an absence (or any missed time), make-up sessions will be scheduled by the instructor to cover all time that was missed. Maximum number of allowable absences will be specified on the syllabus.

Clinical Attendance

If a student will miss any time during clinical rotation, the notification must be to the instructor and the clinical site.

The student must also make-up any time missed during the clinical rotation. That time is added to the end of the clinical rotation and will be coordinated by the site in conjunction with the instructor. Reassignment to another facility may be attempted by the instructor pending site availability and will result in a delay of finishing the program.

Bone Densitometry

Students must attend all scheduled theory, laboratory, and clinical instructional hours; failure to attend any portion of the scheduled instructional hours will result in dismissal from the program.

Grades and Honors

Grading System

The instructor of record assigns final grades using either a letter grade or a pass/fail indicator. Students should refer to the course syllabus for specific grading criteria and minimum performance percentages applied to each course.

Grade Point Average (GPA) Calculations

A student's grade point average (GPA) is calculated by dividing the total amount of grade points earned in courses where letter grades A – F are received by the total amount of credit hours attempted in those courses. If a student successfully repeats a course for which they received a failing grade, the original failing grade is excluded from the GPA calculations. A cumulative grade point average is calculated and reported.

Refer to the grading scale below for grade points assigned to each grade:

Letter Grade	Grade Points	Definition	Included in GPA?
A	4.00	Excellent	Yes
A-	3.70		Yes
B+	3.30		Yes
B	3.00	Good	Yes
B-	2.70		Yes
C+	2.30		Yes
C	2.00	Average	Yes
F	0.00		Yes
P	0.00	Passed	No
I or IC	0.00	Incomplete	No
W	0.00	Withdrawal	No

Letter Grade	Grade Points	Definition	Included in GPA?
TRAN	0.00	Transfer	No
AU	0.00	Audit	No

Refer to the course syllabus for grading practices and passing thresholds.

Incomplete Grades

Incomplete academic work due to unforeseeable emergencies or other justifiable reasons near the end of the term may result in an instructor assigning a grade of Incomplete ("IC") to the student.

The condition(s) for removal of the "IC" shall be stated by the instructor in a written record that shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "IC." A copy of this record shall be given to the student and the student records department.

Academic work to remove the Incomplete must be completed within a specific period of time:

- *Didactic Courses* (Lecture/Lab courses): An incomplete must be made up within one quarter following the end of the term in which it was awarded. In unusual circumstances, a student may petition the dean of academic affairs for an extension prior to the deadline.
- *Clinical Courses:* An incomplete must be made up upon completion of all other coursework and prior to issuing a certificate or diploma.

A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work as specified by the instructor has expired. Exceptions to this policy may be approved by the dean of academic affairs.

Accessing Final Grades

Final course grades can be viewed online through the student portal at mykpsahs.com. Students who may not have access to the portal will receive unofficial transcripts in the mail upon completion of the quarter. Course grades are typically submitted within 21 calendar days after the last day of the quarter.

Grade Appeals

Final grade appeals will be considered only if there is a grade calculation error and/or incorrect application of syllabi grading criteria. Students should communicate directly with the instructor regarding the grade dispute prior to initiating a grade appeal.

Appeals of final grades and supporting documentation must be submitted via email to the program director by the Friday of the eighth week of the quarter immediately following the quarter in which the final grade was assigned. Barring exceptional circumstances, the program director will provide a response within 15 business days of receipt of the appeal.

Students wishing to appeal the program director's decision on the final grade are to submit a *Concern/Issue Reporting Form* (available at kpsahs.edu) by the last day of the quarter immediately following the quarter in which the final grade was assigned. For additional detail on this process, refer to the *Seek Resolution Using a Concern/Issue Reporting Form* section of this catalog.

Grades Assigned After Course or Program Withdrawal

Grades will be awarded based on the methodology below:

- **During the add/drop period (first seven business days of the academic term)**, students who drop a course may do so without penalty, and no grade will be recorded on the student's permanent record.

- **After the first seven business days but before the eighth week of the term**, students who withdraw from a course will be given a grade of "W" for Withdrawal. Specific dates are identified on the *Academic Calendar.*
- **Beginning in the eighth week and up to the end of the term**, students who withdraw from a course shall be given a grade other than a "W" (in other words, students will receive an A, A-, B+, B, B-, C+, C, F, P, NP, or IC).

Date of withdrawal is defined as the student's last day of attendance or the last day of the academic term in which the student successfully completed coursework, whichever is later.

An exception to the above policy is made when a student is called to active military duty during an academic term (per California Title 3 Education Code Chapter 2.7 Section 99130). If the student has completed at least 75% of the academic quarter, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student's request. If the faculty member assigns a grade of Incomplete (IC) for the student's coursework, the student shall have a minimum of four weeks after returning to KPSAHS to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member and these alternative arrangements are consistent with the requirements of Section 824 of the Military and Veterans Code.

Graduating with Academic Distinction

Students enrolled in credit-based degree and certificate programs will graduate with honors based on the cumulative grade point average (CGPA) earned at the end of their penultimate quarter:

- CGPA 3.5 – 3.74: Honors
- CGPA 3.75 – 4.00: Highest Honors

These academic honors are recorded on diplomas, certificates, and transcripts.

Standards of Academic Progress/Minimum Academic Achievement

All students must meet minimum standards of academic achievement and successful course completion while enrolled at KPSAHS. A student's progress will be evaluated at the end of each quarter to determine satisfactory academic progress. KPSAHS does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

Satisfactory progress is defined by maximum time frame, successful course completion, and minimum academic achievement. Students in "good academic standing" are those who have not been placed on academic probation based on their program's criteria identified below.

All students are entitled to due process in matters regarding academic probation and dismissal. Please refer to the *Appeals to the Disciplinary Action Process* section in this catalog for more information.

Bone Densitometry

Students who do not earn a passing grade in DEXA BL do not progress to DEXA C and are dismissed from the program. Additionally, students must successfully complete all three bone densitometry courses within two months from the original start date.

Counseling

Students must achieve 80% grade percentage or above to pass a course. Grade percentages below 80% will be considered a failure of the course. Students who fail a course (or multiple courses in a single

quarter) will be placed on academic probation, and the failed course(s) must be successfully completed to graduate. Graduation will likely be delayed as a result. In addition, impact on the students' academic program based on type of course(s) failed is described below:

- **Course prerequisites:** Students who fail a prerequisite course must repeat and pass the course to progress to the next class in the sequence.
- **Didactic (Lecture) course:** Students will not be enrolled in Direct Practice Seminar courses until the failed courses has been successfully repeated.
- **Foundations for Practice Seminars:** Students will not be enrolled in Direct Practice Seminar courses until the failed Foundations for Practice Seminar has been successfully repeated.
- **Direct Practice Seminar:** Students may continue with Direct Practice Seminar courses in subsequent quarters but must successfully repeat the failed course at the earliest opportunity.

Once on probation, students may remain on probation through the remainder of their program and must pass all subsequent courses. Students on probation who fail additional courses will be dismissed.

Under unusual circumstances, exceptions to this policy may be approved by the dean of academic affairs.

Medical Assisting

Students who are enrolled in the medical assisting program are expected to maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A student whose CGPA falls below 2.0 will be placed on academic probation. Once on academic probation, a student is required to maintain a quarterly grade point average of 2.0:

- Students who consistently maintain a quarterly grade point average of 2.0 will remain on academic probation until the cumulative grade point average reaches a 2.0 or higher, at which point they will be removed from probation.
- Students who fail to maintain a quarterly GPA of 2.0 while on probation will be dismissed from the program. In other words, once on probation a student will be dismissed if their quarterly GPA drops below a 2.0.

Nuclear Medicine and Diagnostic Medical Sonography

- A student who fails a clinical course may be dismissed and is ineligible for readmission.
- A student who fails a didactic course in the major may be dismissed. The student may reapply for admission; however, the student may be required to start the program from the beginning and will repeat for a grade all major courses previously failed. Courses which were previously successfully completed may be required to be audited. The student will not be required to repeat general education courses that have been successfully completed.

Phlebotomy

The phlebotomy program requires students successfully pass two courses: PHLEB A and PHLEB B.

- Students who fail PHLEB A do not progress to PHLEB B and are dismissed from the program. These students are eligible for readmission and, if accepted, may repeat the program.
- Students who pass PHLEB A but receive a failing grade in PHLEB B fail the program. These students are eligible for readmission and may be accepted upon approval from the dean and program director. Readmitted students may be required to audit prior coursework.

