

Dear Student:

I personally welcome you to participate in American Institute of Medical Technology's post-secondary education programs.

The exciting field of Allied Health can be rewarding from an intellectual and a financial standpoint. The American Institute of Medical Technology is prepared to assist you in your career goals, whether preparing for an entry-level position or enhancing your medical knowledge with additional educational skills.

We have put together a well-educated and experienced faculty who have many years of experience in the programs offered for study. The combination of class work and practical experience in our entire program is balanced to give you the best chance to obtain your educational goal.

We look forward to being a part of your exciting future.

Burt B. Holmes
President

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Approval Disclosure Statement

This institution received approval from the Oklahoma Board of Private Vocational Schools at 3700 North Classen Blvd, Suite 250, Oklahoma City, Oklahoma 73118 to operate a private vocational school in Tulsa, Oklahoma. The Board determines the institutions ability to operate such an operation, approves its faculty, and insures that the institution satisfies the minimum standards listed in Title 565 of the State of Oklahoma Education Code.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and occupational plans with school personnel before signing an agreement.

CONCERNS OR COMPLAINT PROCEDURES

Persons seeking to resolve problems or complaints must first contact the Instructor in charge. A request for further action may be made to the School Director. Unresolved complaints may be directed to:

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS
3700 N. Classen Boulevard, Suite 250
Oklahoma City OK 73118
(405) 528-3370

History, Philosophy and Mission Statement

American Institute of Medical Technology (AIMT) was founded by a group of businessmen, Allied Health Industry Professionals, and individuals experienced in providing vocational education in health careers.

AIMT offers vocational educational programs that have been specifically designed to satisfy the growing need for specialized training in the medical field in the greater Tulsa, Oklahoma area. This institution provides training to all students who meet the Admission/Entrance criteria for class enrollment.

AIMT believes in providing professional and technical preparation by offering students up-to-date technology and modern methods of study, which will enable them to assume entry-level career opportunities within their chosen field of study.

AIMT is an institution of higher education offering quality programs that integrate general education, professional skills, and career-focused education. This training empowers students to develop and achieve their personal and career potentials. AIMT recognizes the worth and dignity of all people, and is sensitive to the diversity of cultural and ethnic backgrounds represented in its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. The School employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

In order to attain its mission, AIMT strives to provide excellence in education by hiring experienced faculty and staff, maintain an updated facility that fosters educational growth in a pleasant and safe environment.

AIMT is an equal opportunity employer. An individual is not denied admission to any programs because of race, color, national origin, handicap, religion, or sex.

Objectives

- **Quality of Education:** AIMT is committed to provide excellence in education by putting together a curriculum, syllabi, and lesson plans that conform to the latest developments in the field and enhance the knowledge and experience of its students.
- **Campus Environment:** We will create an environment that simulates workplace by maintaining state-of-the-art equipment in labs and in the classrooms.
- **Balanced Learning:** We will combine appropriate learning experiences by balancing didactic, laboratory, and clinical rotation experience to produce a well-rounded graduate.
- **Student Services:** Each student enrolled at AIMT will be considered an individual deserving the highest level of teaching and dignity.
- **Ongoing Self-Improvement Strategies:** Measurable student outcomes such as; GPA's, graduation and employment figures, feedback from students, program advisory boards shall be continuously monitored to improve our self improvement strategies.

APPROVALS, AFFILIATIONS & LICENSES

AIMT is licensed by the Oklahoma Board of Private Vocational Schools, and affiliated with the Bureau of Indian Affairs, and the Department of Veterans Affairs. AIMT Programs are approved by the U.S. Department of Education to participate in Federal Student Aid.

SCHOOL FACILITIES - LOCATION

American Institute of Medical Technology
4500 S. Garnett, Suite 110
Tulsa, Oklahoma 74146
Tel: (918) 496-0800

American Institute of Medical Technology utilizes almost 6000 square feet occupied by classrooms, laboratories, administrative offices, a student lounge and computer lab, and other work areas. The school is conveniently located at a major Tulsa location at the intersection of South Garnett and the Broken Arrow Expressway. It is easily accessible by road and highways. Free parking is available to all students and staff. Each AIMT program is taught in specially built, well equipped, well-lit, neat, clean classrooms and laboratories. The student lounge facility has vending machines that stock a variety of soft drinks and snacks and a student refrigerator.

The school, the facility it occupies, and the equipment it uses complies with all Federal, State and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to handicapped persons and have a dedicated restroom in full compliance with ADA specifications.

ADMISSION PROCEDURES

AIMT welcomes all applicants regardless of age, race, creed, color, sex, national origin, or religion, ethnic background, or physical handicap. All prospective students are interviewed and given an application package, which includes the Course Catalog, Enrollment/Application Form, Course Description, Course Prerequisites, and school hours. Assistance is provided to complete the package and answer any questions concerning the academic programs. Each prospective student will have the opportunity to meet with one or all of the department heads (depending upon the availability). Department heads can make acceptance recommendations based on personal interview with the prospective student. Applicants are provided a tour of the facility. Campus activities and procedures are explained.

If the prospective student decides to enroll, an enrollment agreement is completed. A School Officer for final acceptance, if any, will then review the final applications along with the required testing. An enrollment agreement is complete when signed by both the student and a designated School Officer.

ADMISSION REQUIREMENTS

Applicants wishing admittance to this program must fulfill the following conditions:

AIMT is not an ATB school. All applicants are required to have a High School diploma or GED equivalent. Applicants to the Diagnostic Medical Sonography program must meet one of the following:

- One-year of attendance at an educational program in an Allied Health field, or one-year health care related experience.
- School-level, college-prep, HS or post HS course work in Human Anatomy & Physiology. Some Algebra is a definite plus.
- Baccalaureate Degree in any subject automatically qualifies for acceptance.
- The program directors have the privilege to accept any HS graduate on the basis of a personal interview with said student-prospect by determining student's academic background, motivation, career-focus, family background and support. Program directors will document additional program acceptance information that will remain in the student's file.

ENTRANCE TEST

All applicants for the DMS, CHT Program are required to take and pass an Entrance Test. Should the applicant fail their first try, a second attempt is allowed seven (7) days after taking the first test.

FINANCIAL ABILITY

The student will be assessed on their financial ability to pay for the program. Funding sources will be recommended during this time.

AGE

The applicants must be 18 years old and beyond the age of compulsory school attendance.

Student applicants falling 'within' the age of compulsory school attendance may be enrolled under the following conditions:

- a. Must meet all other criteria for program attendance.
- b. Their enrollment documents including retail installment contract MUST be co-signed by a parent or legal local guardian.

- c. He/She MUST produce a letter from the local Junior or High School official stating that the student has voluntarily agreed NOT TO pursue compulsory school education.

The state and various other agencies may require criminal background checks before a student can be placed in externship or take professional licensing, certification, or registration examinations. These students may also be denied a license or certification to practice in some states, even if the licensing exam is taken and passed. Students are responsible for inquiring about requirements prior to enrolling in the program. Students are required to provide proof of shots [see list] taken, and will be subject to background check and drug testing prior to enrollment.

After eligibility for admission is confirmed, the applications are processed to complete the formalities of the admission process. Students receive a school catalog that lists all relevant information. If an applicant is not accepted, all monies paid are refunded.

NOTE: These admission standards are general. In addition to the above, each program has program specific acceptance requirements that are handed out to potential students by the program director at 'student orientation' or during one-on-one evaluation and acceptance. At this time the students are informed of other requirements such as:

- Background check
- Drug testing
- Travel to clinical sites
- Immunization and vaccinations, etc.

CREDIT FOR PREVIOUS TRAINING AND/OR WORK EXPERIENCE

Credits achieved from AIMT are transferable only at the discretion of the receiving institution.

- AIMT will consider awarding previous training credit to student applicants who have attended an accredited post-secondary institution or to training received in the military.
- Credit will be awarded only after the transcripts are evaluated; this must be completed prior to the first day of class. Credit may be granted for courses successfully completed with a grade of 'C' or better.
- Students will not receive credit for introductory courses.
- AIMT will also consider granting previous training credit for 'experiential learning" (work experience). Equivalency to related course work may be determined by the submission of supporting documentation such as job description, a description of the equipment used, and verification of employment from the previous employer.
- AIMT will document the credit(s) awarded for either of the above reasons and list the portion of the course(s) for which the credit is awarded. Such credit(s) will be maintained in the student's permanent records and will be indicated on the school's official transcripts.
- The cost for credit for previous training/work experience is based on the fee per credit hour instruction of the particular program.

