

Midwest Technical Institute

“Learn Today Earn Tomorrow”

Main Campus: Midwest Technical Institute 2731 Farmers Market Road, Springfield, IL 62707 (217) 527-8324

Branch Campus: Delta Technical College 6550 D Interstate Boulevard, Horn Lake, MS 38637 (662) 280-1443

Branch Campus: Midwest Technical Institute 280 High Point Lane, East Peoria, IL 61611 (309) 427-2750

Branch Campus: Midwest Technical Institute 3620 Avenue of Cities, Moline, IL 61265 (309) 277-7900

Branch Campus: Delta Technical College 113 Marketridge Drive, Ridgeland, MS 39157 (601) 206-5200

Website for Midwest Technical Institute: midwesttech.edu

Website for Delta Technical College: deltatechnicalcollege.com

Course Catalog 2011 Revised 11/30/2011

Chief Executive Officer: Brian Huff

Vice President/Welding Program Director: Mike Casper

Executive School Director/Springfield Campus School Director: Kathy Steinberg

Executive School Director: Beth Anderson

For gainful employment statistics, visit www.midwesttech.edu/ge

While this catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware this catalog is not intended to be a complete statement of all policies by which the school is operated, and that the school reserves the right to change contents, programs, procedures, fees, or rights which may be contained in this catalog.

“Equal Opportunity Employer/Program”

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MIDWEST TECHNICAL INSTITUTE

School Philosophy

Midwest Technical Institute (MTI) has a clear mission statement that addresses student opportunities for learning and personal growth.

“Our mission is to offer workforce training, and to provide graduates with the skills necessary to gain entry level employment in their chosen field.”

MTI Main Campus History

MTI was founded in 1995. In December of 1996 an additional building was added to accommodate new equipment and to increase welding stations. MTI received accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) in May, 1999. In April of 2000, MTI relocated its main offices to a larger facility to accommodate future growth. Beginning as a trade school primarily offering welding processes associated with Commercial Pipe Welding, the initial program was lengthened due to a demand for Production Manufacturer Welders.

In July of 2000, MTI saw the need for another expansion to its main campus and began offering a course in HVAC/R-MAR (Heating, Ventilation, Air Conditioning, Major Small Appliances, and Refrigeration). In May of 2001 the HVAC/R-MAR facility was expanded another 2000 square feet, adding another classroom, a climate control area, a service call room, and a sheet metal shop. MTI expanded once again to a 50,000 square foot building in Springfield, IL in order to accommodate the growing needs of our school.

MTI began our first Allied Health Program, Medical Assisting, in January 2003. The Allied Health Programs continue to grow. MTI offers Massage Therapy, which began August 2004; Dental Assisting, which began April 2005; Medical Coding Specialist, which began March 2006; Basic Nursing Assistant, which began May 2007; and Pharmacy Technician, which began August 2007. Students graduating from MTI will now have a broader scope of opportunities in growing fields of employment.

MTI is a year round vocational school providing course offerings in career fields that are known to be relevant to today's workforce and where we expect to see growth. The same high standards utilized in our programs from the beginning will continue to be used to ensure that students who are serious about learning a trade will have a legitimate chance to reach their goal.

MTI East Peoria Campus History

MTI, East Peoria Campus, began as a branch of MTI Springfield, IL in March of 2009. MTI East Peoria offers eight vocational programs with opportunities in growing fields of employment. The challenges and opportunities that exist for the students at East Peoria are limitless and exciting as the branch grows and thrives.

MTI Moline Campus History

MTI, Moline Campus, began as a branch of MTI Springfield, IL in May 2011. MTI Moline offers six vocational programs with opportunities in growing fields of employment. The challenges and opportunities that exist for the students at Moline are limitless and exciting as the branch grows and thrives. The campus is housed in a 40,000 square foot existing building that has undergone a complete renovation of the exterior and interior. This branch is a year round vocational school providing course offerings in career fields that are known to be relevant in today's workforce and where we expect to see growth. The same high standards utilized in our programs from the beginning will continue to be used to ensure that students who are serious about learning a trade will have a legitimate chance to reach their goal. There is adequate classroom and lab space to offer workforce training to prepare students for entry level employment in their chosen field.

Administration and Faculty

Chief Executive Officer: Brian Huff

Vice President/Welding Program Director: Mike Casper

Executive School Director/Springfield Campus School Director: Kathy Steinberg

Executive School Director: Beth Anderson

Springfield Campus

Shelia Wilson	Director of Education
Gail Friend	Chief Financial Officer
Katie Nash	Accountant
Vickie Buchanan	Accounting Assistant
Lynnette Erlenbush	Accounting Assistant
Cassie Langley	Student Accounts/Purchasing
Barb McDaniel	Registrar
Bobbie Snyder	Admissions Representative
Teresa Pickrel	Admissions Representative
Eric Gleason	Recruiter/Welding and HVAC/R-MAR
Jason Brown	Recruiter/Allied Health Programs
Jennifer Roede	Executive Director of Financial Aid
Katie Barksdale	Financial Aid Director
Keith Roede	Financial Aid Coordinator
Matt Klespitz	Financial Aid Assistant Coordinator
Pat Colegrove	Financial Aid Advisor
Terry Kochmann	Financial Aid Advisor
Sheri Shepard	Administrative Assistant/Receptionist
Monte Kay Turner	Student Services Coordinator
Brian Akers	Video and Media Coordinator
Joe Racila	Maintenance
Rickey Douglas	Maintenance
Deidre Berger	Continuing Education Coordinator/Medical Assisting Assistant Externship and Placement
Marsha Knox	Medical Assisting Program Director/Instructor
Randi Miers	Medical Assisting Externship and Placement
Kellee Miller	Medical Assisting Instructor
Leigh Eldridge	Medical Assisting Instructor
Kimberly Feagans	Medical Assisting Instructor
Andrea Alexander	Medical Assisting Instructor
Sandy Slack	Massage Therapy Program Director/Instructor
Betty Jones	Dental Assisting Program Director/Instructor/Externship/Placement Coordinator
Amy Rainey	Dental Assisting Instructor
Jane Pharis	Dental Assisting Instructor
Jan Litterly	Medical Coding Specialist Program Director/Instructor/Externship/Placement Coordinator
Joann Randle	Medical Coding Specialist Instructor
Maxine Lenz	Pharmacy Technician Program Director/Instructor
Courtney Herr	Pharmacy Technician Instructor
Bev Clark	Basic Nursing Assistant Instructor/Placement Coordinator
Jeff Cooper	Lead Journeyman Welder Instructor/Welding Business Manager
Spencer Shipley	Journeyman Welder Instructor/Placement Coordinator
Lance Casper	Journeyman Welder Instructor
Seth Shields	Journeyman Welder Lab Assistant
David Meister	HVAC/R-MAR Coordinator
Javaris Pettis	HVAC/R-MAR Lead Instructor