Students failing to attend the required number of program hours may be dismissed from the program.

Radiologic Technology

A student who fails a clinical course may be dismissed and is ineligible for readmission.

A student who fails a didactic course in the major may be:

- dismissed if the student's cumulative grade point average (CGPA) drops below 2.0.
- placed on formal academic probation if the student's CGPA is above 2.0.

All students must maintain a cumulative GPA of 2.0 or better and a minimum grade of "C" or better in each course. Any student on academic probation or in danger of being dismissed will be reviewed by their program director and the dean of academic affairs. Failing more than one course in a 24-month program may result in being dismissed from the program.

Academic Probation (Radiography Program)

Any student placed on academic probation must meet with their program director to discuss academic standing. The program director will present the student with the following options:

- Withdraw from their program under the withdrawal policy. Students who choose to withdraw from the program for failing to meet academic requirements will be permitted a one-time only opportunity to re-apply to the program. A student seeking readmission will be required to adhere to the *Reentry Policy* as stated in this catalog.
- Accept placement on academic probation with the requirements and responsibilities as follows:
    - Maintain a minimum quarter grade point average of 2.0.
    - Successfully complete any course failed during the next offering of the course. The student will not receive a certificate and/or degree and will not be eligible to sit for State and National Registry or Certification Examinations until the course has been successfully repeated.
    - Attend and successfully complete all didactic and clinical assignments.

Any student placed on academic probation will receive a formal letter of placement on academic probation written by the program director. This letter will include all requirements and responsibilities associated with academic probation.

The student must complete all the academic probation requirements and responsibilities identified in the academic probation letter to be removed from academic probation. Student will remain on probation until CGPA is 2.0 or above AND the failed course(s) are successfully completed. A student may be placed on academic probation only once during their enrollment at KPSAHS.

Course Repeat Policy

Students required to repeat courses – because they earned a grade of "W," "F," or "Fail" or they were dismissed from their program and must start coursework again from quarter one – must successfully repeat the course for a passing grade (A, B, C, or Pass). Grades earned in repeated courses will override prior course grades in the calculation of Cumulative Grade Point Average (CGPA).

The maximum number of times a student may repeat a course is identified in this *Standards of Academic Progress / Minimum Academic Achievement* policy.

Enrollment Cancellation, Withdrawal, and Leave of Absence

Student Right to Cancel Enrollment

Students have the right to cancel enrollment in the KPSAHS program through the first class meeting day, the seventh day after enrollment (signing the enrollment agreement), or the seventh working day of the quarter; the option to cancel by the seventh working day of the quarter excludes bone densitometry program enrollments.

Students who cancel enrollment have the right to a full refund of all charges less the nonrefundable fee (deposit or application fee) of up to $250 if payment is made. Payments shall be returned within 45 days following the receipt of the student's notice of enrollment cancellation. Tuition refund policies for enrollment cancellations are published in this catalog under the *Tuition Refund Policy*.

Students must cancel in writing. To cancel enrollment in the Kaiser Permanente School of Allied Health Sciences (KPSAHS), students must mail, email, or hand deliver a signed and dated copy of the written notice to:

Student Records Office
KPSAHS-Student-Records@kp.org
938 Marina Way South
Richmond, CA 94804
Phone Number: (510) 231-5031

KPSAHS will not accept cancellation notices by phone.

KPSAHS Enrollment Cancellation

KPSAHS reserves the right to cancel the enrollment agreement in the event the student fails to pay tuition on or before the first class meeting or fails to satisfy minimum background, drug test, and/or health screening requirements. Should this occur, the student is entitled to the same right to refund as if the student initiated the enrollment cancellation.

Withdrawal

Students will be withdrawn from a course or program under one of two circumstances:

1. Student fails to attend a course or program for 14 consecutive calendar days and does not communicate with a school representative regarding their absence or intent to continue with their education. This is termed an *administrative withdrawal,* and a date of determination will be assigned based on the 14th consecutive calendar day of non-attendance.
2. Student completes a *Course/Program Withdrawal Form* (available at kpsahs.edu) and submits it to student records. The date of determination is the date the form is received by student records.

It is the student's responsibility to seek advising from KPSAHS faculty and/or staff on the impact of the course withdrawal on their academic program of study. Refer to the *Tuition Refund Policy* for impact on refunds (if any).

Leave of Absence

A leave of absence differs from a withdrawal in two ways:

- It is only granted for the following reasons:
  - personal medical issue
  - active military duty
  - family medical leave (as defined by the Family Medical Leave Act)

    - academic remediation
    - jury duty
    - other (as approved by dean)
- Additional privileges are granted upon reentry:
    - Any didactic course work for which a student has received an incomplete grade may be cleared within the first quarter of the student's return to KPSAHS; any clinical coursework must be completed prior to issuing a certificate and/or diploma.
    - Tuition will be charged at the rate specified in the student's original enrollment agreement.
    - Student is permitted to continue education upon return.
    - If KPSAHS can provide coursework as specified in the catalog at time of initial enrollment, the school will do so. If not, the student will need to complete academic requirements as specified in the catalog at time of re-enrollment.

Students may request a leave of absence by completing the *Leave of Absence Form* (available at kpsahs.edu) and providing requested supporting documentation within ten business days of the last day of attendance. At the discretion of the dean of academic affairs, a leave of absence may be granted for up to one year for students in good academic standing. Extensions may be approved by the dean of academic affairs.

Returning students must complete the pre-enrollment process as outlined under the *Reentry Following Withdrawal or Leave of Absence* procedure.

Bone Densitometry

Students enrolled in the bone densitometry program are not eligible for a leave of absence because California regulation 17 CCR § 30426(a) requires the program be completed within two months from program start date.

Return or Deactivation of Campus ID/Access Badge

After a student is no longer actively enrolled at KPSAHS for any reason (cancellation, withdrawal, leave of absence, graduation, or dismissal), the student must return their ID/access badge to the school, and the ID/access badge will be deactivated.

Reentry Following Withdrawal, Dismissal, or Leave of Absence

Eligibility

Degree/Certificate Program Reentry after Withdrawal

Students who withdraw from a program in good academic standing are eligible for re-admission within one year after their withdrawal. Re-admission is not guaranteed and depends upon availability of didactic and clinical space. If space is not available, the student will not be allowed to re-enter the program.

Tuition charges will be based on the catalog in effect at time of reentry, and a course audit fee may be assessed.

Degree/Certificate Program Reentry after Leave of Absence

All students returning after a Leave of Absence (LOA) are eligible to return by the date identified in their LOA documentation. Students on a LOA for medical reasons will be expected to provide physician clearance for their return.

Auditing of Courses

Students returning after a leave of absence, dismissal, or withdrawal from a degree or certificate program may be required to audit a didactic, clinical, or lab course prior to resuming academic and/or clinical course work. No academic credits are awarded for audited courses. To successfully complete an audited course, the student must earn the equivalent of a passing grade to receive the audit (AU) grade and move forward in the program. If the auditing student fails to earn the AU grade, the student will not be permitted to move forward in the program. Additional course audit requirements will be determined by the program director. Fees for auditing a course are noted in the *Fees* section of this catalog.

Timeline

At least six months prior to reentry:

Students who have withdrawn are required to submit a letter to student records (KPSAHS-Student-Records@kp.org) and the program director requesting re-admission to the program, identifying the term of the student's return.

Four to six months prior to reentry:

Program director will communicate in writing to the student, confirming:

- Space availability.
- Identification of course requirements which must be satisfied to complete the certificate or degree. In most cases, student withdrawal suspends catalog rights and students will be subjected to academic requirements in catalog at time of reentry.
- Remedial course work and completion of additional clinical education.

The student and program director will sign a written agreement of terms for re-admission. The student will not be re-admitted if they fail to complete the agreement requirements by the due date.

Academic quarter prior to reentry (zero to three months):

Re-admitted students are usually expected to sign a new enrollment agreement and to complete one quarter of clinical education or laboratory skills remediation before returning to their program's didactic courses. This clinical/laboratory time does not satisfy official program clinical hour requirements and will be transcripted as an audited course ("AU") for zero academic credits.

Distance Education

Learning Management System Training

Students are oriented to the KPSAHS learning management system, KPScholar, during their program orientation. Any student not familiar with accessing the learning management system will be given access and instruction by the Department of Instructional Innovation and Digital Learning or assigned faculty.