CLASS SIZE

Class size depends on the program. At the present time, class size for the DMS, CHT programs are 20:1, and for the ECHO program 7:1.

TUITION POLICIES

American Institute of Medical Technology (AIMT) finds that in order to achieve and maintain the highest standards possible in instruction, related equipment, and facilities; student's registration fees must be fully paid upon enrollment. Other financial arrangements are made in advance and stated in the "Enrollment Agreement".

Any delinquency in tuition payment over thirty (30) days will place the student in jeopardy of suspension from the training program unless mutual satisfactory arrangements can be made. Should such suspension occur a \$100.00 re-registration fee will be required to re-instate.

All tuition, fees, and other financial charges must be paid in full before the school will release a diploma, certificate of completion, transcripts, provide any referral assistance, documentation, or verification of course completion to any entity, future employer, or student to obtain licensing, job or registry credentialing. Students are advised to make arrangements prior to exiting school with the business department or the campus director. A signed document needs to be in student's folder evidencing such an arrangement. The school also reserves the right to sell/transfer the 'Retail Payment Contract' to a third party.

The total tuition for any specific program is the same for all persons at any given time. All extra charges and costs incidental to training are disclosed to prospective students before enrollment.

Tuition is to be paid per academic year. An academic year is at least thirty (30) weeks of training and at least thirty-six (36) quarter credits. The Mid-point of an academic year is eighteen (18) quarter credits. A class hour is fifty (50) minutes of classroom instruction (minimum) with a ten-minute break (minimum).

REGISTRATION FEES

Enrollment registration fee for all applicants is \$100.00.

Three Day Cancellation Policy

The Oklahoma Board of Private Vocational Schools mandates that a student may cancel his/her enrollment agreement with the school without assigning any reason or any penalty or obligation until the midnight of the third business day following enrollment. **Such cancellation request MUST be made in writing or in person or by registered mail to the School Director.** The school may also terminate the student's enrollment if the student fails to satisfy admission criteria or fails to pass the entrance exam.

After the expiration of a 'no obligation' **THREE-DAY CANCELLATION** window, the following will apply:

REFUND POLICY

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

(The last date of actual attendance is used in calculating any refund amounts)

- ***WITHIN FIRST WEEK:*** When students terminate their enrollment after entering school but within first week of classes, the school will retain **10% of the contract price plus \$100, but in no event, more than \$300.**
- ***AFTER FIRST WEEK:*** When students terminate their enrollment after one week but within the first **25%** of the course, the tuition retained by the school will be **25% of the contracted price plus \$100.**
- Students terminating their enrollment over **25% of the course but within 50%**, the tuition retained by the school will be **50% of the contract price plus \$100.**
- Students who have completed more than **50%** of their course, **NO** refund will be given.
- **NO** refund will be given for Books and supplies.
- Students **rejected** prior to class start will be entitled to a **full refund.**
- Students **denied** admission for not passing the admissions test or not fulfilling other enrollment criteria would be entitled to a **full refund** if any money were paid at the time of the commencement of the enrollment process.

Although a student completing more than 50% of the course is not entitled to any refund of tuition, in exceptional circumstance, however, the school may negotiate a fair and reasonable settlement with the student. In any case, if the amount that you have paid is more than the amount you owe for the time you attended school, then the refund will be made within 30 days of withdrawal. If the amount you owe is more than the amount you have paid, then you will need to make arrangements to pay the balance.

If you have any complaints, questions, or problems that you cannot work out with the school, write to or call:

THIS AGREEMENT IS NOT BINDING UNLESS THE STUDENT AND THE SCHOOL OFFICIAL HAS SIGNED DOCUMENTATION. IF YOU HAVE ANY COMPLAINTS, QUESTIONS OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL

Oklahoma Board of Private Vocational Schools
3700 North Classen Blvd., Suite 250
Oklahoma City, Oklahoma 73118
Telephone: (405) 528-3370

SPECIAL CIRCUMSTANCES WAIVER

In case of prolonged illness, accident, death in the family or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made.

EXTERNSHIPS

The final phase of study for some programs includes an externship or clinical experience that is without compensation. Although the clinical or office professionals at their externship site supervise students, they must continue to maintain contact with the institution's externship coordinator on a regular basis. At the discretion of the School, the externship or clinical experience may be assigned outside the general residential area, possibly requiring relocation and additional costs to the student.

- During externship or clinical training, students are expected to perform in an ethical, professional manner, and to assist the professional in all matters appropriate to the scope of practice.
- All externship or clinical sites are carefully selected based on an evaluation of the site personnel, facilities, geographic location, availability, and type of learning experience provided.
- The School maintains affiliation agreements with a variety of facilities. Students should be aware that some facilities might have special requirements that must be met. Students are encouraged to seek out externship or clinical sites under the guidance of the program director or clinical coordinator. If a student has a particular interest in a facility with which the School is not affiliated, the student may bring this to the attention of the program director or clinical coordinator so the site may be evaluated.
- If a student is absent from externship or clinical training, the student must inform both the site and the School.
- The externship or clinical facility will submit evaluations of the student's performance based on the standards set by the School. Students must satisfactorily complete the externship or clinical assignment and submit an approved verification of time completed in order to graduate.
- Failing the externship or clinical training or demonstrating unprofessional or unethical behavior may result in failure to graduate. A reassignment of the externship or clinical training will be evaluated on a case-by-case basis, and may result in additional charges.
- More information will be provided to students entering the program at the time of orientation.

Student needs extend beyond the classroom and the Educational Instruction provided there. The socio-economic issues that compete for the student's attention often influence negatively on their desire and ability to learn. It is for this important reason that AIMT has created the Student Services Office. The Office of Student Affairs offers assistance in areas such as academic counseling, tutoring programs, lodging, transportation, and professional counseling referrals to various community agencies.

HOUSING

Housing information assistance is available through different community based agencies. Listings for off-campus housing information is obtained from the Student Affairs Office.

PARKING

The facility has ample parking available to students. Parking is free of charge at designated areas.

JOB ASSISTANCE

AIMT provides job placement assistance upon course completion. However, we do not guarantee students a job upon course completion. We believe that the training provided at AIMT qualifies a student for an entry-level position in the field of his/her study/instruction. Student Affairs maintains a list of referrals and some information which the students may use in their job search.

GUIDANCE

The student affairs coordinator and program coordinator are available to the students at any time for guidance on any issues that may affect the student's performance at school, including classroom, lab, personal, and health issues. The students are given the program director's personal phone numbers so that assistance is available at all times. Students are encouraged to seek out help as needed and all matters are strictly confidential.

CAREER ADVISING/REFERRAL INFORMATION

The program director is available to the students for assistance regarding job search, interview skills, resume writing, or any other help required in the student's search for employment upon course completion. Students are encouraged to speak with staff/faculty (whoever they are comfortable with) for any personal issues they might have. AIMT posts referral numbers to state agencies on our student announcement board.

Hours of Operations

The hours of operation at AIMT are:

CLASSES

Monday through Thursday	8:30 AM to 9:30PM
Friday	8:30 AM to 5:00PM

BUSINESS OFFICE

Monday through Thursday	8:30 AM to 5:00PM
Friday	8:30 AM to 4:00PM

Students are encouraged to schedule time on Fridays for extra lab time, tutoring, or making up missed work. All classes are held at AIMT's campus. No distance learning is available at this time.

FINANCIAL AID SERVICES

AIMT's financial aid programs stem from the belief that student aid services should facilitate and foster successful academic participation of financially needy students. It is, therefore, the goal of the financial aid office to provide students with the most current financial aid information.

THE PROCESS

The office of the student financial aid is handled by an on-campus Financial Aid Advisor, and serviced by a third-party servicer Deborah John & Associates [ECAR is amended to reflect changes]. Prior to enrolling at AIMT, all applicants are encouraged to visit the office of the Financial Aid Advisor to explore the availability of TITLE IV funding for the applicant's program of study. The Financial Aid Advisor provides all relevant information to prospective students, and requests students to file their FAFSA on-line. The Financial Aid Advisor explains to the student and their families of their obligations, before entering into any contractual agreements.

There are many forms which may be required to evaluate student aid eligibility. However, once a student has enrolled in their program of interest and the online FAFSA has been completed, additional documents may be requested to complete processing of the aid request. Students are notified in person, regular mail and/or email if any additional documents are needed to process aid. ISIR's are received electronically by the institution along with notification if a student has been selected for verification by USDE. AIMT follows the verification standards and policies of the Central Processing System of verifying 30% of all students applying for Title IV funding. Each student selected for verification is required to submit all requested documentation to ensure timely disbursements of financial awards. Examples of verification documents are:

1. Completed verification worksheet
2. Prior year tax returns
3. Income statement from employer
4. W-2's and/or recent paystubs
5. Divorce and/or legal separation decree
6. Court ordered child support documentation

Failure to submit requested documentation may result in funding not being received. Under certain circumstances, verification documentation is not required.