Bryan Kirk	HVAC/R-MAR Placement
Dave Hawkins	HVAC/R-MAR Instructor
Gary Bush	HVAC/R-MAR Instructor

East Peoria Campus

Linette Birky	School Director
Lisa McGehee	Director of Education/Medical Assisting Program Director
Kayla Bowman	Registrar/Compliance Coordinator
John Stoltzenburg	Director of Admissions
Desnee Neubauer	Admissions Representative
Justin Anderson	Admissions Representative
Sarah Murduck	Admissions Representative
Cathy Powers	Financial Aid Director/Student Accounts
Ketra Hauk	Financial Aid Advisor
Heather Martin	Financial Aid Advisor
Heidi King	Administrative Assistant
Tara Snyder	Administrative Assistant/Receptionist
Lauren Faughn	Student Services Coordinator
Adam May	Marketing and Print Coordinator
Tom Anderson	Maintenance Director
Kathy Lynn	Medical Assisting Instructor/Externship Coordinator
Jamie Stear	Medical Assisting Instructor
Danielle Pray	Medical Assisting Instructor
Sue Bradford	Medical Assisting Instructor
Jill Vetter	Medical Assisting Teaching Assistant
Tori Bula	Massage Therapy Instructor/Program Director
Adam Hoeper	Massage Therapy Instructor
Michelle Dawson	Dental Assisting Program Director/Instructor
Sara Daugherty	Dental Assisting Externship Coordinator
Emily Pennington	Dental Assisting Instructor
Joyce Cunningham	Medical Coding Specialist Program Director/Instructor/Externship/Placement Coordinator
Lisa Walker	Medical Coding Specialist Instructor
Kent LaFary	Pharmacy Technician Program Director/Instructor/Externship/Placement Coordinator
Larry Williams	Pharmacy Technician Teaching Assistant
Paul Schaefer	Journeyman Welder Lead Instructor/Placement Coordinator
Gabe Meece	Journeyman Welder Instructor
Mike Norris	Journeyman Welder Instructor
Josh Gilliam	Journeyman Welder Assistant
Linda Holeman	Basic Nursing Assistant Instructor/Placement Coordinator
Eric Hawkey	HVAC/R-MAR Instructor
Kai Bishop	HVAC/R-MAR Teaching Assistant
Joe Ingersoll	HVAC/R-MAR Instructor
Mark Stoltzenburg	HVAC/R-MAR Lab Assistant

Moline Campus

Mary Link	School Director
Mike Lazoan	Director of Education/Journeyman Welder Lead Instructor
Sandi Ward	Registrar/Student Services Coordinator
Courtney Timm	Admissions Representative
Roger Hendrickson	Admissions Representative
Jessica Milne	Admissions Representative
Katie Nichols	Financial Aid Advisor/Student Accounts
Chance Berger	Financial Aid Advisor

Charci Lazoen	Financial Aid Advisor
Glenda Bates	Administrative Assistant/Receptionist
Don Adams	Maintenance
Josh Clemons	Maintenance
Rhonda Sandahl	Medical Assisting Instructor
Nancie Oberhaus	Medical Assisting Instructor
Crystal Gauges-Balfour	Massage Therapy Instructor
Rebecca Clemons	Dental Assisting Instructor
Rosa Ward-Gimm	Dental Assisting Instructor
Pamela Rahn	Pharmacy Technician Instructor
Kyle Smith	Journeyman Welder Instructor
Justin Snyder	Journeyman Welder Lab Assistant
David Greth	HVAC/R-MAR Instructor
Dominic Ponsetti	HVAC/R-MAR Instructor's Assistant

General Information

Contact the Admission Office or Financial Aid Office, Monday-Friday, for information on general institutional issues and/or financial assistance at:

Springfield Campus	East Peoria Campus	Moline Campus
Midwest Technical Institute	Midwest Technical Institute	Midwest Technical Institute
2731 Farmers Market Road	280 High Point Lane	3620 Avenue of the Cities
Springfield, IL 62707	East Peoria, IL 61611	Moline, IL 61265
(217) 527-8324	(309) 427-2750	(309) 277-7900

Definition of a Clock Hour/Semester Hour

A clock hour is generally defined as 50 minutes of instruction per every 60 minutes. One semester credit hour consists of at least 15 hours of classroom contact, or 30 hours of supervised laboratory/shop instruction or not fewer than 45 hours of externship/internship or work-related experience.

Holiday Schedule 2011

No Classes will be held on the following days:

New Year's Day
 Martin Luther King Day
 President's Day
 Good Friday and Monday
 Memorial Day
 Fourth of July
 Labor Day
 Columbus Day
 Veteran's Day
 Thanksgiving and the day following

2011 Winter Break 12/19/11—12/30/11

2012 Summer Break 7/2/12-7/13/12

Student Services

Students are assisted with life skills, career development, budget, and personal financial planning skills as needed. Each program teaches life skills such as resume writing, professionalism, interview skills, etc., which will prepare students for successful employment. As a vocational school, general development is appropriate to the level of education that MTI provides.

Career Placement

The respective Program Director at MTI can provide assistance to currently enrolled students and graduates. Services include job placement assistance and guidance to students and graduates as they seek employment. This is not a guarantee of employment or a minimum starting wage. No one is authorized by the school to make such guarantees. Students attending MTI are responsible for the recommendation submitted to prospective employers. The student's academic and attendance records as well as professional characteristics determine the school's evaluation.

Advising

Advice is available to students through academic and administrative personnel. The faculty and staff at MTI are professional men and women who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help a student resolve academic problems which may prohibit satisfactory progress. The respective Program Director may be consulted with any questions or concerns pertaining to a student's education. If the matter is unresolved or concerns still exist, Director of Education may be contacted.

Parking and Personal Property

Parking is available on the school's premises. The school assumes no responsibility whatsoever for loss or damages to a student's personal property or for any damage to any car, loss by theft of any of its contents in, on, or adjacent to school property. Please park only in designated areas. Do not park in any visitor or reserved areas.

Learning Resource Center

The Learning Resource Center facilities are available to students during regularly scheduled class hours under the supervision of an instructor. Books, periodicals, and reference material are to be used on school property only.

Housing

MTI will assist any student desiring to find housing while attending our school. Our student services department has a list of realtors and landlords.

Make-up Work Policy

A student should immediately contact his/her instructor after an absence to identify any classroom, shop/lab activities, or externship/internship requirements that need to be made up. The instructor will identify make-up assignments and provide guidelines for completion.

Student Conduct and Termination Policy

The school reserves the right to suspend or dismiss, at any time, any student whom it deems “unsatisfactory” for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. “Undesirable conduct”, which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempts by a student to present as his/her own work anything they have not honestly performed, or an attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used on school property. Persons under the influence of alcohol and/or drugs are subject to immediate dismissal.

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair or replacement of the damaged property.