Integrity of Distance Education

KPSAHS employs multiple strategies to ensure integrity of distance education; refer to the *Student Handbook* published on kpsahs.edu for more detailed information.

Online Course Instructor Response Time

Students taking KPSAHS courses offered through distance education should expect to receive a response or evaluation for all lessons and projects within ten calendar days of the instructor receiving the student's submission(s).

Required Equipment

To be successful in an online course, a student should have the following resources available:

- Laptop or desktop running Windows 7 or higher or Mac OS 10.10 or higher. Chromebooks will likely work but may not be consistent enough.
- Processor: Intel i3 or equivalent, 2 GHz or higher.
- RAM: 2 GB minimum, 4 GB or higher recommended.
- Up-to-date modern browser – Chrome, Firefox, etc.
- Broadband required; at least 2 Mbps download and upload speeds.
- Webcam and microphone – headset with microphone recommended.
- Microsoft Office Suite.

Program Discontinuation Policy

Should KPSAHS choose to discontinue an educational program, the college will continue to support the program so that all enrolled students are able to complete their program of study by the time of the projected graduation date documented on the student's enrollment agreement, provided the students maintain continuous enrollment.

Student Records

Student Records Retention Policy

KPSAHS maintains student transcripts, certificates, and student contact information permanently. Other components of the students' academic record, including evidence of prior educational attainment, transfer credit, admissions documents, refund calculations, advisory notices, and/or complaints are retained for a minimum of eight years after the date of graduation (or expected graduation).

Phlebotomy

Student records for the phlebotomy program, including attendance, arterial observation records, clinical documents, time sheets, and evaluation are retained for minimum of eight years. Student transcripts, certificates, California Statement of Practical Training, and student contact information (among other documents) are maintained permanently.

Student Transcripts

Students and graduates can request official transcripts through the kpsahs.edu website by completing a transcript request form. Fees for transcripts are described in the *Fees* section of this catalog.

Students can view unofficial transcripts from the student portal.

Diplomas and Certificates

Students can request a photocopy of a previously issued certificate/diploma or a reissuance of a certificate/diploma through the kpsahs.edu website by completing the *Duplicate Certificate/Degree Request Form*. Fees for photocopies or reissuance are described in the *Fees* section of this catalog.

Student Rights and Privacy of Student Records

KPSAHS has implemented relevant policies and procedures under the Family Educational Rights and Privacy Act of 1974 (FERPA) for maintenance, accuracy, and privacy of student records and personally

identifiable information, as defined in this policy statement. These provisions include the student's right to 1) inspect and review their education records, 2) have some control over the disclosure of information from their education records, and 3) seek to amend incorrect education records.

Education Records

Education records are defined as records that are both directly related to the student and maintained by KPSAHS. These typically include elements such as admissions documents, course enrollments, grades, and final credential awarded.

Education records are not sole possession records, employment records, medical records, or post-attendance records.

Student Review of Education Records

A student or former student has a right to access any and all education records relating to him or her that are maintained by KPSAHS. Students can request a review of their education records by submitting a *Request for Review of Academic File Form* (available at kpsahs.edu) to the student records department. Once submitted, KPSAHS staff will contact the student within 45 business days to schedule a time during working hours to review the file. File reviews will be conducted with a KPSAHS faculty or staff member present.

If the requested records are not maintained by student records, the student will be advised of the correct official to whom the request should be addressed.

Amendment of Education Records

A student or former student has a right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A student who wishes to ask the school to amend a record should write the school official responsible for the record. A "school official" can be anyone responsible for the record; for example, an instructor who enters a grade or a program director who enters an advising note. The written request should clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school official decides not to amend the record as requested, the official will notify the student in writing of the decision. If a student is not satisfied by the response, the student may choose to escalate their request to the KPSAHS designated records officer, the senior manager, financial planning and analysis, via the KPSAHS-Finance@kp.org email. The senior manager, financial planning and analysis will review the request and respond in writing of the decision within 15 business days of receipt of the request.

Note that grade change requests should follow the formal *Grade Appeal* process described in this catalog.

Students who wish to appeal the decision of the associate finance director may utilize the *Concern/Issue Reporting Form* (available at kpsahs.edu) via the compliants@kpsahs.edu email address. Additional information is provided in the *Seek Resolution Using a Concern/Issue Reporting Form* section of this catalog.

Release of Student Records/Personably Identifiable Information

No KPSAHS representative shall release the contents of a student record or personably identifiable information to any member of the public without the prior written consent of the student or former student, other than directory information, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by FERPA or other state and federal laws (defined below).

To authorize release of student information to a third party (including parents, employers, or third-party funders), complete and submit a *FERPA Release Form* available at kpsahs.edu.

Disclosures Authorized without Prior Written Consent

FERPA authorizes the disclosure of the contents of a student record or personably identifiable information under certain conditions:

- to comply with a judicial order or lawfully issued subpoena
- to school officials with legitimate educational interests
- to authorized representatives of federal, state, or local education authorities, including the California Bureau for Private Postsecondary Education
- to accrediting organizations to carry out accrediting functions
- to organizations conducting studies for, or on behalf of, KPSAHS
- to parents of an eligible student if the student is a dependent for IRS tax purposes
- to appropriate officials in connection with a health or safety emergency
- to a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense
- to the parent of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance
- to the IRS for purposes of complying with the Taxpayer Relief Act of 1997
- to the student

In addition, KPSAHS may release *Directory Information* without the student's prior written consent.

Directory Information

KPSAHS has defined *Directory Information* as:

- name
- dates of attendance
- class level (e.g., Senior)
- number of credits in which enrolled
- program of study
- participation in officially recognized activities
- degrees, certificates, and awards received by students, including academic honors, scholarship awards, athletic awards
- dean's list recognition
- email address

Students and former students have a right to non-disclosure of directory information. This right can be exercised by completing a *FERPA Directory Information Opt Out Notice*, available on kpsahs.edu, and submitting it to Student Records. Once submitted, the opt out notice will remain in effect until the student or former student formally cancels the opt out notice by submitting written notification to Student Records.

Students cannot use the right to opt out of directory information to remain anonymous in the classroom or be exempted from the requirement to wear an ID badge.

Student Services

Academic Advising

Academic advising services are available to all students. Students should contact an instructor directly when performance advisory is desired. Instructors are expected to arrange appointments in a timely manner.

The documentation of an academic advisory session is maintained in the student information database or recorded on a *Student Advisory Record* form. To ensure mutual understanding/agreement between the program and the student, the student and involved staff member each date/sign the form. This requirement is waived in the event a letter document is utilized for the same purpose. A completed *Student Advisory Record* is retained in the student's academic record.

Career Services

KPSAHS offers career services including the following:

- individualized career plans
- resume development
- interview techniques
- LinkedIn profile reviews
- job search strategies
- self-branding
- industry research and resources
- online applications

KPSAHS does not provide job placement, which is defined as a guarantee of employment for students and graduates.

Counseling Services

Students seeking personal counseling services can directly contact the Regional Employee Assistance Program (EAP) for an appointment at (510) 307-2720. (Note: this service is available to all students regardless of employment status with Kaiser Permanente.) All associated communications are held in strict confidence. Brochures describing the EAP program are available in the student break area, library, or from career services, admissions, finance, and student records.

Financial Aid

Access to tuition assistance (financial aid) is very limited while enrolled at KPSAHS. Students are encouraged to plan for the payment of their tuition and fees before enrolling at KPSAHS. For additional information, refer to the *Tuition Assistance* section of this catalog.

Health Care

KPSAHS, Kaiser Permanente, and all associated clinical affiliates do not assume responsibility for the treatment of non-clinical education related illnesses or injuries. Students are to provide their own health care coverage or seek their own health care services.

Library

The library provides a resource for student study and research. The library houses a small print collection of program-specific materials, textbooks, and journals. In addition, the library provides access to all electronic resources through the Kaiser Permanente internal network from computers on campus and

from offsite computers through remote access. Kaiser Permanente's extensive Clinical Library includes databases, full-text electronic journals, subject guides built by professional librarians, point-of-care tools, drug formularies, patient care resources, evidence-based resources, and the library catalog. Students have full borrowing and inter-library loan privileges. Services are provided to assist in research and effective searching methods to support curriculum and school programs. The library is open during normal business hours.

The library at KPSAHS is one branch of the kpLibraries within the Kaiser Permanente organization and students are granted full borrowing privileges. The library website is found at kpsahs.edu/library.