The award letter is sent to the College by DJA and a copy is given to the student after all awards have been explained. If the awards package includes student loans, a Master Promissory Note is completed by the student and forwarded to the proper division of the Department of Education for processing. Upon approval, funds will be requested by the Financial Aid Office coinciding with the proper disbursement dates.

All students are required to meet the **Satisfactory Grades & Attendance Policy** as set forth by the College prior to disbursements being requested and applied to the student account. In the case of a student not meeting satisfactory criteria, Title IV disbursements will not be requested and/or disbursed until such time as the student reaches a satisfactory level. AIMT is required at different times to report the status of enrollment, grades and attendance furnishing this information to the USDE upon request.

Every student applying for Title IV must attend a mandatory Entrance Counseling session during which time information will be provided regarding Title IV funding, including the opportunity to ask questions regarding loans and grants offered at the College.

Students are also required to attend a mandatory EXIT counseling session prior to completion. They will receive information regarding their lender, amounts owed and repayment terms.

During the process, the on-campus Financial Aid Advisor and the third-party servicer remain in close contact to service the student. The institution is approved for the following loans and grants:

Loans:

William D. Ford Direct Subsidized Loan
William D. Ford Direct Unsubsidized Loan
William D. Ford Direct Parent Loan (PLUS)

Grants:
Federal Pell Grant

Students are encouraged to seek outside 3rd party financial assistance to help cover tuition and expenses incurred while attending school. Examples of 3rd party agencies are:

1. Veteran's Administration Tuition Benefits
2. Workforce Oklahoma
3. Vocational Rehabilitation
4. American Indian Training/Career Offices

3rd party agencies may include but are not limited to current and/or future employers, parents' employers (Some companies offer scholarships to employees and their families), etc. The College will assist in completing the necessary paperwork to receive outside funding but it is ultimately the student's responsibility to ensure that proper paperwork is completed and submitted in a timely manner.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan plus interest less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, and loss of eligibility to future loans.

PROFESSIONAL JUDGEMENT - CRITERIA

AIMT may use a Professional Judgment Form whenever professional judgment criteria are warranted; and is used solely at the discretion of the Financial Aid Advisor. If this form is deemed necessary, additional supporting documentation may be required. Your Financial Aid Advisor will inform you of these requirements. Examples of situations requiring this document are:

- Independent/Dependent student status
- Reduction and/or loss of income
- Unusual medical and dental expenses
- Childcare and dependent care costs
- Support of extended family

RETURN TO TITLE IV - TREATMENT

Federal regulations for financial aid require that students who withdraw from their classes before the 60% point of the program must return part of their financial aid funds to the U.S. Department of Education because the money is unearned if a student is not enrolled in classes.

Withdrawing from classes can happen in two ways. AIMT students can withdraw on their own, or the school director at the recommendation of the program director, also have the choice of terminating students who do not meet the school's established

attendance or academics policies. Should this happen, the financial aid office will determine the amount of federal financial aid (Pell Grant, SEOG, student loans, parent loans) that a student earned as of the withdrawal date. The withdrawal date will be calculated as the last day of attendance. The order in which Title IV program funds will be returned are as follows; Unsubsidized, Subsidized, Pell . At this time Return to Title IV funds is computed by Deborah John & Associates [Third-Party Servicer]. For additional information, please contact the financial aid advisor.

RIGHT TO CANCEL

You may cancel your enrollment contract with the school without any penalty or obligation until the midnight of the third business day following your enrollment. Such cancellation requests **MUST** be made in person or by registered mail to the school Director. Please read and understand the following rules that will apply should you decide to terminate yourself from school **after** the expiration of a 'no obligation' **THREE-DAY CANCELLATION** window.

- If you withdraw from the college up through the 60% point in any payment period and received financial aid in the form of a loan or grant, federal laws require that the school, and in some cases, you, the student return funds you did not earn to the U.S. Department of Education. The amount of federal financial aid that you have earned is computed by (1) determining the percentage of the payment period for which federal financial aid was awarded and completed, and (2) multiplying such percentage by the total amount of federal aid that was, or could have been disbursed on your behalf for the payment period as of the date you withdrew. After the 60% point in the payment period, you will have earned 100% of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in your owing additional funds to the school to cover tuition charges previously covered by the federal financial aid prior to your withdrawal.
- The last date of actual attendance is used in calculating any refund amount. The refund paid to you for your program shall be calculated as follows: [Hypothetical Example]

The total tuition paid for a 900 hour program, including \$100 registration fee	\$18,000.00
Deduct the registration fee	\$100.00
Remaining tuition paid	\$17,900.00
Divide the remaining tuition paid by the total clock hours (900) to determine hourly rate	\$19.888
Number of clock hours completed	\$500.00
Multiply the hourly rate by the completed hours (500) to determine the tuition owed	\$9,944.44
Subtract the amount from the remaining tuition paid to calculate the refund amount	\$7,955.56

Although a student completing more than 60% of the course is not entitled to any refund of tuition, in exceptional circumstances, however, the school may negotiate a fair and reasonable settlement with the student. In any case, if the amount that you have paid is more than the amount you owe for the time you attended school, then the refund will be made within 45 days of withdrawal. If the amount you owe is more than the amount you have paid, then you will need to make arrangements to pay the balance.

STUDENT RECORDS

All student financial aid records are maintained in a fire-proof filing cabinet at a secure place within the school premises with limited access by authorized school personnel.

Prior to graduation, every student receiving Title IV assistance is required to attend a mandatory Exit Counseling session. At this time, the Financial Aid Administrator will provide information regarding loans and grants, estimated payments, lender information, etc. We ask that each student furnish the school with changes in address and/or phone numbers at this time.

CRIME AWARENESS AND CAMPUS SECURITY

In keeping with the requirements of the **Jeanne Clery** Disclosure of Campus Security Policy and Campus Crime Statistics Act, all students enrolling at AIMT receive information on campus crime awareness, and crime statistics (documented) for the past three years. The school also distributes annually to all current students and employees the campus security report in its entirety. The report contains actual campus statistics as well as all required policies, procedures, and disclosures.

DRUG AND ALCOHOL ABUSE AND AWARENESS

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), the school provides drug free school and workplace information to all its students during the admission process. This package includes legal sanctions under local, state, and federal law for unlawful possessions, use, or distribution of illegal drugs and the abuse of alcohol, and a list of any drug or alcohol counseling, treatment, and rehabilitation programs that are available to the students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students and their parents certain rights with respect to their education records:

1. The right to inspect and review the student's education records during normal hours with an appointment within 30 days of the school receiving such request.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate, misleading or in violation of privacy.
3. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without prior consent from the parents and the eligible student. The school may neither release nor disclose personally identifiable information contained in the student's educational records to outside employers, agencies, or individuals without first securing written release from the parent or eligible student, unless permitted by the Act.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address that administers FERPA is:

Family Compliance Office,
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. The rights accorded to, and consent required of parents under this Act transfer from parents to the student once the student becomes eligible.

ATTENDANCE POLICY

A 100% attendance is expected of each student attending programs at AIMT. The school considers punctuality and consistent attendance as mandatory. Students are expected to attend classes, as they would be expected to attend their employment. Students must be attending 80% of instructional activity to maintain the minimum attendance standard. Attendance is evaluated at the completion of each module, and those whose aggregate attendance is below the minimum will be placed on official probation. Failure to rectify substandard attendance will necessitate action on the part of the Program Director, which may include dismissal of the student from the school. A Certificate of Graduation or Diploma cannot be awarded unless a student has met the minimum attendance requirements.

TARDINESS

Three (3) tardies will be documented as a full day's absence. A student is considered tardy when he or she comes to class late or leaves class early. For purposes of definition, a student shall be considered tardy when he or she is (1) minutes late to class or he/she leaves class early.

CONDUCT

AIMT believes that in today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for and should report the following violations while on school, fieldwork, clinical, or externship property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification. Alteration or misuse of school documents.
2. Theft of, or deliberate destruction, damage, misuse or abuse of, school property or the property of private individuals associated with the school.
3. Insubordination or Inappropriate profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities.
4. The use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas.
6. Failure to comply with school officials acting within the scope of their employment responsibilities.
7. Failure to comply with any regulation not contained in official school publications but announced as administrative policy by a school official or other person authorized by the executive director of the school.
8. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the school property.
9. Violence or threats of violence toward persons or property of students, faculty, staff, or the school.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension or dismissal. Students dismissed for conduct violation will not be readmitted.

PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus and at the assigned externship location. The student should show concern for dress and be aware that what is proper-for-the-workplace is proper-for-school. Students are expected to practice good personal hygiene and maintain a neat and professional appearance at all times. Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

TERMINATION POLICY

Termination occurs within seven (7) days after the student stops attending class or upon the date of formal withdrawal from the program. If the student fails to return from a granted leave of absence, their termination date will be the date that they fail to return to class.

If a student withdraws within the first three days, books can be returned for refund provided they are in like-new condition. Students who withdraw after the first three days will be charged for any books that were issued. Students may be terminated for misconduct to include, but not limited to:

- Violation of safety rules, loitering, drinking of alcoholic beverages on school premises, evidence of drug use or possession, destruction of school equipment tools or materials, continued violations of school rules.
- Unsatisfactory attendance
- Unsatisfactory academic progress

APPEALS PROCEDURE - TERMINATED STUDENTS

Students terminated from school due to unsatisfactory academic performance or for any other disciplinary action/cause may submit an appeal in writing to the school director explaining in detail why their application for re-instatement should be considered. The student's appeal will be reviewed by no later than seven calendar days from date of receipt. The student will be notified in writing of the school director's final decision.

CONDITIONS FOR REINSTATEMENT

To be reinstated to regular status, student must seek to correct academic deficiencies by retaking courses they have failed, or practicing previously learned skills. Once the student has met the minimum satisfactory progress standards, they may be reinstated as regular students.

CANCELLATION, POSTPONEMENT OR SCHEDULE CHANGES

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable. The school reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, with approval of the Oklahoma Board of Private Vocational Schools, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will changes diminish the competency of any program or result in tuition changes for current attending students.

NON-DISCRIMINATION POLICY

American Institute of Medical Technology (AIMT) does not discriminate based on sex, age, race, national origin, creed, religion, or handicaps that would not preclude employment within a selected program area.

STUDENT GRIEVANCE PROCEDURE

If a student has a concern or problem with their program, he/she should first discuss matters with their instructor. If the situation is not course related, then it should be taken to the Student Services or Admissions Department. If the situation remains unresolved, a written statement detailing the concern must then be given to the School Director. If an initial conference cannot resolve the problem, the School Director may call all parties together to attempt a resolution. The student will then be notified in writing of all decisions along with an explanation of all actions taken by the school. If the problem/concern remains unresolved, students may contact:

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS

3700 N. Classen Boulevard, Suite 250

Oklahoma City OK 73118

(405) 528-3370 Tel

(405) 528-3366 Fax

RECORD RETENTION

Students are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five year period.

HOLIDAYS

American Institute of Medical Technology observes the following holidays each year.

New Year's Day Martin Luther King Jr. Birthday President's Day Memorial Day
Independence Day Labor Day Veterans' Day Thanksgiving Holidays Christmas Break

SCHOOL CALENDER & BREAKS

Currently, DMS & Echo classes start in spring and fall [every six months]. The DMS program is divided into three modules of six months each. There is a one-week break between modules. The Echo program runs from start to completion and is completed in less than six months. Dialysis Technology and Ophthalmic Technology classes will start every four months. The institution reserves the right to re-schedule or cancel class start dates depending upon enrollment.

Satisfactory Academic Progress Policy

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION [Quantitative Measure]

All students must complete their program in a period not to exceed 1.5 times the normal length of the program as measured in credit hours. For example, a student must complete a 100 credit hour program within 150 credit hours. If the student can not complete the course within this time frame, he/she will be terminated from the program.

ATTENDANCE EVALUATION

Student attendance progress evaluation occurs during each module and upon completion of each module. Students must complete more than 80% of the hours scheduled in order to remain eligible for title IV, HEA program funds and advance in the program. Students who do not meet this minimum are subject to disciplinary action and even suspension or dismissal. Students satisfying the minimum attendance requirement are able to complete the program within the maximum time.

ACADEMIC PROGRESS [Qualitative Measure]

Student academic progress evaluation occurs upon completion of each module. Student's aggregate grade at the end of each module must meet the minimum criteria of 75% (C letter grade) based on a 100% grading scale. Students must meet the minimum criteria to remain eligible for title IV, HEA program funds.

GRADING SYSTEM

Students are graded by objective written tests, quizzes and assignments based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills.

MISSED EXAMS

Students are to take any missed test upon their immediate return to school. There will be an automatic 10% deduction for any missed test or quiz. If the exam is not made up upon immediate return to school the grade of zero will remain as a permanent grade on the student's record. The instructors/Department Head have the option to administer an alternate exam.

FAILED EXAMS

Students are allowed up to one week to re-take a failed test. If the exam is not re-taken the failed grade will remain as a permanent grade on the student's record. The maximum grade possible on a failed exam which is repeated is 70% (C). There are no retakes on final exams.

For theory classes, homework and quizzes count for 25%, tests count for 50%, and finals count for 25%. For lab courses, quizzes count for 10%, competencies count for 60%, and the final counts as 30%. For externship, evaluations count 30%, competencies count 50%, case presentations count 10%, and participation counts at 10%.

COMPETENCY GRADES

Students are allowed up to one week to re-take a failed competency at a maximum of 70%. Students that fail a single competency three (3) times are automatically dropped from the program. There are no retakes on final Competencies.

AIMT utilizes the following grading system:

GRADE	PERFORMANCE	GRADE VALUE
A	Excellent	4.0 90 - 100%
B	Good	3.0 80 - 89%
C	Average	2.0 70 - 79% [minimum to graduate 75%]
D	Below Average	1.0 60 - 69%
F	Failure	0.0 0 - 59%
W/F	Withdraw/Failing	0.0
W/I	Withdraw/Incomplete	0.0
TC	Transfer Credit	0.0

PROBATION

Students who are not making satisfactory progress (academic or attendance) may be placed on probationary status for a maximum of 30 days. Students may re-establish their good standing by improving their attendance and/or their grades to satisfactory levels by the end of the probationary period. Failure to improve to satisfactory levels will result in the loss of eligibility for title IV, HEA program funds and termination from the program. AIMT evaluates students' satisfactory progress as per the following schedule:

Evaluation Point	Minimum GPA
33% of Program Completed	2.5
66% of Program Completed	2.5
100% of Program Completed	2.5

LEAVE OF ABSENCE

A student may request in writing for personal reasons, a leave of absence. The leave of absence must be approved by the School Administration in writing. A leave of absence may be given for up to 60 days or until the re-start of a specific class or module as determined by the administration. Students who fail to return from the leave of absence on scheduled date will be dropped from the class. Veterans Affairs will be notified immediately if a veteran student is granted leave of absence.

INCOMPLETE

An Incomplete (I) grade is given when required tests and course work have not been completed by the end of the course. If a student receives an unsatisfactory grade on a course, he/she must repeat it when it is next offered. The same course may not be repeated more than once. Failure to comply within the time limit will result in the incomplete grade reverting to a grade of "F" for that course work. Students must contact their instructor to make-up any incomplete course work. Incomplete externship hours must be completed within a reasonable time from the scheduled end date of the externship. Due to availability of sites and length of hours required, additional time may be granted on an individual basis for all students.

Note: for SAP purposes, AIMT does not offer any remedial courses and there are no non-punitive (pass/fail) grades.

WITHDRAWAL

Students who withdraw or are terminated from a course or program of study are charged according to the refund policy on the enrollment agreement. All courses not completed at the time of withdrawal will be assigned grades of "W" and the student will be deemed to have failed the course. Failing grades count in credits attempted.

FAILED COURSE

Students who fail a course are allowed to repeat the course provided they are able to complete the program within one and one half times the published program length. Repeating a course is at the student's expense. Eligible students may use financial aid to cover the expense.

Students repeating a course must complete all class work and tests. Both the original earned grade and the repeated course earned grade are recorded on the official transcript. To successfully repeat a failed course a student must earn a minimum grade of 75% (C) for the repeated course.