Suspension Policy

MTI reserves the right to suspend students for 1-3 days for the following reasons (but not limited to):

1. Inappropriate, undesirable, or unprofessional behavior
2. Threats to staff or students (zero tolerance)
3. Cheating or plagiarizing
4. Non-compliance with school rules or procedures (insubordination)
5. Drug or alcohol usage on school property.

Students will receive zero credit or points for day(s) of suspension and will be counted as absent.

Admission Policies

Admission Requirements

MTI requires all applicants to the school to provide proof of a high school diploma, GED, or documentation of home school completion. Students must be proficient in speaking, writing, reading, and comprehending English.

All Programs:

- A personal interview with an authorized representative of the school.
- Successful completion of an admission test.
- Completed Health Affidavit/Screening.

Each entrance exam is specific to that program of interest. Prospective students must pass the entrance exam with a score of 70% or more prior to being accepted to MTI. If a prospective student fails the exam with a score below 70%, the prospective student may retake the exam no sooner than 2 weeks later. The entrance exam may be taken twice in a 6-month period of time. If a student takes the exam twice and fails the second time, the student must wait a period of 6-months to retake it. It is recommended that students who fail the exam both times seek out a basic class in math and reading to ensure success on the exam and courses at MTI. A valid driver’s license is strongly encouraged.

Basic Nursing Assistant:

- Proof of updated immunizations. Students must have the required immunizations prior to attending practicum hours. Proof must be submitted in the student’s file or the student may not be allowed to attend classes until immunization requirements are met.

- **TB Skin Test:** As a 2-step TB test is only valid for one year, MTI Basic Nursing Assistant students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory criminal background check.
- Must be 16 years of age or older.
- Tuition must be paid in full before the first day of class

Dental Assisting:

- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
 - ***Hepatitis B:** Student(s) are offered 3 doses of Hepatitis B vaccine at any local Health Department. The Health Department will bill MTI for the charge of the vaccine. There will be no direct charges for the student to pay at the time of service. Students will need to get their first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
 - **TB Skin Test:** As a 1-step TB test is only valid for one year, MTI Dental Assisting students must provide proof of a 1-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 1-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
 - **Tetanus (Td):** Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
 - Satisfactory background check outcome.

HVAC/R-MAR Technician:

- A background check is mandatory for any student participating in the job shadow portion of this program. The student is responsible for the cost of the background check. If there is a felony, the student must provide two letters of recommendation and a 500-word essay. See admission representative for details.

Massage Therapy:

- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.

- TB Skin Test: As a 2-step TB test is only valid for one year, MTI Massage Therapy students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.

Medical Assisting:

- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
- *Hepatitis B: Students are offered 3 doses of Hepatitis B vaccine at any local Health Department. The Health Department will bill MTI for the charge of the vaccine. There will be no direct charges for the student to pay at the time of service. Students will need to get the first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
- TB Skin Test: As a 2-step TB test is only valid for one year, MTI Medical Assisting students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- MMR: Students will need to provide proof of at least one MMR (measles, mumps, and rubella) vaccine. If unable to provide proof of at least one vaccine, then the students will need to receive a dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Tetanus (Td): Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory background check outcome and DCFS CANTS check.

Pharmacy Technician:

- Satisfactory drug screen results prior to externship.
- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
- *Hepatitis B: Students are offered 3 doses of Hepatitis B vaccine at any local Health Department. The Health Department will bill MTI for the charge of the vaccine. There will be no direct charges for the student to pay at the time of service. Students will need to get the first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases MTI from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.

- TB Skin Test: As a 1-step TB test is only valid for one year, MTI Pharmacy Technician students must provide proof of a 1-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 1-step TB test. The student is responsible for obtaining this and providing proof to MTI. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- MMR: Students will need to provide proof of at least one MMR (measles, mumps, and rubella) vaccine. If unable to provide proof of at least one vaccine, then the student will need to receive a dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Tetanus (Td): Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Strong math, spelling, and reading skills. A background in chemistry and English may also be beneficial.
- No felony convictions.
- Other convictions, other than minor traffic violations, need further explanation and evaluation.
- Explanation required for dishonorable discharge from military or government position.
- Explanation required for prior license denial or discipline.
- May not be delinquent on a child support order.
- May not be delinquent on a student loan.

***East Peoria campus has IWIRC onsite for Hepatitis B vaccination.**

Admission Procedures

Admissions procedures for MTI include:

1. A visit to the school.
2. A personal interview with an authorized representative of the school.
3. Admission testing.
4. Payment of the registration fee must be paid by the first day of class unless otherwise authorized.
Payment of the registration fee secures a student's seat in a class.

Policy for Transfer of Credit

All outside education or previous training an individual has will be evaluated by the Registrar. After such determination, appropriate credit will be granted with the course shortened accordingly. A person may enroll at the school Monday through Friday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Late Admissions

Students may be eligible for entrance into new classes in some courses for a period of one week following the start date of class. This decision is at the discretion of the School Director.

Method of Payment

Option 1: To obtain a personal loan, or pay by cash or check (there is a \$25 fee for checks returned for insufficient funds).

Option 2: Apply for Financial Aid (Pell Grants, Stafford Loans, etc.)

Option 3: Obtain outside scholarships and/or grants from state and/or local agencies

Option 4: Pay with a credit card (we accept MasterCard, VISA, and Discover)

If assistance is needed, please contact the Financial Aid Office and/or Student Accounts at:

Springfield Campus	East Peoria Campus	Moline Campus
Midwest Technical Institute	Midwest Technical Institute	Midwest Technical Institute
2731 Farmers Market Road	280 High Point Lane	3620 Avenue of the Cities
Springfield, IL 62707	East Peoria, IL 61611	Moline, IL 61265
(217) 527-8324	(309) 427-2750	(309) 277-7900

Administrative Policies

Attendance

MTI assumes that when a student registers for a course, that student accepts responsibility for full participation in all classes, lab activities, and externship/practicum/job shadowing requirements. Students are, therefore, expected to attend all classes.

Absence

Journeyman Welding and HVAC/R-MAR students must have 90% overall attendance to meet minimum requirements. If the student fails to comply, a meeting with the respective Program Director will follow and the student may be dismissed.

Students must have 90% attendance in Dental Assisting, Medical Assisting, Medical Coding Specialist, Pharmacy Technician, and Massage Therapy at the end of 27 weeks to qualify for externship/practicum. Basic Nursing Assistant students must meet IDPH attendance requirements. Students who are no show/no contact for 5 or more consecutive days may be dismissed from school.

School Property

1. Smoking is permitted in designated area.
2. No littering will be tolerated.
3. No rolling bags of any kind will be allowed.

Tardiness

Students are expected to report to class on time and remain in class until the scheduled dismissal time. Three (3) incidences of tardiness or early outs will count as one (1) absence. The student may appeal the determination of his/her tardiness to their instructor. If issue is not resolved, the respective Program Director can be contacted.