Refer to the *Student Handbook* available at kpsahs.edu for additional details on circulation of library materials.

Orientation

Most programs require new students to participate in an online and/or face-to-face orientation; refer to the *Admissions* portion of this catalog for specific program requirements. Orientations are tailored to the requirements of specific programs and may include a review of the enrollment agreement and/or curriculum requirements. Additional topics may include presentations and videos that introduce students to the Kaiser Permanente organization, program expectations, compliance, KPSAHS facilities, and safety protocols required for clinical education.

Parking

Parking is available to all students and staff during school hours on a first come first served basis. Students may not park in any reserved, courier, or visitor parking spots.

Designated parking spaces are available to disabled persons who have DMV permits. Cars parked in handicap spots must display a proper ADA license plate, blue disability, or red temporary disability placard. Any vehicle parked in a disabled space without the required license plate or placard will be towed.

Student Housing

KPSAHS does not provide student dormitory facilities. Availability of housing within the Richmond area begins at $2,300 for a one-bedroom apartment. KPSAHS assumes no responsibility to find or assist students in obtaining housing.

Tutoring

KPSAHS students may be able to receive individual assistance and tutoring from their instructors. Additionally, tutoring for writing skills, anatomy and physiology, biology, physics, math, chemistry, and student success is provided through online tutoring; see the manager of library services for additional information.

Academic Freedom Policy

KPSAHS supports and endorses the American Association of University Professors (AAUP) on the Policy of Academic Freedom. From its source document, Protecting Academic Freedom, KPSAHS has adopted the following Statement of Policy:

> *KPSAHS promotes the principles of academic freedom, faculty appointment, and due process in higher education, through the development of policy statements and application of principles that relate to this subject.*

KPSAHS commits to the following premise:

> *Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and free expression.*

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom is its teaching aspect is fundamental to the protection of the rights of the teacher in teaching, and of the student in the freedom to learn. It carries with it duties that correlate to rights.

In recognition of the above freedoms and rights, KPSAHS endorses the following position on academic freedom:

> *Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.*
>
> *Faculty members are citizens and members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by statements made. Hence, they should at all times be accurate, should exercise proper restraint, should show respect for the opinion of others, and should make every effort to indicate they are not speaking for the institution.*

The protection of academic freedom, and the requirements of academic responsibility, applies to all faculty members with classroom instruction responsibilities. Should a question arise regarding interpretation of academic freedom, each individual is entitled to full disclosure on the issues of concern and is entitled to due process in resolution of dispute.

Freedom of Expression

KPSAHS shall not prohibit the right of students to exercise free expression, including the use of bulletin boards, the distribution of printed materials and petitions, and the wearing of buttons, badges, or other insignia. Expression that shall be prohibited includes expression that is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on KPSAHS premises, or the violations of lawful community KPSAHS policies, or the substantial disruption of the orderly operation of the KPSAHS.

Student Code of Conduct

The *Student Code of Conduct* is a statement of KPSAHS expectations regarding student standards of conduct, both academic and non-academic. Students are expected to obey all laws and KPSAHS policies and regulations, as stated in the KPSAHS *Academic Catalog* and *Student Handbook*. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other KPSAHS regulations or policies, including, but not limited to, regulations regarding complaints of harassment and discrimination.

Students shall conduct themselves consistent with this *Student Code of Conduct* while on campus or participating off campus at a KPSAHS-sponsored event.

The following constitute misconduct and grounds for disciplinary action up to and including dismissal from the program. This list is not exhaustive but is intended to provide specific examples of conduct that is prohibited by KPSAHS.

- Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to KPSAHS.

- Forgery, alteration, misappropriation or theft, misuse of any KPSAHS or college document, record, key, electronic device, or identification.
- Misrepresentation of oneself or of an organization to be an agent of KPSAHS.
- Obstruction or disruption, on or off KPSAHS property or its affiliated clinical sites, of the KPSAHS educational process, administrative process, disciplinary procedures, or other KPSAHS functions and activities.
- Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking any member of the KPSAHS community.
- Willful misconduct that results in an injury or death of a student or KPSAHS personnel or results in cutting, defacing, or other damages to any real or personal property owned by KPSAHS or a member of the KPSAHS community.
- Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the KPSAHS community.
- Theft of KPSAHS property, or property in the possession of, or owned by, a member of the KPSAHS community.
- Violation of KPSAHS policies or regulations including, but not limited to, those concerning the formation and registration of student organizations, the use of KPSAHS facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials.
- Failure to comply with the directions of KPSAHS officials acting in the performance of their duties.
- The use, sale, distribution, or possession on campus of or presence on campus under the influence of any controlled substances or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws on KPSAHS property or at any KPSAHS sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis.
- Possession, consumption, sale, distribution, or delivery of any alcoholic beverage in KPSAHS buildings or on KPSAHS grounds, or at KPSAHS-sponsored or supervised activities, regardless of their location, unless authorized by KPSAHS officials.
- Possession or use of explosives, dangerous chemicals, or deadly weapons on KPSAHS property or at a campus function, without prior authorization of the KPSAHS regional school administrator.
- Engaging in lewd, indecent, or obscene behavior on KPSAHS-owned or controlled property or at a KPSAHS-sponsored or supervised function.
- Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the KPSAHS community on KPSAHS property or at KPSAHS-sponsored or supervised function.
- Unauthorized entry into, unauthorized use of, or misuse of KPSAHS property.
- Willful or persistent smoking in any area where smoking has been prohibited by state or local law or by KPSAHS.
- Knowingly assisting another person in the commission of a violation of the *Student Code of Conduct.*
- Misuse of computers and networks which includes, but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing

data protection schemes or uncovering security loopholes, or violating terms of the software agreements.

- Willful disruption of the orderly operation of the campus.
- Any applicable Penal Code sections or other applicable local, state, or federal laws.

Academic Honesty Policy

Students at KPSAHS are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of class work will be subject to disciplinary action.

Honesty is a necessary trait of all health care professionals, and KPSAHS expects that all students practice honest and ethical behavior. Inability to fulfill this expectation will result in disciplinary action up to and including dismissal from the program.

Related Definitions

All forms of cheating or plagiarism are serious and will not be tolerated. Academic achievement and proficiency in a subject matter cannot be achieved through cheating and/or plagiarism. KPSAHS reserves the right to use any process, including use of software to determine if plagiarism has occurred. Any student, who knowingly cheats, plagiarizes, or allows/aids another student in cheating or plagiarism will receive up to and/or including the following:

- a failing grade on a single assignment and/or final course grade
- suspension or dismissal from the program

The definitions below are provided to help students to understand behavior that is considered dishonest and unethical.

Plagiarism

Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

- submitting a term paper, examination or other work written by another (constitutes flagrant plagiarism)
- failure to give credit in a footnote or citation for ideas, statements of fact, or conclusions derived by another
- failure to use quotation marks when quoting directly from a source, whether it be a paragraph, a sentence, or even a part thereof

Cheating

Cheating includes use of unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; or allowing another person to do one's work and submitting the work under one's own name.

Fabrication

Fabrication includes the presentation of data in a piece of work that was not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which such data was generated or collected.

Aiding/Abetting Dishonesty

Aiding/abetting dishonesty is defined as providing material or information to another person with the knowledge that such material/information will be used improperly.

Forgery

Forgery is defined as alteration/misuse of campus documents, records, or identification and/or knowingly furnishing false or incomplete information to a campus. Forgery includes altering documents affecting academic records: forging a signature of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established KPSAHS academic regulation.

Technology Use Policy

The use of KPSAHS technology is a privilege, not a right. Students are expected to comply with all KPSAHS policies related to the use of KPSAHS equipment including all applicable state and federal laws. Failure to abide by these policies will result in termination of the student's privileges to use this equipment and may subject the individual to further disciplinary action up to and including termination from their program.