READMISSION/RE-ENROLLMENT

All withdrawn or terminated students who re-enter must have all monies previously owed to the school satisfied. The student will be responsible for the following fees: enrollment fee, tuition fee minus any money received, and any other published fees as necessary. Applicable credits attempted in the prior enrollment (with Directors approval) may be included in the credits used to determine if the student can complete the program within one and one half times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

MAKE-UP POLICY

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see all missed work is made up. There is no make up for lost didactic time. A test may be taken for make-up but does not cover for lost time. Lost hours put a student in jeopardy of dropping below the 80% attendance policy of the school; students that fall into this category are put on 10 day probation.

SATISFACTORY PROGRESS APPEALS PROCEDURES

Students who wish to appeal determination of unsatisfactory progress or attendance must submit a letter to the School Director. The letter should describe all circumstances the student feels deserves further consideration. The Review Committee will review the students' appeal, the students' academic records, attendance, and may call upon students' instructors to determine relevant information. The findings and decision of the Review Committee will be given to the student in writing.

GRADUATION REQUIREMENTS

The candidates for graduation must:

- a) Complete with a passing grade all requirements for their program of study within the maximum time frame permitted and attain a minimum *GPA* of 2.5
- b) Have maintained a minimum of 80% attendance during the program time frame.
- c) Fulfill all financial obligations and the tuition must be paid in full, or arrangement made with the financial assistance department.

Upon completion of the requirements listed above, the candidate is eligible to participate in graduation exercises.

DEFINITION OF A UNIT OF CREDIT

The institution measures its programs in quarter credit hours. One quarter credit hour equals:

- 10 Lecture clock hours
- 20 Lab clock hours
- 30 Externship clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

Programs Offered

- Diagnostic Medical Sonography (DMS)
- Echocardiography Technology (ET)
- Clinical Ophthalmic Technology (COT)
- Clinical Hemodialysis Technology (CHT)

*Students graduating from these programs are qualified to set for the following certification or registry exams:

DMS - Registered Diagnostic Medical Sonography

(Note: depending on his/her educational background, some graduates may be required to work for one year before taking American Registry of Diagnostic Medical Sonography exams.)

ET - Registered Diagnostic Medical Sonography

COT - Certified Ophthalmic Technician

CHT - Certified Clinical Hemodialysis Technologist

Diagnostic Medical Sonography

This Diagnostic Medical Sonography program is designed to provide entry-level training to persons with at least a High School or equivalent education who wish to embark on a career as a sonographer. A sonographer explains the sonographic procedure to the patient, prepares him/her for the examination, and then administers it. As part of the sonogram, the sonographer obtains images in real time, performs the necessary measurements on anatomy being imaged, and then provides this information to the interpreting physician who makes the best possible diagnosis based on the findings. This program prepares the student to take the registry for the RDMS credentials and to perform sonograms. This specialized technical knowledge and training will provide the student with the best foundation for entry-level employment in the field of sonography. It may be noted that AIMT only undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. Depending on his/her educational background, some graduates may be required to work for one year before taking the ARDMS exams. There are two class starts per year, one in the spring and one in the fall. All courses are offered only in a residential format.

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Course Number	Subject/Phase	Lecture	Lab	Ext	Total - Qtr/Clk Hrs
DMS 190	Introduction to Sonography	1/10			1/10
DMS 191	Test Taking Skills	1/10			1/10
DMS 192	Algebra	2/20			2/20
DMS 193	Oral And Written Communication	3/30			3/30
DMS 200	Human Anatomy / Physiology	10/100			10/100
DMS 201	Medical Terminology	6/60			6/60
DMS 202	Issues in Health Care	8/80	1/20		9/100
DMS 203	Abdominal Sonography	12/120			12/120
DMS 204	Abdominal Clinical Skills		5/100		5/100
DMS 205	Small Parts Sonography	6/60			6/60
DMS 206	Small Parts Clinical Skills		3/60		3/60
DMS 207	Ultrasound Physics	8/80			8/80
DMS 208	OB/GYN Sonography	20/200			20/200
DMS 209	OB/GYN Clinical Skills		4/80		4/80
DMS 210	Vascular Sonography	8/80			8/80
DMS 211	Vascular Clinical Skills		5/100		5/100
DMS 212	Externship (clinical rotations)			34	34/1020
	Total Quarter Credit Hours	85/850	18/360	34/1020	137/2230
	Clock Hours	850	360	1020	2230
	Weeks	46		26	72

Conversion Rate:

One Credit Hour Equals: 10 Didactic / 20 Lab / 30 Externship *(In compliance with ABHES requirements)*

COURSE DESCRIPTION

DMS - 190 Introduction to Sonography

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, and landmarks used in sonography.

DMS - 191 Test Taking Skills

This course is designed to arm the students with strategies for time management, study skills, and methods for taking tests that will help them to obtain optimal scores on exams in the DMS program as well as the ARDMS registry exams.

DMS - 192 Algebra

This course is designed to teach the students how to manipulate equations, solve for single variables, manipulate and convert metric units, and manipulate formulas to solve for the missing value. This course is targeted to the skills needed by sonographers to pass the physics component of the ARDMS registry exams.

DMS - 193 Oral and Written Communication

This course will help develop the student's skills in effective communication for personal, business, and professional use. The course will teach students how to present summary findings to the interpreting physician. This includes written communication, nonverbal communication, listening skills, small group communication, oral presentations, resume preparation, and interviewing skills.

DMS - 200 Human Anatomy / Physiology

This course covers normal gross anatomy and physiology as well as common pathologic conditions. All aspects are covered including cardiovascular, respiratory, genitourinary, endocrine, musculoskeletal, digestive, hepatobiliary, integumentary, lymphatic and nervous systems.

DMS - 201 Medical Terminology

This course will give the students an understanding of the various meanings and origins of medical words, prefixes, suffixes, and diagnostic and symptomatic vocabulary. It will also cover medical abbreviations.

DMS - 202 Issues in Healthcare

This course covers the issues in medical ethics as they apply to Allied Health workers. It also covers HIPAA legislation, nursing procedures, treating patients, families, and coworkers with dignity, and other business issues in sonography.

DMS - 203 Abdomen

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic condition seen in sonographic procedures are covered. This course will cover the liver, pancreas, gallbladder, biliary tract, spleen, urinary tract, adrenal glands, abdominal wall, retroperitoneal cavity, abdominal vessels, and intestines.

DMS - 204 Abdomen Clinical Skills

This is a lab class involving developing hands-on scanning skills for the abdominal sonography protocols.

DMS - 205 Small Parts

The sonographic appearance and anatomy of the thyroid and parathyroid glands, the male and female breast, the male scrotum and its contents, and various joints and tendons will be covered in this course. The increasing role of sonography in the areas of breast imaging and musculoskeletal imaging will be emphasized. Scanning protocols and common pathologic conditions will be discussed.

DMS - 206 Small Parts Clinical Skills

This is a lab class involving developing hands-on scanning skills for the small parts sonography protocols.

DMS - 207 Ultrasound Physics & Instrumentation

This course provides the students with knowledge for the understanding of the physical concepts of diagnostic ultrasound including definition of sound, sources of sound, wave motion, frequency, and wavelength of sound. Also covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, Doppler physics, and color flow Doppler imaging.

DMS - 208 OB/GYN

This course will cover the normal anatomy and sonographic appearance of the pregnant and non-pregnant uterus, ovaries, placenta, and fetus at all stages of pregnancy. Trans abdominal and trans vaginal imaging will be discussed. Dating and clinical stages of pregnancy, complications, and possible pathologies will also be covered. The role of Color Doppler in evaluating the fetus and placenta will also be discussed. Sonographic scanning protocols and scanning techniques will be covered for evaluating both the non-pregnant pelvis and fetus at all stages. Multiple gestations, fetal anomalies, infertility, and oncology will be given specific attention.

DMS - 209 OB/GYN Clinical Skills

This is a lab class involving developing hands-on scanning skills for the OB/GYN sonography protocols.

DMS - 210 Vascular Technology

The gross anatomy of the venous and arterial systems of the upper and lower limbs, abdomen, and extra-cranial head and neck is reviewed, and pathologic processes are discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols.

DMS - 211 Vascular Technology Clinical Skills

This is a lab class involving developing hands-on scanning skills for the vascular technology protocols.

DMS - 212 Externship

During this phase, the student will be placed in an externship at a hospital, imaging clinic, or doctor's office for a period of (52 weeks) 12 months, where the objective is, that the student should perform a minimum of 600 procedures in all modalities, under the supervision of a physician or a registered sonographer looking over his/her shoulder. This fulfills one of the ARDMS exam pre-requisites and allows the student to observe abnormal pathology on real patients.