Leave of Absence

Students with a military reserve commitment creating a cause for absence from a scheduled program may petition the Director of Education (DOE) for interruption of training/leave of absence (LOA). Any other reasons for leaving the school will be handled on an individual basis and examined by the DOE. Prior to a LOA, students must submit to the DOE a written, signed, and dated LOA request form that includes the reason for their request. The DOE will meet with the respective Program Director and approve/deny the leave. ALL forms must be signed by the student or the LOA will not be valid and the student may be dismissed.

The leave of absence together with any other leaves of absence must not exceed a total of 180 days in a 12-month period. A student returning from leave of absence must resume training at the same point in the academic program that he or she began the leave of absence, except in a clock-hour program. A student's failure to return from leave of absence will result in dismissal from the program.

Dress Code

At MTI, students should dress in a way that shows respect for not only themselves, but all other students. Students are expected to be clean and well-groomed in their appearance and:

- Students should not wear shirts or tops that show their midriffs. Skirts and shorts must reach fingertip or below.
- Students will wear clothing that does not reveal underwear and inappropriate areas.
- Students should not wear any article of clothing that has a sexually implied message or picture, or depicts drugs, alcohol, weapons, or vulgarity.
- No low cut, see-through shirts are allowed.
- Please wear proper/appropriate under garments.
- HVAC/R-MAR and Welding students are required to wear appropriate work clothing. Loose-fitting shirts or pants are prohibited for safety reasons. Pants must be worn at the waist level. Only closed-toe shoes are allowed in work areas.

Instructors have the right to enforce this policy and ask that a student change clothes for any of the above reasons. If there are repeated offenses to this policy, a student may be suspended or dismissed from school.

Cell Phone Usage

Cell phone usage (includes texting) will only be allowed *QUIETLY* in the student lounge or outside in your cars. Any student who chooses to violate this rule will be sent home and receive zero credit for that day.

Accident

All accidents must be reported to your instructor immediately following the accident and an accident report completed and signed. Once you leave school property, MTI is no longer responsible for any medical bills which may result from this injury.

If medical treatment is required, the injured party will be referred to the medical facilities below, at which time a drug screening will be administered by the medical facility.

Springfield Campus

Memorial Medical Center
701 North 1st St.
Springfield, IL 62702

East Peoria Campus

Proctor First Care 1120 E. War Memorial Drive Peoria Heights, IL 61616	Proctor First Care 2535 E. Washington St. East Peoria, IL 61611	Proctor First Care 3915 W. Barring Trace Northwest Peoria, IL 61614	Proctor First Care 9118 N. Lindbergh Drive Northeast Peoria, IL 61615
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Proctor First Care
621 W. Jackson
Morton, IL 61550

Moline Campus

Trinity Medical Center 500 John Deere Road Moline, IL 61264	Concentra Health Clinic 555 Valley View Drive Moline, IL 61265
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This procedure must be followed. MTI has no billing policies with any other medical facilities. Students that do not pass the drug screen or do not follow this procedure will be liable for their own expenses.

Internet Acceptable Use Policy (IAUP)

MTI recognizes the need for students to have access to the internet using MTI computers. For this reason, the internet has been made available to students for learning purposes.

Students are specifically prohibited from accessing the following sites using MTI computers:

- Gambling sites
- Hate sites
- Pornographic sites
- My Space
- Facebook
- Any site engaging in or encouraging illegal activity

MTI reserves the right to use monitoring software to make sure the company's IAUP is being adhered to by its students. If the student violates this policy, the student may be subject to disciplinary measures, including possible dismissal.

Campus Security Report

Should you need to report criminal actions or other emergencies occurring on campus, please report directly to a school official listed below. Appropriate officials will notify the local law enforcement agency or emergency medical technicians, depending on the seriousness of the incident. MTI does not recognize any off-campus student organizations that would be covered by this act.

The purpose and authority of MTI staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Police Department. The goal of MTI is to ensure a safe environment for students, staff, faculty, and visitors.

Non-Emergency Phone Numbers:

Springfield Campus	East Peoria Campus	Moline Campus
Shelia Wilson, School Director (217) 527-8324	Linette Birky, School Director (309) 427-2750	Mary Link, School Director 309) 277-7900
Marsha Knox, Director of Education (217) 527-8324	Lisa McGehee, Director of Education (309) 427-2750	Mike Lazoan, Director of Education 309) 277-7900

Emergency Phone Number: Calling from a MTI phone, dial 9 then 911; otherwise, dial 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires postsecondary schools across the United States to disclose information about crime on and around their campuses.

MTI will disclose crime statistics based on the following factors:

- Where the crime occurred
- Type of crime committed
- To whom the crime was reported
- When the crime was reported

This report will be updated every October for the previous three years.

Current students and employees will be provided a copy of the annual Campus Security Report by direct mailing through the U.S. Postal service or by internet www.midwesttech.edu/faq.html (Appendix B).

MTI will provide prospective students and prospective employees a statement of the Campus Security reports availability and a description of its contents. MTI will provide a paper copy of the annual security report, upon request, to a prospective student or prospective employee.

ACCESS: MTI is open year round to the public during the following hours:

Monday through Thursday: 8:00am to 6:00pm

Friday: 8:00am to 5:00pm

Saturday and Sunday: Closed

For security, campus access is limited to students, prospective students, and MTI staff. Guests and maintenance personnel must have identification and permission from a MTI official to enter the campus. MTI reserves the right to ask any visitor, student, staff, or patron to leave the facility following any disruptive behavior. Students and staff are advised to leave the building in a group and to be aware of the surroundings. New students and staff at orientation are advised that they must be responsible for their own security and the security of others.

Alcohol, Tobacco, and other Drugs

MTI recognizes its responsibility to maintain an environment conducive to academic achievement and student professional development. Therefore, students, employees, and all visitors are expected to behave responsibly as part of the academic community, including their behavior in regard to alcohol and controlled substance use.

Involvement and/or possession, distribution, use, and/or sale of illegal drugs or alcohol on MTI property will result in disciplinary action up to and including termination of employees or expulsion of students and referral for prosecution.

MTI does not currently offer any drug or alcohol abuse education programs. MTI has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

Phase One
Warning of the Dangers of Drug and Alcohol Abuse

Drug and Alcohol Use impairs memory, alertness, and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. Schedule A below specifically details the uses and effects as it relates to alcohol.

Phase Two
This Institution has a policy of maintaining a Drug and Alcohol Free Learning Environment

All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the Institution’s learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after conviction.

In compliance with the Drug-Free Workplace Act of 1988, the institution’s “workplace” consists of the following locations or any teaching site, or any “off site” location i.e., field trips, luncheons, meetings, etc. where the activities are any way related to the institution.

Springfield Campus	East Peoria Campus	Moline Campus
Midwest Technical Institute	Midwest Technical Institute	Midwest Technical Institute
2731 Farmers Market Road	280 High Point Lane	3620 Avenue of the Cities
Springfield, IL 62707	East Peoria, IL 61611	Moline, IL 61265
(217) 527-8324	(309) 427-2750	(309) 277-7900

Phase Three
Listing of the available Local Drug Counseling, Rehabilitation, and Assistance Programs

Please refer to Schedule B, page 17.