Terms of agreement for use of KPSAHS technology:

- No student shall utilize the Kaiser Permanente wireless connection for any purposes other than educational and must agree to the *Acceptable Use Policy* upon logging in.
- The KPSAHS system shall be used only for educational purposes related to the student's field of study in a KPSAHS program. Unrelated commercial, political and/or other personal use is strictly prohibited.
- KPSAHS reserves the right to monitor any on-line communications involving our system. Electronic communications, downloaded materials, and records of on-line activities are subject to monitoring and review by KPSAHS administration.
- Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, sexually explicit or that could be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Students are prohibited from accessing information designed to promote violence or illegal behavior including, but not limited to, information concerning the use, purchase, or construction of weapons and the use, purchase, or development of drugs or other illegal substances.
- Students may not use KPSAHS technology resources for any illegal purpose including accessing information for which access to the user is unauthorized or which is not placed in the public domain.
- Prior to downloading any materials, students will utilize anti-virus technology to ensure that downloaded materials do not contain a virus and result in damage to KPSAHS resources. Students may download materials on the Internet or in the public domain for their own educational use only.
- Students may not vandalize KPSAHS equipment, materials, or data. Vandalism includes, but is not limited to, the intentional uploading, downloading, or creation of viruses and other attempts to harm or destroy KPSAHS equipment, materials, or data.

Electronic Device Policy

Use of electronic devices in the classroom is at the discretion of the instructor. These include cell phones, tablets, and laptops.

Wi-Fi Use Policy

Use of Wi-Fi in the classroom is at the discretion of the instructor, shall only be used for educational purposes, and students must agree to the *Acceptable Use Policy* upon logging in.

Email Communications

The official method of communication between students and KPSAHS faculty and staff is primarily via the fusemail/vipermail (kpsahs.edu) issued email account (if available) or the email account provided by the student during the enrollment process or via the student portal. In order to stay informed and aware, students are required to set up and maintain their email accounts. Students should check email frequently.

Campus Policies

General Information

KPSAHS has specific policies addressing door security, photo ID access badges, visitors on campus, the student lounge, and the computer laboratory available on campus. Refer to the *Student Handbook* published on kpsahs.edu for additional details.

Dress Code

KPSAHS requires students to dress professionally for didactic, laboratory, and clinical courses. Refer to the *Student Handbook*, available at kpsahs.edu, for dress code policy details.

Drug/Alcoholic Beverage Policy

KPSAHS is a drug- and alcohol-free campus. Drugs and alcohol are not allowed anywhere on campus (with the exception of any medically necessary drugs legally prescribed to an individual or over-the-counter medicine). For purposes of this policy, campus shall mean those places where a student is engaged in an authorized KPSAHS activity. The campus includes property owned or leased by KPSAHS; property used by KPSAHS for student participation in academic programs, including off-campus Kaiser Permanente and non-Kaiser Permanente clinical education; and private vehicles while on campus or while being used for official KPSAHS business. Any violation of this policy will be cause for disciplinary action against the student, up to and including dismissal from the program. Refer to the *Student Code of Conduct* for additional information.

Emergency & Disaster Plan

The KPSAHS emergency and disaster plan is available in the *Student Handbook* available at kpsahs.edu.

Student Concerns, Complaints, and Grievances

Student expression of concerns and suggestions for change are welcomed. Students have two mechanisms to resolve a concern, complaint, or grievance at KPSAHS: (a) seek resolution directly with the individual(s) involved or (b) seek resolution using a concern/issue reporting form.

Seek Resolution Directly with the Individual(s) Involved:

If a student has an issue or concern, the student should ordinarily attempt to resolve the matter by making an informal complaint to the individual involved.

Issues related to the KPSAHS campus, student services, and/or didactic and campus instruction:

1. The student should first discuss their problem or question with their course instructor or the appropriate staff member. Usually, the course instructor or staff member will have direct knowledge of the subject and is best qualified to resolve the situation.
2. If the student and faculty/staff are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the program director or the appropriate administrative director or administrator.
3. If the student and the program director or administrator are unable to find an immediate solution or answer, the student can seek resolution and/or appeal the decision by submitting a formal *Concern/Issue Reporting Form*.

Issues relates to clinical education:

1. The student should first discuss their problem or question with their preceptor/clinical instructor. Usually the preceptor/clinical instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
2. If the student and preceptor/clinical instructor are unable to find an immediate solution or answer, the student may then bring the matter to the attention of the clinical coordinator. The student should feel free to discuss the matter fully.
3. If the student and clinical coordinator are unable to find an immediate solution or answer, the student should then discuss the situation with the appropriate program director, who will make the final determination in the situation.
4. If the student is dissatisfied with the decision, the student can seek resolution and appeal the decision by submitting a formal *Concern/Issue Reporting Form*.

Seek Resolution Using a *Concern/Issue Reporting Form*

If contacting the person involved does not resolve the problem to the complainant's satisfaction, or if the student does not feel comfortable addressing their concern with the individual involved, the student may utilize the *Concern/Issue Reporting Form* (available at kpsahs.edu). Forms may be submitted to the complaints@kpsahs.edu email address, which is routed to the highest levels of KPSAHS leadership and serves as the formal mechanism to appeal the decision made by individuals involved in the concern or issue.

All concerns will be investigated by the appropriate KPSAHS staff and/or faculty member under the oversight of the regional school administrator.

Filing a Complaint with the Bureau for Private Postsecondary Education (BPPE)

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

Filing a Complaint with the Joint Review Committee on Education in Radiologic Technology (JRCERT)

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, students have the right to submit allegations against the program if the student believes that

the conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

The student must first attempt to resolve the complaint directly with institution/program officials by following the compliant/grievance policy/procedures provided by the institution/program. If the student is unable to resolve the complaint/grievance with institution/program officials or believes that the concerns have not been properly addressed, only then may he or she submit allegations of non-compliance directly to the JRCERT.

Contact information for the JRCERT can be found in the *Accreditation and Approvals* section of this catalog.

Disciplinary Action Process

The corrective *Disciplinary Action Process* is intended as a problem-solving approach to address issues to correct individual performance and/or behavioral conduct both in the academic and clinical environments. The *Disciplinary Action Process* includes advising, verbal warning, written letter of warning, suspension, and dismissal. Depending on the severity of the situation or violation, and at the discretion of the dean of academic affairs, the regional school administrator, or the administration of KPSAHS, the decision may be made to skip levels of disciplinary action, including moving directly to immediate dismissal from the program for the first infraction.

Advising

Advising is the first step to make the student aware they are not in compliance with school policies and/or procedures. It consists of a documented discussion with school staff and should make the student aware of school policies and expectations moving forward.

Verbal Warning

A verbal warning occurs when a student violates or continues to violate a policy or procedure. A student who receives a verbal warning will meet with the faculty or staff member giving the warning to discuss the issue, clarify the expectations, and agree upon a corrective action plan to include measurements of achievement and timeline.

Written Letter of Warning

A written letter of warning is a serious formal disciplinary warning from the program director or staff member, who may consult with the faculty, clinical affiliate representative, and/or dean of academic affairs. A student shall receive no more than one written warning. A student will receive a letter of warning if she/he has not addressed the issue/problem since the verbal warning and continues to fail to demonstrate correction or meet the performance or behavior standards.

The program director or staff member will again review the issue/problem with the student and write a corrective action plan, which includes expectations, measurements of achievement, and the time frame in which the student is expected to meet the performance or behavioral standards. The program director or staff member and student will discuss and agree to the corrective action plan and sign the agreement plan. If the action plan is not met, further disciplinary action may occur. Depending on the severity of the issue/problem, suspension or dismissal from the program may be warranted.

Suspension

The program director or administrator will issue a suspension when warranted. All facts are documented and included in the student’s academic record.

School administrators may suspend a student while investigating alleged inappropriate conduct. Inappropriate conduct includes, but is not limited to, the following:

- violations of the applicable professional code of ethics (available in the *Student Handbook*)
- any violation of civil laws or regulations
- non-compliance with clinical affiliate policies and procedures
- non-compliance with Kaiser Permanente and/or KPSAHS policies and procedures
- unprofessional conduct, e.g., harassment of any type, violence in the workplace
- moral improprieties demonstrated during patient care activities
- failure to preserve patient rights
- dereliction of duty resulting in patient injury
- any violation of civil law or Kaiser Permanente policies (e.g., HIPAA, breach of confidentiality)
- cheating or plagiarizing
- failure to meet KPSAHS COVID-19 vaccination requirements

Dismissal

The program director consults with the faculty, legal counsel, and administrators to determine when a student dismissal is warranted.

Dismissal from the program is final, subject to the limited appeal process described in the *Appeals to the Disciplinary Action Process* section of this catalog. The letter of dismissal will specify if the student is eligible for readmission to KPSAHS.