This Echocardiography Technology program is designed to provide advanced training to sonographers, medical doctors, EKG Technicians, and other qualified health care professionals who have the desire to cross-train to expand their technical skills. An echocardiographer explains the echocardiography procedure to the patients, and prepares him/her for the examination and then administers it. As part of the echocardiogram the technician obtains images in real time, performs the necessary measurements on the heart and its valves, and then provides this information to the cardiologist who makes the best possible diagnosis based on the findings. This program prepares the student to take the registry for the RDCS credential and to perform echocardiograms. This specialized technical knowledge and training will provide the student with the best foundation for employment in the field of echocardiography. It may be noted that AIIMT undertakes to assist-only its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. There are two class starts per year, one spring and one fall. All courses are offered only in a residential format

Type of Credit Hour: Quarter Credit

Certification Awarded: Certificate of Completion

Course Number	Subject/Phase	Lecture	Lab	Externship	Total
Echo 800	Patient Care	2			2
Echo 801	Anatomy, Physiology & Pathology	5			5
Echo 802	Diagnostic Echocardiography	6			6
Echo 803	Echo Physics & Instrumentation	3	1		4
Echo 804	Echocardiography Scanning Lab		5		5
Echo 805	Stress Echocardiography	1			1
Echo 806	Externship			7	7
	Total Quarter Credit Hours	17	6	7	30
	Clock Hours	170	120	210	500
	Weeks	24		6	30

Conversion Rate: One Quarter Credit Hour Equals 10 didactic or 20 lab or 30 externship hours (*In compliance with ABHES requirements*)

COURSE DESCRIPTION

Echo - 800 Patient Care

This course covers techniques of patient care that pertain to the practice of Echocardiography including observing vital signs, patient positioning, and heart rhythm monitoring.

Echo - 801 Anatomy, Physiology & related pathology

This course covers the gross anatomy and physiology of the heart. Detailed knowledge of the structures including heart chambers and great vessels will be covered. Dynamic motion of the heart's valves and walls including blood supply to the cardiac muscle and how it relates to the echocardiogram is the foundation of this course. Pathology of the heart including acquired heart muscle disease, pulmonary heart disease, valvular heart disease, endocarditis, valvular regurgitation, and diseases of the myocardium and pericardium as well as cardiac masses will be covered in this course.

Echo - 802 Diagnostic Echocardiography

This class will cover the pathology and scanning techniques to evaluate valvular diseases. Topics covered include aortic, mitral, and pulmonary valve stenosis and insufficiency. Use of Doppler in the study of blood flow, electromechanical events during cardiac cycle, pressure and blood flow velocity properties in the heart chamber, ischemic heart disease; the most common congenital conditions in the adults and aorta pathophysiology. The heart's conduction system and its blood supply are also covered as well as studies that relate to pacemakers and their implantation. Also covered are the diseases of the embryo and fetus, developing aging

and rheumatic. In the lab settings, students will learn and experiment with Real time, M Mode, Color Flow, Pulsed Wave Doppler, and Continuous Wave Doppler.

Echo - 803 Echo Physics & Instrumentation

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection, and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, and display monitor. Image pre and post processing, and temporal and spatial resolution are also covered. It will also include an overview of the hemodynamics of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as Color Doppler, Power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bioeffects, and safety are considered. Imaging performance evaluation of the AIUM phantom is discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

Echo - 804 Echocardiography Scanning Lab

This lab will cover topics relating to the techniques required to perform echocardiographic exams using ultrasound technology. It will include evaluation of the heart valves and chambers in the traditional views using 2D, M-Mode, PW and CW modalities and related hemodynamic information derived from valvular scanning to valve function and disease.

Echo - 805 Stress Echo

This course covers topics relating to the techniques required to perform stress echocardiographic exams using ultrasound technology. It includes evaluation of the heart and its valves in the traditional views using 2D pre and post exercise. Also discusses EKG and its application in the interpretation of stress echoes. Students will learn the concepts of stress echo and evaluation. Stress echoes are to be performed in a hospital setting under the supervision of a cardiologist or cardiac nurse assistant, therefore, no lab is associated with this course.

Echo - 805 Externship

Student will complete their externship hours in a hospital or clinic setting under the direct supervision of a registered echocardiographer. This experience is meant to help the student apply their skills to a "real patient" setting.

Clinical Ophthalmic Technology

The Clinical Ophthalmic Technology program prepares graduates with the knowledge, technical skills, and work habits required for an entry-level position as a Ophthalmic Technician and/or Medical Office Assistant. Students are trained to operate and monitor various equipment related to basic and ocular tonometry, clinical optics, ocular motility, and ocular pharmacology. The program teaches legal and ethical responsibilities of the Ophthalmic Technician and Medical Office Assistant in providing patient care. The students will learn to develop protocols for equipment evaluation and patient handling in practices and principles of ophthalmology. The program offered at AIMT is a program offering Ophthalmic & Medical Assisting concentrations that will provide graduates an edge in job search. Upon completion, students are prepared to take the Certification examination offered by The Joint Commission on Applied Health Personnel in Ophthalmology [JCAHPO] and be certified as a Certified Ophthalmic Technician.

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Course Number	Subject/Phase	Lecture	Lab	Externship	Total Hrs	Qtr/Clk
MA 200	Anatomy, Physiology & Medical Terminology	11/110			11/110	
MA 201	Medical Assisting Lab I		4/80		4/80	
MA 202	Pharmacology	3/30			3/30	
MA 203	Medical Assisting Lab II		3/60		3/60	
MA 204	Medical Office Skills	8/80			8/80	
MA 205	Legal Aspects & Ethics	2/20			2/20	
MA 206	Professional Development	2/20			2/20	
MA 207	Phlebotomy (Didactic & Lab)	1/10	2/40		3/50	
OT 300	Introduction to Ophthalmology	2/20			2/20	
OT 301	Ocular Anatomy & Physiology	2/20			2/20	
OT 302	Patient Care & General Psychology	2/20			2/20	
OT 303	Ophthalmic Instrumentation	1/10	2/40		3/50	
OT 304	Ophthalmic Pharmacology	2/20			2/20	
OT 305	Ophthalmic Optics & Contact Lenses	2/20			2/20	
OT 306	Ocular Motility & Special Diagnostic Techniques	3/30	2/40		5/70	
OT 307	Intermediate Ophthalmology	4/40	1/20		5/60	
OT 307	Sterilization & Surgical Assisting	3/30	2/40		5/70	
OT 308	OT Externship			28/840	28/840	
	TOTAL QUARTER CREDIT HOURS	48	16	28	92	
	CLOCK HOURS	480	320	840	1630	
	WEEKS	19	13	21	53	

Conversion Rate:

One Credit Hour Equals: 10 Didactic / 20 Lab / 30 Externship (As per ABHES conversion formula)

COURSE DESCRIPTION

MA 200 - Anatomy, Physiology & Medical Terminology

This course will introduce the student to the anatomy and physiology of all systems of the body. You will become versed in Medical Terminology, spelling, pronunciation and standardized abbreviations of medical terms. Instruction employs the mastery of basic root words, suffixes, and prefixes to quickly and effectively learn and understand terms used in a medical setting. Terminology will be integrated throughout the remainder of the program.

MA 201 - Medical Assisting Lab I

This course introduces students to OSHA and infection control, sterilization, and proper hand washing procedures. Patient interactions such as: taking patient history, vital signs, height, weight, pediatric measurement, eye & ear exams, pap smear, and EKG training are also covered. Students will apply all this to a hands-on practice in the lab.

MA 202 - Pharmacology

This course will introduce the student to related medical / legal ethics, drug classifications, terminology, and dosage calculations. Students will also learn to use the Physician's Desk Reference (PDR), abbreviations, symbols, charting, pharmacy calls, and the storing of medicines.

MA 203 - Medical Assisting Lab II

Students will receive training in first aid procedures and CPR. You will also have hands-on training in diagnostic tests and procedures including specimen collection, blood smears, throat cultures, urinalysis, assisting physician with minor office surgeries, as well as, identifying minor surgical instruments. This course includes administration of medications, classification of burns, coping with emergencies, and dealing with acute illness.

MA 204 - Medical Office Skills

Students are introduced to administrative skills needed for the efficient operation of a medical facility. Topics will include supervisory skills, statistical reporting, complaint issues, and managed care. Students are provided instruction on basic computer software applications, including medical office software. Keyboarding skills are enhanced during this class.

MA 205 - Legal Aspects & Ethics

The focus of this course is on ethical and legal issues affecting health information. It provides exposure to the American Legal System, legal terminology, and the new HIPPA revisions that address confidentiality, and access to medical information. Other topics include birth and death certificates, admissibility, discoverability, negligence, liability, living wills, and organ donation.