Phase Four
Non-compliance with the Terms of the Institution’s Drug-Free Workplace Statement

Non-compliance will result in the following action being taken by this institution:

- The student would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health agency or other appropriate agency.
- Community service with one of the above stated agencies.
- Termination of enrollment.

Schedule A
Alcohol Uses and Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can

be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Schedule B
Drug Counseling, Rehabilitation, and Assistance Programs**

Springfield Campus	East Peoria Campus	Moline Campus
Gateway Foundation	TAP Resources, Inc.	River Bend Christian Counseling
2200 Lake Victoria Drive	2390 West Nebraska Avenue	111 19 th Avenue
Springfield, IL 62703	Peoria, IL 61604	Moline, IL 61265
(877) 321-7326	(309) 676-8762	(309) 757-0300

**Schedule C
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 USC.844 (a)

- First Conviction: not more than 1 year imprisonment and fined at least \$1,000 or both.
- Second Conviction: not less than 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$10,000, or both.
- Two or more prior convictions: not less than 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$25,000, or both.

Campus Sex Crimes Prevention Act of 2000

The Victims of Trafficking and Violence Act of 2000 requires postsecondary schools to inform students and employees how to learn the identity of registered sex offenders enrolled.

Students need to follow the procedures detailed below if a sex offense occurs:

Notify the School Director of MTI and the proper law enforcement agencies including the Police Department. It is important that the victim preserve evidence for proof of the criminal offense.

Springfield Campus	East Peoria Campus	Moline Campus
Shelia Wilson, School Director	Linette Birky, School Director	Mary Link, School Director
(217) 527-8324	(309) 427-2750	309) 277-7900
Marsha Knox, Director of Education	Lisa McGehee, Director of Education	Mike Lazoan, Director of Education
(217) 527-8324	(309) 427-2750	309) 277-7900

MTI does not offer sex offense victims specific services, but will provide information about referral agencies upon request. MTI will provide assistance to sex offense victims by changing their academic schedules or offering a leave of absence.

Please be advised that MTI does not conduct institutional proceedings. Disciplinary sanction will be taken against proven sex offenders. All sexual offenses are reported to the local authorities. If the accused is convicted, MTI will, based upon the crime, suspend the student, require counseling, and/or dismiss the student.

The Illinois State Police compile sex offender information. The State Police maintain a website that allows you to search the sex offender database online. To learn the identity of registered sex offenders on or near school property, visit the Sex Offender database at www.isp.state.il.us/sor/. The Illinois State Police Registration Unit (SOR) can be reached by calling (217) 785-0653.

Hate Crime

All hate crime data will be reported in a narrative format for the three most recent years. Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as described by the Hate Crimes Statistics Act (28 U.S.C. 534).

Daily Crime Log

All crimes reported on campus, in or on non-campus buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus, are entered into the Daily Crime Log in a timely manner (Appendix A).

CONTACTING US: For any questions regarding parking regulations, school access, or any other issues involving the school, contact us:

Non-Emergency Phone Numbers:

Springfield Campus	East Peoria Campus	Moline Campus
Shelia Wilson, School Director (217) 527-8324	Linette Birky, School Director (309) 427-2750	Mary Link, School Director (309) 277-7900
Marsha Knox, Director of Education (217) 527-8324	Lisa McGehee, Director of Education (309) 427-2750	Mike Lazoan, Director of Education (309) 277-7900

Emergency Phone Number: Calling from a MTI phone, dial 9 then 911; otherwise, dial 911.

Community Service Phone Numbers

Springfield Campus	East Peoria Campus	Moline Campus
Crime Stoppers (217) 788-8427 Dispatch (217) 788-8311 Suicide Prevention (217) 525-1789 Women’s Shelter (217) 523-1969 Rape Recovery (217) 753-8081 Center for Substance Abuse 800-622-HELP	Crime Stoppers (309) 673-9000 Dispatch (309)698-4700 Suicide Prevention (800) 248-7475 Women’s Shelter (309) 699-0703 Rape Recovery (309) 691-4111 Center for Substance Abuse 800-622-HELP	Crime Stoppers (309) 762-9500 Dispatch (309) 797 0401 Suicide Prevention 309) 779-2999 Woman’s Shelter (309) 797-1919 Rape Recovery 309) 797-1777 Center for Substance Abuse 800-622-HELP

The following provides information required under Public Law, 34 CFR Part 668, Student Assistance General Provisions, and Campus Safety. This is the most current information as of the date this catalog was revised, which is located inside of the cover. This information is updated by October 1st of each year and can be located at the following website: <http://www.midwesttech.edu/fag.html> . A paper copy is available upon request.

	Springfield			East Peoria		*Moline		
Crime	2008	2009	2010	2009	2010			
Murder/Criminal Homicide	0	0	0	0	0			
Sexual Offense	0	0	0	0	0			
Aggravated Battery	0	0	0	0	0			
Aggravated Assault	0	0	0	0	0			
Motor Vehicle Theft	0	0	0	0	0			
Arson	0	0	0	0	0			
Burglary	0	0	0	0	0			
Robbery	0	0	0	0	0			
Hate Crime	0	0	0	0	0			
Alcohol Arrests	0	0	0	0	0			
Drug Arrests	0	0	0	0	0			
Weapons Arrests	0	0	0	0	0			

*Crime statistics for 2011 (Moline campus) will not be available until October 2012.

Definition of a Module/Outside Work

A module is 9 weeks in length for HVAC/R-MAR, 9 weeks for Massage Therapy, 9 weeks for Medical Assisting, 9 weeks for Dental Assisting, 9 weeks for Pharmacy Technician, 9 weeks for Medical Coding Specialist, and 5 weeks for Welding. Completion of subjects is a completed module.

Per the U.S. Department of Education regulations, one semester hour equals 30 clock hours of instruction. This institution recognizes work outside of class with additional approved “instructional clock hours”, as evidenced by class syllabi. All outside work is consistent with each program’s goals and objectives and policies and procedures relative to the academic program.

Monitoring of Satisfactory Progress

The maximum time frame to complete a student’s training shall not exceed 1.5 times the normal duration of a student’s elected course. Satisfactory progress will officially be checked at mid-module and the end of every module.

Satisfactory Progress Requirements

The purpose of training is to prepare a student for immediate employment in their chosen field upon graduation. Because of this, grading is administered to correlate the student’s level of achievement on classroom tests and lab projects. Students will be furnished with a grade report at the completion of each module, which will reflect his/her current grade point average (GPA).

Satisfactory Progress Definition

At MTI, satisfactory progress is defined by the following criteria:

- A minimum of 70% for each subject/module in all programs.