Grounds for dismissal include but are not limited to the following actions:

- repeat or egregious inappropriate conduct defined in the prior section
- failure to adhere to policies stated in this *Academic Catalog* or the *Student Handbook*
- violation of civil law, code of ethics, and/or Kaiser Permanente, Medical Center, or KPSAHS policies specifically requiring mandatory dismissal
- repeated incidents of infractions after a written letter of warning is issued
- gross inconsistent behavior with the objectives of the program and the expectations of an allied health care professional
- cheating, plagiarizing, or otherwise failing to adhere to the *Academic Honesty* policy
- being under the influence of intoxicating drugs or liquor in the classroom or clinical site
- failing to meet program satisfactory academic progress standards
- dishonesty and practices of unethical behavior
- failure to meet professional conduct expectations
- competency examinations any time outside regular assigned clinical hours
- non-adherence to assigned clinical education schedules
- breach of confidentiality
- insubordination
- malpractice or practicing outside their scope of practice
- non-payment of tuition and/or fees

- earning a failing grade in DEXA A, DEXA BL, or PHLEB A
- failure to meet KPSAHS COVID-19 vaccination requirements

Appeals to the Disciplinary Action Process

Students who wish to appeal the outcome of the disciplinary action process such as probation or dismissal must provide written notice to KPSAHS by completing a *Disciplinary Process Appeal Form* (published on kpsahs.edu) and follow the process outlined below.

1. Submit the form and any accompanying documentation to the academic.affairs@kpsahs.edu email address on the form.
2. Barring exceptional circumstances, the dean of academic affairs will make a determination on the issue and respond to the student in writing within ten (10) business days. A request for appeal will be granted if the dean of academic affairs determines that it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal. In addition to reviewing the student's file, the materials accompanying the appeal and any other relevant documentation, the dean of academic affairs reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual, in order to gather relevant information.
3. If the student, after receiving the response from the dean of academic affairs, does not agree with the decision, the student may pursue a second, final appeal of this decision to the KPSAHS administration. This final appeal must be filed no later than three business days of receipt of the response from the dean of academic affairs. To initiate this final appeal, the student must complete an additional *Disciplinary Process Appeal Form* and submit the form along with any relevant documentation to the regional school administrator.
4. Barring exceptional circumstances, KPSAHS senior administration will make a determination and respond to the student in writing within ten (10) business days. A request for appeal will be granted if KPSAHS administration determines that it is more likely than not that a procedural or substantive error occurred in the disciplinary decision that gave rise to the appeal or in the first level of appeal.
5. In addition to reviewing the student's file, the materials relevant to the first appeal, the materials accompanying the request for the second appeal, and any other relevant documentation, KPSAHS administration reserves the right to interview the student, any KPSAHS faculty or staff member, or any other involved individual in order to gather relevant information.
6. The decision of the regional school administrator is final and binding.

Questions about student grievances, complaints, concerns, or questions about the student disciplinary process may be directed to the director of accreditation and compliance.

Federal and State Regulatory Policies

Nondiscrimination Policy

KPSAHS is committed to equal opportunity in educational programs and activities. KPSAHS does not discriminate on the basis of race, color, national origin, sex, age, and disability, or any other basis protected by federal, state, or local law. KPSAHS does not exclude people or treat them differently because of their membership in any protected class.

Equal educational opportunity includes but is not limited to admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, and financial assistance.

Nondiscrimination Procedures

Students who feel they have been discriminated against may report it to Kaiser Permanente's Compliance Hotline at (888) 774-9100 or notify a member of the administration as appropriate. The administrator will thoroughly discuss the basis of the complaint with the employee or student and seek informal resolution within 30 calendar days.

In seeking informal resolution, the administrator will confront the alleged offender about the allegation(s). If appropriate, and if the complainant is willing, the administrator will mediate a discussion between the complainant and the alleged offender. The administrator is to document all actions taken in journal form. If the complainant is satisfied with informal resolution through the representative's actions, the case ends. If not, the administrator will counsel the complainant on the following specific requirements:

1. Ensure the complainant understands that if a complaint is to be filed, it must be submitted on a *Concern/Issue Reporting Form* (available at kpsahs.edu) and be submitted within 120 calendar days of the incident.
2. The form will be submitted to the regional school administrator.
3. The regional school administrator will forward the complaint form to KPSAHS administration for formal investigation and will monitor investigation progress.
4. The regional school administrator will ensure follow-up and will respond to complainant's inquiries of investigation status.
5. The regional school administrator will send a notice of proposed resolution to the complainant within 90 calendar days.

Open Enrollment Policy

Every program and course offered by KPASHS, unless otherwise stated in the KPSAHS catalog or schedule of courses, or specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the programs and/or course and who are otherwise eligible for admission to enroll into the program.

Review of Catalog and School Performance Fact Sheet

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, Option #5, or by visiting osar.bppe.ca.gov.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It is the policy of KPSAHS to provide an educational environment free from any form of sexual harassment directed at any student or other person while engaged in business activities for or with KPSAHS.

Examples of Sexual Harassment

Sexual harassment is defined as unsolicited and unwelcomed sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, which occurs under any one of three circumstances:

- Explicitly or implicitly conditioning employment or successful completion of a course on an individual's acceptance of unwanted or unsolicited sexual advances or other conduct of a sexual nature.
- Basing a decision affecting an employee or student upon that employee's or student's acceptance or rejection of unsolicited sexual advances or other conduct of a sexual nature.
- Any conduct that has the potential to negatively affect a student's performance and/or create an intimidating, hostile, or otherwise offensive environment.

Sexual Harassment Complaint Procedure

KPSAHS is committed to fully investigating and resolving complaints of sexual harassment. Any student who feels they have been sexually harassed should contact the dean of academic affairs. The dean of academic affairs will investigate the complaint and provide a formal response within 14 calendar days of receipt. Should the student wish to appeal the response, the appeal should be directed to the regional school administrator, who will review the investigation and provide a formal response to the appeal within 14 calendar days after the appeal is received.

Americans with Disabilities Act

KPSAHS provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal education opportunity.

When necessary, KPASHS will make reasonable modifications to policies, practices or procedures or provide auxiliary aids and services, as long as doing so will not fundamentally alter the nature of KPSAHS programs or impose an undue burden. Students requiring assistance must make timely and appropriate disclosures and requests. A request for reasonable accommodations should be made as soon as possible after acceptance.

Students requesting such assistance must provide information and documentation regarding their disability and their limitations, including appropriate medical information. Also, a student may be required to undergo additional evaluation of limitations if needed by the KPSAHS to collaborate effectively with the student in securing appropriate learning strategies. All personal and medical information will be treated as confidential. For more information, contact the dean of academic affairs.

Process for requesting an accommodation:

1. The student will meet with the dean of academic affairs to provide the required documentation.
    a. Documentation must be current (cannot exceed five years) and must be from a certified and licensed professional (i.e., medical professional, psychologist, or learning disability specialist). The dean of academic affairs has the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation requested.
    b. To ensure that any possible accommodations are implemented within the present quarter, students must provide notice with all required materials within the first two weeks of a quarter. Providing notice after the first two weeks of a quarter is certainly welcome and encouraged,

but students should be aware of the possibility that any possible accommodations may be implemented in the quarter immediately following.

c. Any and all possible accommodations that are provided only apply to courses following the issuance of those accommodations and cannot be "retroactively" applied to any previous coursework.

2. The dean of academic affairs will review and determine the appropriate accommodations following an individualized assessment of each request and will meet with the student to discuss.

3. Accommodations will be documented in a formal *KPSAHS Letter of Accommodation* signed by the dean of academic affairs that the student will need to provide to the instructor(s) at the beginning of every term for the slated accommodation to be provided. Students must submit a copy of this letter to their instructor(s) at the beginning of every term for the slated accommodation to be provided.

4. Once approved and in place, if the student does not feel their accommodations are being met, the student should contact the program director or dean of academic affairs to discuss the issue.

Regulatory Disclosures

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the Kaiser Permanente School of Allied Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, diploma, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Kaiser Permanente School of Allied Health Sciences to determine if your credits, certificate, diploma, or degree will transfer.

Articulation Agreements

KPSAHS has not entered into articulation or transfer agreements with any other college or university for the acceptance of KPSAHS academic credits.