MA 206 - Professional Development

The student will be instructed on preparing a resume, including a cover letter, reference list and a follow up thank you letter. This course will help the students with proper dress and conduct during the interview along with filling out an application properly.

MA 207 - Phlebotomy (Didactic & Lab)

Students will learn the nervous system and perform clinical functions of capillary blood collection, centrifuge and blood smear collection, labeling and preparations. You will be instructed on proper needle disposal safety.

OT 300 - Introduction to Ophthalmology

As a student in this course you will understand terminology used in the Ophthalmology profession. Roles of each Ophthalmology team member are identified. Guidelines and knowledge of basic skills, diseases of the eye and their effect on the visual system are identified. This course defines the profession, along with discussing professionalism of the technician, including professional organizations that certify the technician and certification eligibilities.

OT 301 - Ocular Anatomy & Physiology

The student will be exposed to a comprehensive study of ocular anatomy and physiology, including the tissues and cellular structure of the eye. The study of the body's various systems and the cause and effect of the most common pathological conditions as they react and relate to Ophthalmology are incorporated into this curriculum. Tonometry is introduced, including complications and contraindications. Factors altering intraocular pressure are also covered.

OT 302 - Patient Care & General Psychology

The psychological and legal aspects of patient care are covered in this class. Basic interpersonal communications should include techniques for interviewing, questioning, and educating patients. Legal issues, such as HIPAA, OSHA, and lawsuits as they relate to Ophthalmology are discussed. Students will learn to aid patients with Ocular dressings and shields. Wellness and illness concepts, emergency procedures, including first aid knowledge is provided. Students are also trained on safety, security, and knowledge of prevention of contamination in the medical facility.

OT 303 - Ophthalmic Instrumentation

This course prepares the student to perform maintenance procedures on Ophthalmology instruments from set-up to clean-up. It covers procedures, definitions, descriptions, purpose and rationale. Students are trained in pre and post-ophthalmic treatment procedures. You will gain the knowledge to prepare, operate, store, and safely handle ocular equipment, such as: visual acuity projectors, muscle lights, direct and indirect ophthalmoscopes, retinoscopes, lensometers, tangent screens, perimeters, slit lamps, keratometers.

OT 304 - Ophthalmic Pharmacology

Learn the pharmacology behind the medications related to Ophthalmology. Pros and cons of each related medication are disclosed, including complications. You will learn to identify commonly administered drugs, such as mydriatics, cycloplegics, epinephrine, miotics, steroids, antibiotics, antihistamines, etc., and their abbreviations. Legal and ethical standards of drug dispensing and the various methods and routes of drug administration are also covered.

OT 305 - Ophthalmic Optics & Contact Lenses

Principles of basic and ophthalmic optics, including interaction of light and lenses, the law of optics, optical properties of the human eye, and measuring subjectively and objectively the refractive state of the eye. Principles of hard, soft, and gas permeable contact lenses are also covered, enabling you to assist in the fitting, verification, and evaluation of contact lenses and instruct patients in the insertion, removal, and care of contact lenses.

OT 306 - Ocular Motility & Special Diagnostic Techniques

Students learn fundamentals of extraocular muscle balance and binocular vision. The fundamentals of diagnostic tests and procedures, including visual fields, tonometry, and obtaining laboratory specimens will be discussed and described. You will be able to recognize any deviation from normal test results and perform tests such as ductions and versions, perform cover tests, and evaluate binocular vision to detect disorders such as strabismus and amblyopia. You will be instructed and practice appropriate procedures for collecting, labeling, preserving, staining, and culturing of specimens from patients with ocular problems.

OT 307 - Intermediate Ophthalmology

Building on the fundamentals of Ophthalmology learned in prior classes, students will learn to determine and classify visual field defects from disease, errors in visual field testing, aqueous humor dynamics, and Glaucoma. You will learn to identify and distinguish advanced spectacle principles and low vision aids. You will also learn the basics, defects, and artifacts of photography and fundus photography.

OT 308 - Sterilization & Surgical Assisting

Students will be trained in the fundamentals of microbial control, including procedures for sanitation, disinfection, and sterilization to prevent contamination and assist in the control of infection in the medical facility. You will learn the safe handling of contaminated equipment and supplies, hand washing, and the cleaning sterilizing and preparation of surgical instruments. You will also learn how to create and maintain sterile fields for dressings and minor surgery.

OT 309 - OT Externship

The externship portion of the program provides the student with hands-on experience in a medical facility under the supervision of a licensed physician. The student will have the opportunity to apply skills learned in the classroom to actual patients. The student is required to complete this segment to graduate from the class.

Clinical Hemodialysis Technology

The Clinical Hemodialysis Technology program prepares graduates with the knowledge, technical skills, and work habits required for an entry-level position as a Renal Dialysis Technician and/or Medical Office Assistant. Students are trained to operate and monitor various machines related to peritoneal dialysis, hemodialysis, plasmapheresis, and drug overdose. The program teaches legal and ethical responsibilities of the Dialysis Technician and Medical Office Assistant in providing patient care. The students will learn to develop protocols for equipment evaluation and training materials to instruct patients and staff in practices and principles of dialysis. The program offered at AIMT is a combo program offering Renal Dialysis & Medical Assisting concentrations that will provide graduates an edge in job search. Upon completion, students are prepared to take the certification examination offered by Nephrology Nursing Certification Commission [NNCC] and be certified as Certified Clinical Hemodialysis Technologist.

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Course Number	Subject/Phase	Lecture	Lab	Externship	Total Hrs	Qtr/Clk
MA 200	Anatomy, Physiology & Medical Terminology	11/110			11/110	
MA 201	Medical Assisting Lab I		4/80		4/80	
MA 202	Pharmacology	3/30			3/30	
MA 203	Medical Assisting Lab II		3/60		3/60	
MA 204	Medical Office Skills	8/80			8/80	
MA 205	Legal Aspects & Ethics	2/20			2/20	
MA 206	Professional Development	2/20			2/20	
MA 207	Phlebotomy (Didactic & Lab)	1/10	2/40		3/50	
DT 300	Introduction to Hemodialysis	4/40			4/40	
DT 301	Renal Anatomy & Physiology	2/20			2/20	
DT 302	Patient Care	2/20			2/20	
DT 303	Hemodialysis Devices & Patient Treatment		4/80		4/80	
DT 304	Infection Control & Procedures	2/20			2/20	
DT 305	Pharmacology & Medication Problems in Dialysis	2/20			2/20	
DT 306	Water Treatment in Dialysis	2/20			2/20	
DT 307	Acute Renal Failure & Dialysis	2/20	2/40		4/60	
DT 308	Peritoneal Dialysis & Home Dialysis Therapies	2/20			2/20	
DT 309	DT Externship			16/480	16/480	
	TOTAL QUARTER CREDIT HOURS	45	15	16	76	
	CLOCK HOURS	450	300	480	1230	
	WEEKS	18	12	14	44	

Conversion Rate:

One Credit Hour Equals: 10 Didactic / 20 Lab / 30 Externship (As per ABHES conversion formula)

COURSE DESCRIPTION

MA 200 - Anatomy, Physiology & Medical Terminology

This course will introduce the student to the anatomy and physiology of all systems of the body. You will become versed in Medical Terminology, spelling, pronunciation and standardized abbreviations of medical terms. Instruction employs the mastery of basic root words, suffixes, and prefixes to quickly and effectively learn and understand terms used in a medical setting. Terminology will be integrated throughout the remainder of the program.

MA 201 - Medical Assisting Lab I

This course introduces students to OSHA and infection control, sterilization, and proper hand washing procedures. Patient interactions such as: taking patient history, vital signs, height, weight, pediatric measurement, eye & ear exams, pap smear, and EKG training are also covered. Students will apply all this to a hands-on practice in the lab.

MA 202 - Pharmacology

This course will introduce the student to related medical / legal ethics, drug classifications, terminology, and dosage calculations. Students will also learn to use the Physician's Desk Reference (PDR), abbreviations, symbols, charting, pharmacy calls, and the storing of medicines.

MA 203 - Medical Assisting Lab II

Students will receive training in first aid procedures and CPR. You will also have hands-on training in diagnostic tests and procedures including specimen collection, blood smears, throat cultures, urinalysis, assisting physician with minor office surgeries, as well as, identifying minor surgical instruments. This course includes administration of medications, classification of burns, coping with emergencies, and dealing with acute illness.