- If a student's average falls below 70% at the mid-module, the student will be given a written academic warning and have until the end of the module to comply with the standard. At the end of the module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student will be dismissed from the school.
- Acceptable attendance.
- Meeting required classroom and laboratory/shop goals.
- If a student receives an incomplete in any subject, the student will have 10 days to complete all assigned work. A student may be allowed to progress into the next module on a probationary period. An incomplete is defined as any work that is not completed by the end of a module within the given timeline, as assigned by the primary instructor. If the work from the previous module is not completed within 10 days, the student's progress will be deemed unsatisfactory and they will be dismissed from the school.

Academic Warning

If a student's GPA falls below 2.0 in Journeyman Welder at the end of a module he/she will be given an "Academic Warning" and have until the end of the next module to comply with the standard. Students in the Journeyman Welder program must pass their last module. At the end of the module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

If a student's grade falls below 70% at mid-term/module for Medical Assisting, Dental Assisting, Medical Coding Specialist, Pharmacy Technician, Massage Therapy, HVAC/R-MAR, the student will be counseled and have until the end of the term/module to comply with the standard. At the end of the term/module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

Any student allowed to continue in the program, who does not meet academic requirements for graduation, may receive a certificate of attendance (transcript up to the date of drop) in place of a diploma.

If the student is not passing at mid-module, the student will be given a written warning that will clearly outline why the student is on "Academic Warning," what is required of the student to be removed from "Academic Warning," and how to make satisfactory progress by the end of the probationary period.

Grade Scale

A- 4.0 - Indicates superior grasp of material, earned through 100% - 90%, excellent performance on all assignments and examinations, and is a very strong indication of career success.

B- 3.0 - Indicates a good level of proficiency, earned through 89% - 80%, is a strong indication of career success.

C- 2.0 - Indicates a satisfactory level of achievement earned through 79% - 70%, to enable successful employment or completion of further course work.

D- 1.0 - Indicates probationary grade and a marginal level of 69% - 60% achievement. Students earning this grade are expected to seek extra help to correct deficiencies. Conferences with the student, instructor, and the respective Program Director will determine the best course of action to take to promote academic success.

F- 0.0 - Indicates an insufficient comprehension of material, to permit promotion, 59% to 0%, to the next module. Students who earn this grade will be placed on academic probation and must consult the Director of Education for further guidance.

Tutoring Policy

MTI will offer tutoring for students according to the following guidelines:

- Tutoring will be offered for a minimum of 1 hour Monday through Friday. Times shall be determined according to individual instructors' schedule.
- Tutoring will be offered for academic reasons as well as skill levels that require improvement (Tutoring is available for students who are at risk of failing, i.e. grade of 70% or below).
- It is the student's responsibility to seek out academic assistance through their instructor, although an instructor may suggest tutoring if they think it would benefit a student.
- A student must have a referral from their instructor.
- If an instructor suggests tutoring to a student and that student refuses, the student must sign a "Waiver of Refusal" which will be placed in their student file.
- It is the student's responsibility to attend a tutoring session at the scheduled time.
- It is the student's responsibility to be prepared when attending a tutoring session.

Appeal Process

A student may appeal the determination of unsatisfactory progress to the respective Program Director based upon extenuating circumstances. In such cases, the School Director may determine that the student is making satisfactory progress towards the certificate or diploma despite the failure to conform within the normal time frame or minimum grade averages.

Graduation Requirements

Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab goals will receive a diploma and transcript stating that they have successfully completed the elected course. Students will also be permitted to sit for approved certification exams. Diplomas will not be given to students who have not successfully completed requirements in their elected course. In such a circumstance, only a certificate of attendance (transcript) will be issued.

NOTE: In the event that a diploma and/or transcript is needed, upon written request, the school will furnish a photocopy of the diploma/transcript at no charge. Only those students who have remained in good standing with the school are eligible for this service.

Definition of good standing: Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab requirements.

Minimum Cancellation and Refund Policies (Effective 5/99) Student Right to Cancel

The student has the right to cancel the Enrollment Agreement until midnight of the fifth business day after the student has been accepted; if the right to cancel is not given to any prospective student at the time the Enrollment Agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. Any cancellation by a student should be in writing and given to the managing employee of the school. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Schools shall, when a student gives written notice of cancellation, provide a refund within 30 days of said cancellation in the amount of at least the following: a) When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all registration fees, tuition and

any other charges shall be refunded to the student. b) When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less. c) When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee and the cost of any books or materials which have been provided by the school, an amount not to exceed 10% of tuition and other instructional charges, or \$300, whichever is less. d) When a student has completed in excess of 5% of the course instruction the school may retain the registration fee but shall refund part of the tuition and other instructional charges in accordance with whichever of the following applies:

- 1) After 5% of the course of instruction, *but within the first 4 weeks of classes, the school shall refund at least 80% of the tuition and fees.
- 2) During the first 25% of the course, the school shall refund at least 55% of the tuition and fees.
- 3) During the second 25% of the course, the school shall refund at least 30% of the tuition and fees.
- 4) In cases of the withdrawal after 50% of the course, the school shall retain 100% of the tuition and fees.

If a student withdraws or is terminated, refunds will be provided within 30 days of student's drop/dismissal notification date.

*The 4-week rule does not apply to the Basic Nursing Assistant Program.

*A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

*Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

*Deposits or down payments shall become part of the tuition.

*The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

*A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 5 consecutive school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

*A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the School Director.

*A school shall refund all monies paid to it in any of the following circumstances: a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog; b) the school cancels or discontinues the course of instruction in which the student has enrolled; c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Reinstatement Policy

Any student who withdraws from their respective program must pay off any remaining balance owed to the school prior to any further re-enrollment. Students may re-enroll in any program of their choice (once admission requirements have been met) when balance owed is paid in full. If a student re-enrolls in the same program from which they have withdrawn, they must re-start at the beginning of the program.

Definition of Student Withdrawal: "A student ceases to be enrolled prior to completion of their course of study."

Return of Title IV Funds Policy

The Higher Education Amendments (HEA) of 1998 changed the formula for calculating the amount of the Title IV aid a student and school can retain when the student withdraws from school or is terminated by the school. Students who withdraw from the school or are terminated by the school prior to completing 60 percent or more of their payment period (a period of time for which student receive Title IV aid) will have their Title IV eligibility recalculated based on the percent of the payment period attended. For example, a student who withdraws completing only 30 percent of the payment period will have “earned” only 30 percent of any Title IV aid received. The school and/or the student must return the remaining 70 percent.

This policy applies to all students who withdraw, drop out, or are terminated by Midwest Technical Institute and receive financial aid from the Title IV funds. The term “Title IV Funds” refers to Federal Pell Grants, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS).

For purposes of the Return of Title IV Funds Policy, a student’s withdrawal date is: the student’s last day of attendance. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the payment period. Title IV aid is considered 100 percent earned after that point in time.

The percent of Title IV aid earned is calculated as: Number of days completed by the student divided by the number of days in the payment period equal the percent of payment period completed. The total number of calendar days in a payment period and the number of days completed by the student will exclude any scheduled breaks of five days or more.