Institutional Financial Solvency

KPSAHS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Programs Subject to State Laws

This catalog includes programs that are subject to state laws and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and STRF eligibility, apply only to the following state-approved programs:

- BS in Diagnostic Medical Sonography
- BS in Nuclear Medicine

- BS in Radiologic Technology
- Certificate in Basic and Advanced Phlebotomy Technician
- Certificate in Bone Densitometry
- Certificate in Medical Assisting
- MS in Counseling, Marriage and Family Therapist Concentration (Distance Education)

Academic Calendar 2025 - 2027

Winter Quarter	2025	2026	2027
New Year's Day (Holiday)	January 1	January 1	January 1
First day of Instruction	January 6	January 5	January 4
Last day to Add/Drop a Class or (New Students Only) Cancel Enrollment***	January 14	January 13	January 12
MLK Birthday (Holiday)	January 20	January 19	January 18
Last day to drop a class with a W grade	February 21	February 20	February 19
President's Day (Holiday)	February 17	February 16	February 15
Last day of Instruction	March 21	March 20	March 19
Final Exams*	March 24-28	March 23-27	March 22-26
Inter-quarter break**	March 31-April 4	March 30-April 3	March 29-April 2
Spring Quarter	**2025**	**2026**	**2027**
First Day of Instruction	April 7	April 6	April 5
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment***	April 15	April 14	April 13
Last day to drop a class with a W grade	May 23	May 22	May 21
Memorial Day (Holiday)	May 26	May 25	May 31
Last day of Instruction	June 20	June 19	June 18
Final Exams*	June 23-27	June 22-26	June 21-25
Inter-quarter break**	June 30-July 4	June 29-July 3	June 28-July 2
Summer Quarter	**2025**	**2026**	**2027**
First Day of Instruction	July 7	July 6	July 6
Independence Day (Holiday)	July 4	July 4	July 5 (Observed)
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment***	July 15	July 14	July 14
Last day to drop a class with a W grade	August 22	August 21	August 20
Labor Day (Holiday)	September 1	September 7	September 6
Last day of Instruction	September 19	September 18	September 17
Final Exams*	September 22-26	September 21-25	September 20-24
Inter-quarter break**	Sept 29-Oct 3	Sept 28-Oct 2	Sept 27-Oct 1
Fall Quarter	**2025**	**2026**	**2027**
First Day of Instruction	October 6	October 5	October 4
Last Day to Add/Drop a Class or (New Students Only) Cancel Enrollment***	October 14	October 13	October 12
Last day to drop a class with a W grade	November 21	November 20	November 19
Thanksgiving (Holiday)	November 27-29	November 26-28	November 25-27
Last day of Instruction	December 19	December 18	December 17
Final Exams*	December 22-26	December 21-24	December 20-23
Christmas (Holiday)	December 25	December 25	Dec 24 (Observed)
Inter-quarter Break**	Dec 29-Jan 2, 2026	Dec 28-Jan 1, 2027	December 27-31

*Final exams are generally scheduled in week twelve; exceptions may occur.

**Some students may be required to attend clinical site orientation during inter-quarter break.

***Applies to all credit hour/degree programs or clock-hour programs containing 100 clock hours or more. Enrollment cancellation dates for programs less than 100 hours will vary; refer to the enrollment agreement for the specific date.

Faculty

Doris Allen, CMA (AAMA)
Educator/Clinical Coordinator
Medical Assisting
MBA; DeVry University, Downers Grove, IL; Business Administration
BS; DeVry University, Fremont, CA; Technical Management
AS; Carrington College, Emeryville, CA; Medical Assisting

Beth Alvarez, LCSW
Graduate Faculty
Counseling
MSW; University of California, Berkeley, CA; Social Welfare
BA; Boston College, Boston, MA; Psychology with Biology Concentration

Tammy S. Arnold, CMA (AAMA)
Program Director
Medical Assisting
MS; Regis University, Denver, CO; Health Services Administration
BS; DeVry University, Fremont, CA; Technical Management with an emphasis on Health Care Administration
AS; Carrington College, San Leandro, CA; Medical Assisting
AA; Chabot College, Hayward, CA; Liberal Arts

Jim Baun, RDMS, RVT
Adjunct Faculty
Diagnostic Medical Sonography
BPA; University of San Francisco, San Francisco, CA; Public Administration

Lori Blok, CNMT, NMTCB(CT), CTNM
Program Director
Nuclear Medicine
MBA; St. Mary's College of California, Moraga, CA; Business Administration
BA; California State University, Long Beach, CA; Physical Education
Certificate; VA Medical Center, Los Angeles; Nuclear Medicine Technology

David A. Browett, CNMT, NCT, CTNM
Adjunct Faculty
Nuclear Medicine
BS; University of Victoria, Victoria, B.C. Canada; Psychology
Diploma; British Columbia Institute of Technology, Burnaby, B.C., Canada; Nuclear Medicine Technology

Erika Carter, CPT1
Educator, Clinical Coordinator
Basic and Advanced Phlebotomy
Certificate; Chabot College, Hayward, CA; Health Care Administrator

Bert Christensen, R.T.(R)(T)(ARRT), (CRT)
Program Director
General Education, Bone Densitometry
MBA; Golden Gate University, San Francisco, CA; Business Administration
BS; Weber State University, Ogden, UT; Radiation Therapy
AAS; Weber State University, Ogden, UT; WSU Major
Certificate; Humboldt State University, Arcata, CA; Institutional Research

Heidi Donaldo, RMA, AHI
Educator/Clinical Coordinator
Medical Assisting
MD; MHAM College of Medicine, Southwestern University, Philippines; Medicine
BS; University of Phoenix, Fairfield, CA; Management
AA; Solano Community College, Fairfield, CA; General Science/Liberal Arts
AS; Barstow Community College, Barstow, CA; Vocational Technology

Anthony P. Dragonette, Psychologist
Program Director
Clinical Mental Health Counseling
PsyD; George School of Professional Psychology, Atlanta, CA; Clinical Psychology
MA; George School of Professional Psychology, Atlanta, GA; Clinical Psychology
BS; Multnomah University, Portland, OR

Lyn Fischback

Manager of Library Services

MLIS; San Jose State University, San Jose, CA; Library & Information Science

BS; University of California, Davis, CA; Clinical Nutrition

Steven A. Gutierrez, RN

Adjunct Faculty

Venipuncture

BA; San Diego State University, San Diego, CA; Art, Graphic Design

AS; College of Marin, Kentfield, CA; Registered Nursing

AA; Cuyamaca College, La Mesa, CA; General Arts

Christina V. Hammick, R.T.(R)(ARRT), (CRT)(F)

Educator/Clinical Coordinator

Radiologic Technology

BS; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Radiologic Technology

Mary Holmes

Adjunct Faculty

General Education

MBA, Pepperdine University, Malibu, CA; Business

BA; Southwestern University, Georgetown, TX; Social Sciences

Gary Y. Huang, MD

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

MD; University of Cincinnati, Cincinnati, OH; Medicine

BS; Yale University, New Haven, CT; Psychobiology

Marlen Kanugui-Muñoz, Psychologist

Graduate Faculty

Counseling, Marriage and Family Therapy Concentration

PhD; University of Missouri, Columbia, MO; Counseling Psychology

MEd; University of Missouri, Columbia, MO; Counseling Psychology

BA; University of California Irvine, Irvine, CA; Psychology & Sociology

Patrik J. Karlsson, LCSW

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

MSW; University of Southern California, Los Angeles, CA; Social Work

BA; University of California, Irvine, CA; Psychology and Social Behavior

Lucy Kohnen, RDMS

Educator/Clinical Coordinator

Diagnostic Medical Sonography

BS; San Francisco State University, San Francisco, CA; Kinesiology

Certificate; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Diagnostic Medical Sonography

Simon Lam, R.T.(R)(CT)(ARRT), (CRT)(F)

Educator/Clinical Coordinator

Radiologic Technology

BS; Pima Medical Institute, Tucson, AZ; Radiologic Sciences

AS; City College of San Francisco, San Francisco, CA; General Studies

Diana K. Le, Registered Psychological Associate

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

PhD; Alliant International University, California School of Professional Psychology, Fresno, CA; Clinical Psychology

MA; Alliant International University, California School of Professional Psychology, Fresno, CA; Clinical Psychology

BA; California State University Channel Islands, Camarillo, CA; Psychology

Irene Leech, RDMS, RVT; R.T.(R)(ARRT)

Educator/Clinical Coordinator

Diagnostic Medical Sonography

BS; Gurnick Academy of Medical Arts, Concord, CA; Diagnostic Medical Sonography

AS; City College of San Francisco, San Francisco, CA; Radiologic Technology

Eric L. Mach, RDCS

Educator/Clinical Coordinator

Diagnostic Medical Sonography

AA; Defense Language Institute, Monterey, CA; Korean

Certificate; San Francisco City College, San Francisco, CA; Cardiovascular Technology

Maggie Mullen, LCSW, DBT-LBC

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

MSW; University of California, Berkeley, CA; Social Welfare

BA; University of San Francisco, San Francisco, CA; Sociology & Criminology, Law and Society

Theresa Olivares, R.T.(R)(M)(ARRT),(CRT)(M)(F)

Educator/Clinical Coordinator

Radiologic Technology

BS; University of Phoenix, Phoenix, AZ; Psychology

Certificate of Completion; United States Air Force, School of Health Care Sciences, Sheppard, TX; Radiologic Specialist

Uloma C. Owunta, R.T.(R)(ARRT),(CRT)(F)

Educator/Clinical Coordinator

Radiologic Technology

MEd; Eastern New Mexico University, Portales, NM; Education

BS; Emory University, Atlanta, GA; Medical Science, Medical Imaging.