MA 204 - Medical Office Skills

Students are introduced to administrative skills needed for the efficient operation of a medical facility. Topics will include supervisory skills, statistical reporting, complaint issues, and managed care. Students are provided instruction on basic computer software applications, including medical office software. Keyboarding skills are enhanced during this class.

MA 205 - Legal Aspects & Ethics

The focus of this course is on ethical and legal issues affecting health information. It provides exposure to the American Legal System, legal terminology, and the new HIPPA revisions that address confidentiality, and access to medical information. Other topics include birth and death certificates, admissibility, discoverability, negligence, liability, living wills, and organ donation.

MA 206 - Professional Development

The student will be instructed on preparing a resume, including a cover letter, reference list and a follow up thank you letter. This course will help the students with proper dress and conduct during the interview along with filling out an application properly.

MA 207 - Phlebotomy (Didactic & Lab)

Students will learn the nervous system and perform clinical functions of capillary blood collection, centrifuge and blood smear collection, labeling and preparations. You will be instructed on proper needle disposal safety.

DT 300 - Introduction to Hemodialysis

As a student in this course you will understand terminology used in the Hemodialysis profession. Roles of each dialysis team member are identified. Guidelines and knowledge of scientific principles of dialysis care are covered, including the history of dialysis. The technical advances that make dialysis safe, effective, and efficient are presented. This course defines the profession, along with discussing professionalism of the technician, including professional organizations that certify the technician and certification eligibilities.

DT 301 - Renal Anatomy & Physiology

The student will be exposed to a comprehensive study of renal anatomy and physiology, including basic chemistry of body fluids and electrolytes. Bodily functions of filtration, diffusion, and osmosis will be covered. The study of the endocrine and other systems, as they react and relate to the kidney and dialysis process, are incorporated into this curriculum.

DT 302 - Patient Care

The psychological and legal aspects of patient care are covered in this class. Legal issues, such as HIPAA, OSHA, and lawsuits as they relate to Hemodialysis are discussed. Domestic violence, AIDS, and other controversial issues that may intersect with Hemodialysis are reviewed. Wellness and illness concepts, emergency procedures, including first aid knowledge is provided. Students are also trained on safety, security, and knowledge of blood borne diseases.

DT 303 - Hemodialysis Devices & Patient Treatment

This course prepares the student to perform the procedures of dialysis from set-up to clean-up. It covers procedures, definitions, descriptions, purpose and rationale. Students are trained in pre-dialysis procedures, initiation of dialysis, monitoring, discontinuing, and evaluation of the effectiveness of the procedure. You will gain the knowledge to install, operate, and safely handle machinery utilized in Hemodialysis. After this course you will be able to recognize abnormalities in patient behavior and functioning of the machine and water meters. Lab testing, documentation and post dialysis procedures are also covered.

DT 304 - Infection Control & Procedures

In this course students learn the critical components to building an Infection Control Program. You will learn the appropriate reporting procedures for infections and adverse event clusters. Students also learn proper precautions for patients at increased risk of transmitting pathogenic bacteria, routine serologic testing, HBV infection prevention, and environmental cleaning and disinfection of the Dialysis station. You will also learn the importance and access to Centers for Disease Control and Prevention recommendations and Healthcare Infection Control Practices Advisory Committee (HICPAC) directives.

DT 305 - Pharmacology & Medication Problems in Dialysis

Learn the pharmacology behind the medications related to dialysis. Pros and cons of each related medication are disclosed, including side effects. Oxygen, saline, lydicane, chlorine, chloramines, and other chemicals as they relate to pharmacology and dialysis are discussed.

DT 306 - Water Treatment in Dialysis

Components and monitoring of the water treatment system is taught. You will learn the how and why of monitoring water quality in this system. You will also gain knowledge and usage of a variety of filters, meters, and devices that are used to remove microorganisms, sediment, heavy metals, chemicals, and ions during dialysis. Common contaminants and how they affect the patient are also addressed.

DT 307 - Acute Renal Failure & Dialysis

Acute and chronic stages of renal diseases, including complications of end stage and uremia. This course focuses on renal diseases, their causes, diagnosis, signs, and symptoms. You will learn the medical complications and treatment related to the disorders, including kidney transplantation and methods of related dialysis as resolutions. Nutritional management through renal diets is also presented. Renal rehabilitation, psychological adjustment, and role of the social worker in the total management of the patient in renal failure is addressed. You are taught associations that assist the patient in adjusting to the disease process. Communication skills, patient confidentiality, active listening, and patient education are included.

DT 308 - Peritoneal Dialysis & Home Dialysis Therapies

Peritoneal Dialysis is the most common method of at-home dialysis for treatment of end stage renal disease (ESRD). Continuous ambulatory peritoneal dialysis (CAPD) and automated peritoneal dialysis (APD) are described and evaluated. Equipment and subsequent home modifications for at-home treatments are revealed. You will be thoroughly trained to perform, and train others to perform, at-home dialysis treatments safely and effectively.

DT 309 - DT Externship

The externship portion of the program provides the student with hands-on experience in a medical facility under the supervision of a licensed physician. The student will have the opportunity to apply skills learned in the classroom to actual patients. The student is required to complete this segment to graduate from the class.

Occupational Outcomes

1. Diagnostic Medical Sonography
 - ✦ Ultrasound Technician
 - ✦ Diagnostic Medical Sonographer

2. Echocardiography Technology
 - ✦ Diagnostic Cardiac Sonographer
 - ✦ Echo Technician

3. Clinical Ophthalmic Technology
 - ✦ Ophthalmic Technician
 - ✦ Ophthalmic Assistant
 - ✦ Medical Assistant

4. Clinical Hemodialysis Technology
 - ✦ Dialysis Technician
 - ✦ Medical Assistant

Tuition Fee Schedule

Program Title	Tuition	Registration	Books/Supplies	Total
Diagnostic Medical Sonography	\$24,050	\$100	\$850	\$25,000
Echocardiography Technology	\$5,050	\$100	\$350	\$5,500
Clinical Ophthalmic Technology	\$16,400	\$100	\$750	\$17,500
Clinical Hemodialysis Technology	\$11,750	\$100	\$650	\$12,500

NOTE:

1. Tuition fees include a lab jacket/scrub. Shoes are not included.
2. Clinical rotation sites may require proof of the following immunizations: (TB), (Hepatitis B), (Varicella), (MMR), and (Tetanus), which the student will be required to provide proof of, or get the shots.
3. Non-compliance of this (#2) requirement may delay his/her externship phase.
4. Background & Drug testing is at student's expense [approximate cost \$50]

American Institute of Medical Technology is incorporated as an L.L.C., and domiciled in the State of Oklahoma. It is operated by a Board of directors and headed by the President.

Ownership

Major stockholders of the American Institute of Medical Technology are:

Burt B. Holmes Y.C. Choo, MD David Monaghan

Board of Directors

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In order to achieve excellence in training, our administrative and educational staff are dedicated and qualified to perform the task designated to them as they oversee the fulfillment of our students' goals.

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Wendy Mitchell, CCHT	Program Director – Clinical Hemodialysis Technology

Program Coordinator

Gail LeBlanc, BS, RT, RDMS	Program Coordinator – Diagnostic Medical Technology
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Education Coordinator

William Nozak, BS, MBA	Education Coordinator – Diagnostic Medical Technology & Clinical Hemodialysis Technology
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AIMT ADVISORY BOARD

American Institute of Medical Technology has invited distinguished persons to be the members of its school advisory board. Members include representatives of the Tulsa medical and business community, clinical instructors, and past AIMT graduates. The panel is appointed to this honorary position for a period of three years. Because of their expertise in the programs and courses taught at AIMT, their guidance and assistance in terms of curriculum development and upgrades and teaching methodology is considered very valuable to the school and students. The advisory board meets formally, for at least two times in a year. However, board members are available for one-on-one consultation any time requested, at their convenience.

ACCREDITATION

American Institute of Medical Technology has an institutional accreditation from the Accrediting Bureau of Health Education Schools - ABHES. AIMT was initially accredited by ABHES in 2005.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043
(703) 917-9503 * Fax (703) 917-4109
info@abhes.org

Catalog Certification

All information contained in this catalog is certified true and correct in content and policy by the Campus Director of AIMT. American Institute of Medical Technology reserves the right to make changes in course content, organization, policy, tuition, and curriculum as circumstances dictate, subsequent to publication.

It is understood that approval must be obtained from the Oklahoma Board of Private Vocational Schools if any changes are made to the catalog. This catalog has addenda that list current faculty members.

I certify this catalog true and correct in content and policy.

Signature/Date