The percent of payment period completed will be the percentage of Title IV earned by the student. The percentage of Title IV aid unearned will be returned by MTI to the appropriate Title IV program in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS
4. Federal Pell Grant
5. Other grant or loan assistance authorized by Title IV of the HEA

MTI will return the unearned aid within 45 days from the date the school determined the student withdrew. When the amount of unearned aid is greater that the amount returned by MTI from the student’s account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Federal Stafford Loan*
2. Subsidized Federal Stafford Loan*
3. Federal PLUS*
4. Federal Pell Grant**
5. Other grant or loan assistance by Title IV of the HEA

*Loan amounts are returned in accordance with the terms of the promissory note

**Unearned federal grant amounts to be returned by the student will be reduced by 50 percent.

Within thirty (30) days of the date the school determined the student withdrew, the student will be notified in writing if they are required to return any federal grant aid (Federal Pell). The student is considered to be in an over payment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45-days from the earlier of the date the school sends a notification to the student of the overpayment, or the date the school was required to notify the student of over payment.

If during the 45-day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the 45 day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and, thus, ineligible for any additional Title IV aid until that amount is repaid.

Refund Policy for Students Using Veterans Education Benefits

The school will charge a sum which does not vary more than 10% from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course (number of hours completed divided by the total number of hours in course plus 10% = refund). Refund will be made within forty (40) days of the change in student status.

Contact the Director of Education for appropriate paperwork to cancel the Enrollment Agreement:

Springfield Campus	East Peoria Campus	Moline Campus
Midwest Technical Institute	Midwest Technical Institute	Midwest Technical Institute
2731 Farmers Market Road	280 High Point Lane	3620 Avenue of the Cities
Springfield, IL 62707	East Peoria, IL 61611	Moline, IL 61265
(217) 527-8324	(309) 427-2750	(309) 277-7900

**Notice to Students
Section 7 (9) (P.A. 85-1382)**

This school is regulated and licensed to operate by the Illinois State Board of Education under a state law called the Private Business and Vocational School Act. You have the right to file a written complaint of violation by this school of any provisions of this law. The school must, among other things:

- Provide information about the College which is free from misrepresentation, deception of fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the College’s current catalog and any addenda for you to read prior to the signing the enrollment agreement.
- Disclose information about the College’s graduation, completions, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English, the screening must include the language.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.
- Teach only courses and employ only teachers that are approved by the Mississippi Commission on Proprietary School and College Registration. Provide safe and sanitary facilities, equipment and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the “Act” to students who withdraw before completion of the course of instruction in which enrolled.

If you believe your rights have been violated, please refer to the school’s Student Complaint/Grievance Procedure Policy.

Student Complaint/Grievance Review Board Procedure

A student of Midwest Technical Institute seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter informally by following the chain of command. The student must first speak with their instructor. If the matter is not resolved at that point, the student can request to meet with the respective Program Director. If the issue is still unresolved, the student can request to meet with the Director of Education. Should the issue remain unresolved, the student must submit a written request for a meeting with the Grievance Review Board within 5 (five) working days of the initial documented concern, at the appropriate address:

Springfield Campus	East Peoria Campus	Moline Campus
Midwest Technical Institute	Midwest Technical Institute	Midwest Technical Institute
Attn: Grievance Review Board	Attn: Grievance Review Board	Attn: Grievance Review Board
2731 Farmers Market Road	280 High Point Lane	3620 Avenue of the Cities
Springfield, IL 62707	East Peoria, IL 61611	Moline, IL 61265
(217) 527-8324	(309) 427-2750	(309) 277-7900

The request for the meeting must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name of the grievant’s instructor.
4. Current address and phone number of the grievant.
5. Statement of the grievance, including what resolution is being sought, and any supporting documentation.

Upon receiving a written request regarding a grievance, and it has been established that the proper channels have been followed, a meeting with the Grievance Review Board will be scheduled. The Board will meet, discuss the details of the grievance, and recommend action. A final decision will be given in writing by the School Director. Issues remaining unresolved at the institutional level may be directed to the Illinois State Board of Education Small Business and Vocational Schools.

Illinois State Board of Education
 Private Business and Vocational
 School Unit
 100 West Randolph, Suite 14-300
 Chicago, Illinois 60601
 Telephone: (312) 814-5818

Illinois State Board of Education
 Private Business and Vocational
 School Unit
 100 North First Street, E230
 Springfield, Illinois 62777-0001
 Telephone: (217) 782-2948

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
 2101 Wilson Blvd./ Suite 302
 Arlington, VA 22201
 (703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting an Admissions Representative. Students seeking comparable program information related to tuition, fees, and program length may contact ACCSC at the above address.

FERPA Policy and Procedures

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records.

Under the Family Educational Rights and Privacy Act (FERPA), Midwest Technical Institute is permitted to disclose information from your records to your parents, if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Independent students' education records will not be release unless the student signs a consent form.

Two types of education records:

Directory information available to third parties without prior written consent:

Student Name
Dates of attendance
Attendance Status (enrollment, full time, part time)
Field of study
Degrees, honors, and awards

Non-directory information not available to third parties without prior written consent:

Social security number
Student identification number
Race, ethnicity, gender, and/or nationality
Disciplinary Actions
Attendance (absent or present percentages)
Transcripts, grade reports

Maintained in student's permanent file on site (MTI)

1. Class Registration Form
2. Source and Payment information
3. Completed Enrollment Agreement
4. Copy of high school diploma, transcript, or GED
5. Emergency Information
6. Signed Placement Agreement
7. Signed Rules and Conduct Codes
8. Signed Tool List
9. Leave of Absence Records
10. Attendance Records
11. Placement Information
12. Copy of MTI Diploma
13. Copy of Certifications
14. MTI Transcript
15. ICC Module Transcript (if applicable)
16. Financial Aid Award Documentation
 - o Completed FASFA
 - o Copy of Promissory Note
 - o Verification Documentation

- Disbursement Records
 - Other information that may be relevant to student regarding SFA
17. Documentation of request to review files
 18. Proof of physical exam and current immunizations * where applicable
 19. Background check * where applicable
 20. Evidence of liability insurance * where applicable

FERPA Notification of Rights

The family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of when MTI receives a request for access.

Students should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask MTI to amend a record by writing the Director of Education, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. If MTI decides not to amend the record as requested, MTI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before MTI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. MTI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by MTI in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MTI has contracted as its agent to provide a service instead of institutional employees or officials (such as attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. Upon request, MTI will forward student records to another institution at which the student seeks or intends to enroll. 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 of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901
FERPA@ed.gov

The "U.S.A. Patriot Act" effective October 26, 2001, established the following exception relative to the release of information from institutional files:

Ex Parte Orders- MTI can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response

to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When MTI makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders- In the following three contexts, an institution can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order:

Grand Jury Subpoenas-Law Enforcement Subpoenas- For these subpoenas, the court may order MTI not to disclose to anyone the existence or contents of the subpoena of our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency- MTI is permitted to disclose personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS)- MTI may release personally identifiable information of a student who has signed a Form 1-20 and any student attending on a M-1 or J-1 Visa to the BCIS.