AAS; West Georgia Technical College, Douglasville, GA; Radiologic Technology

John Pamiroyan, RDCS

Educator/Clinical Coordinator

Diagnostic Medical Sonography

BS; California State University, Hayward, CA; Business Administration

Salim Rafidi, CLS, MT (ASCP)

Program Director

Basic and Advanced Phlebotomy

BA; University of California Berkeley, Berkeley, CA; Microbiology and Immunology

Aviance Rhome-Boroff, Psychologist

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

PsyD; The Wright Institute, Berkeley, CA; Clinical Psychology

MA; The Wright Institute, Berkeley, CA; Counseling Psychology

BA; Mills College, Oakland, CA; Psychology

Noel Rollon, R.T.(R)(ARRT), (CRT)(F)

Program Director

Radiologic Technology

MS; Western Governor's University, Salt Lake City, UT; Curriculum and Instruction

BS; California State University, Dominguez Hills, CA; Health Science: Radiologic Technology

Chris Salem, DC, XSOP(R)(F)

Director, Instructional Innovation and Digital Learning

Nuclear Medicine, General Education

DC; Palmer College of Chiropractic West, San Jose, CA; Doctor of Chiropractic

MA; San Francisco State University, San Francisco, CA; Education (Instructional Technology)

BS; University of Illinois, Urbana-Champaign, IL; Psychology

AA; DeAnza College, Cupertino, CA; Multidisciplinary Studies

Emily Schiller, Psychologist

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

PsyD; California School of Professional Psychology

BA; University of California Santa Cruz, Santa Cruz, CA; Psychology

Julie L. Shulman, Psychologist

Adjunct Faculty

Counseling, Marriage and Family Therapy Concentration

PhD; The University of Memphis, Memphis, TN; Counseling Psychology

MS; The University of Memphis, Memphis, TN; Psychology

BA; University of California, Santa Cruz, CA; Psychology

DeAnn Smetana, LPCC

Graduate Faculty

Counseling, Marriage and Family Therapy Concentration

DBH; Arizona State University, Phoenix, AZ; Behavioral Health

PsyD; California Southern University, Irvine, CA; Psychology

MA; George Fox University, Tigard, OR; Counseling

BS; Warner Pacific College, Portland, OR; Human Development

Tiffany Smisson, CNMT, NMTCB(CT), R.T.(N)(CT)(ARRT), CTNM

Educator/Clinical Coordinator

Nuclear Medicine

BS; Kaiser Permanente School of Allied Health Sciences, Richmond, CA; Nuclear Medicine

AA; Solano Community College, Fairfield, CA; General Science

April Tormey

Adjunct Faculty

General Education

PhD; Capella University, Minneapolis, MN; Professional Studies in Education

MA; California Institute of Integral Studies, San Francisco, CA; Transformative Leadership

BA; University of California, Davis, CA; English

Mandeep K. Tumber-Bhela, Psychologist

Adjunct Faculty

PhD; Pacific Graduate School of Psychology of Palo Alto University, Palo Alto, CA; Clinical Psychology

MS; Pacific Graduate School of Psychology of Palo Alto University, Palo Alto, CA; Clinical Psychology

BA; University of Washington, Tacoma, WA; Psychology

Claudia J. Vass, RDMS, RVT

Program Director

Diagnostic Medical Sonography

MHA; Walden University, Minneapolis, MN; Healthcare Administration

BA; Ashford University, San Diego, CA; Organizational Management

Certificate; Community College of the Airforce, Montgomery, AL; Radiology Technology

Craig L Wetterer, Psychologist, Attorney

Adjunct Faculty

PhD; Fielding Graduate University, Santa Barbara, CA; Clinical Psychology

MS; Farleigh Dickinson University, Teaneck, NJ; Clinical Psychopharmacology

MA; California State University, Sacramento, CA; Psychology

BA; California State University, Sacramento, CA; Psychology

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UC Davis School of Medicine, Department of Radiology/Academic Office

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UCSF Department of Radiology and Biomedical Imaging

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Kaiser Permanente School of Allied Health Sciences
Radiologist
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Rush University

Amit K. Shah, MD, MBA
Assistant Physician-in-Chief
The Permanente Medical Group

Troy Tynsky, MEd
Administrator/Assistant Dean
Mayo Clinic School of Health Sciences

Rosemary Viramontes
Retired, City of Richmond

Correspondence with the Board of Directors should be directed to:
C/O KPSAHS Board Chairperson
938 Marina Way South
Richmond, CA 94804

Administration

Assistant Medical Directors

Shiva Badiee, MD
Nuclear Medicine
Nuclear Medicine Physician
Kaiser Permanente, Walnut Creek

Amy Cole, DO
Diagnostic Medical Sonography – Abdominal;
Radiology Physician
Kaiser Permanente, Walnut Creek

Valerie KwaiBen, MD
Diagnostic Medical Sonography – Cardiac
Chief, Division of Cardiology
Kaiser Permanente, San Jose

Chan Park, MD
Radiologic Technology
Radiologist
Kaiser Permanente, Sacramento

Executive Leadership

James Fitzgibbon
Regional School Administrator/Chief Executive Officer
DPT; Rocky Mountain University of Health Professions, Provo, UT; Doctor of Physical Therapy
MBA; University of California, Berkeley, CA and Columbia University, New York, NY; Business Administration
BSc; Trinity College, Dublin, Ireland; Physiotherapy
Biological Sciences

Todd Osinski, MD
Medical Director
MD; Emory University, Atlanta, GA; Medical Doctor
BS; Cornell University, Ithaca, NY; Biology

Pam Pressley
Senior Manager, Financial Planning & Analysis/Chief Financial Officer
BS; San Francisco State University, San Francisco, CA; Business Administration, Accounting Concentration.

John Roth
Dean of Academic Affairs/Chief Academic Officer
MBA; California State University, Sacramento, CA; Business Administration
BS; California State University, Sacramento, CA; Business Administration, Marketing
AS; ITT Technical Institute; Sacramento, CA; Computer Aided Drafting and Design

Administration

Clifton "Rocky" Brooker
Admissions Support Representative

Rhodora Carpena
Operations Specialist
BS; Capella University, Minneapolis, MN; Business Administration

Reyna Castrillo-Cajina
Certification and Credentialing Coordinator IV
AAS; Heald College, Concord, CA; Computer Business Administration

Bert Christensen, (R)(T), C.R.T. (R)(T)
Director of Assessment and Institutional Research
Program Director, General Education
MBA; Golden Gate University, San Francisco, CA; Business Administration
BS; Weber State University, Ogden, UT; Radiation Therapy
AS; Weber State University, Ogden, UT; General Education
Certificate; Humboldt State University, Arcata, CA; Institutional Research

Otaiwan Day
Instructional Designer
MSEd; Purdue University, West Lafayette, IN; Learning Design & Technology
BFA; California College of the Arts, Oakland, CA; Film/Video

Stacey L. DeHart
Director of Admissions
MS; California State University East Bay, Hayward, CA; Education, Online Teaching and Learning
BA; St. Mary's College of California, Moraga, CA; Management

Lyn Fischback
Manager of Library Services
MLIS; San Jose State University, San Jose, CA; Library & Information Science
BS; University of California, Davis, CA; Clinical Nutrition

Arnitra Hands
Department Secretary
BS; Colorado Technical University, Colorado Springs, CO; Criminal Justice

Karen Hunter-Fuller
Department Secretary

Diana Jackson
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Addendum

No addendum content at time of initial publication (January 1, 2025).