Facility/School Equipment

Basic Nursing Assistant

	Springfield	East Peoria
Hospital Beds	✓	✓
Wheelchair with foot rest	✓	✓
Mouth care items	✓	✓
Thermometers	✓	✓
Eating/feeding utensils	✓	✓
Transfer Belts	✓	✓
Nail care supplies	✓	✓
Razors	✓	✓
Blood pressure cuffs	✓	✓
Scales	✓	✓
Bathing/Grooming Supplies	✓	✓
Catheter Supplies for Simulation	✓	✓
Set of linens, towels, sheets, and pillows	✓	✓

Dental Assisting

	Springfield	East Peoria	Moline
Computers	✓	✓	✓
X-Ray Processor	✓	✓	✓
Ultrasonic instrument cleaner	✓	✓	✓
Dental Operatories (dental chair units)	✓	✓	✓
Composite light curing unit	✓	✓	✓
Plaster vibrator	✓	✓	✓
Vacuum former	✓	✓	✓
Dental hand pieces	✓	✓	✓
Dental Study/demo models	✓	✓	✓
Vacuum suction unit for operatories	✓	✓	✓

TV w/VCR & DVD player	✓	✓	✓
Intra-oral X-ray machines	✓	✓	✓
Autoclave instrument sterilizer	✓	✓	✓
Amalgam mixer	✓	✓	✓
Plaster model trimmer	✓	✓	✓
Material mixing bowls	✓	✓	✓
X-ray viewing boxes	✓	✓	✓
Air compressor for operations	✓	✓	✓

HVAC/R-MAR Technician

	Springfield	East Peoria	Moline
Gas Furnaces (70%, 80%, & 90%)	✓	✓	✓
Electric Furnace	✓	✓	✓
Condensing Units – R22, R410A	✓	✓	✓
Oil Furnace	✓	✓	✓
Gas Fired Boiler	✓	✓	✓
Air handles	✓	✓	✓
Heat Pumps	✓	✓	✓
Package Units	✓	✓	✓
Geo-thermal Units	✓	✓	✓
Acetylene Torches	✓	✓	✓
Wiring Simulators	✓	✓	✓
Digital Manometer	✓	✓	✓
Digital Charging Scales	✓	✓	✓
Combustion Analyzer	✓	✓	✓
Commercial Coders	✓	✓	✓
Ice machine	✓	✓	✓
Walk-in Cooler	✓	✓	
Recovery Machines	✓	✓	
Vacuum Pumps	✓	✓	✓
Digital Micron Gauges	✓	✓	✓
Digital Psychrometers	✓	✓	✓
Gas Manometers	✓	✓	✓
Rigid Pipe cutter/Threader/Reamer	✓	✓	✓
Nitrogen Cylinders & Regulators	✓	✓	✓
Combustible Gas Detector	✓	✓	✓
Carbon Monoxide Tester	✓	✓	✓
Recovery Cylinders	✓	✓	✓
Sheet Metal Fabrication – Layout Table, Brake, Shear & Pittsburgh Machine	✓	✓	✓

In addition to the above: refrigerant gauges, multimeters, screwdrivers, wrenches, ratchet/sockets, tubing cutters, tubing benders, hammers, vises, swaging/flaring tools, battery powered drills, sheet metal snips, and miscellaneous hand tools.

Massage Therapy

	Springfield	East Peoria	Moline
Massage tables	✓	✓	✓
Nutritional models	✓	✓	✓
Anatomy charts	✓	✓	✓

Face cradle covers	✓	✓	✓
TV/VCR	✓	✓	✓
Massage chairs	✓	✓	✓
Anatomical models	✓	✓	✓
Linens (sheets and towels)	✓	✓	✓
Body Oil	✓	✓	✓
Washer and dryer	✓	✓	✓

Medical Assisting

	Springfield	East Peoria	Moline
EKG Machine	✓	✓	✓
Examining tables	✓	✓	✓
Dressing supplies	✓	✓	✓
Thermometers (Tympanic, Digital)	✓	✓	✓
Stethoscopes	✓	✓	✓
Hemocult slides	✓	✓	✓
Urine cups	✓	✓	✓
Variety of syringes	✓	✓	✓
Baby scale	✓	✓	✓
Wall mounted blood pressure units	✓	✓	✓
Hemocue	✓	✓	✓
Speculums (plastic)	✓	✓	✓
Computer Lab	✓	✓	✓
Wheelchairs	✓	✓	✓
Venupuncture equipment (tubes, tourniquets, needles)	✓	✓	✓
Ace wraps, triangular bandages, tubular Gauze	✓	✓	✓
Viewing box	✓	✓	✓
Gait belts	✓	✓	✓
Gloves (Sterile, Non-sterile)	✓	✓	✓
Blood pressure cuffs	✓	✓	✓
Glucose meter	✓	✓	✓
Throat swabs	✓	✓	✓
Multistix for UA's	✓	✓	✓
Measuring tapes	✓	✓	✓
Stand up scale	✓	✓	✓
Dolls for practice weights	✓	✓	✓
Capillary tubes	✓	✓	✓
Skeleton model	✓	✓	✓
Phlebotomy arm	✓	✓	✓
Crutches	✓	✓	✓
Anatomy/Vision charts	✓	✓	✓
Mayo tray	✓	✓	✓
Plastic med cups	✓	✓	✓

Medical Coding Specialist

	Springfield	East Peoria
Overhead projector	✓	✓
PC Workstations	✓	✓
LaserJet Printer	✓	✓

Pharmacy Technician

	Springfield	East Peoria	Moline
Pill splitters	✓	✓	✓
Glass Mortars and Pestles	✓	✓	✓
Stirring rod sets	✓	✓	✓
Counting trays	✓	✓	✓
Funnels and filter paper	✓	✓	✓
IV admixture supplies	✓	✓	✓
Laminar style Flow Hood	✓	✓	✓
Calibration Weights	✓	✓	✓
Spatulas	✓	✓	✓
Beakers	✓	✓	✓
Graduated cylinders	✓	✓	✓
Auxiliary labels	✓	✓	✓
Prescription packaging	✓	✓	✓
Pharmaceutical scales	✓	✓	✓
Compounding Supplies	✓	✓	✓

Journeyman Welder and Journeyman Welder II

	Springfield	East Peoria	Moline
Miller-Mark VIII welding machines	✓	✓	
Allied 6" bench grinder	✓	✓	✓
Victor-Oxy/Acetylene torch kits	✓	✓	✓
Henkel-Model K-450 rod oven	✓	✓	✓
Dewalt-4 ½" right angle grinders	✓	✓	✓
Milleromatic 300 MIG machine	✓	✓	✓
Miller maxster 175's and/or 200's	✓	✓	✓
Shear scotsman 5400	✓	✓	✓
MIG stations	✓	✓	
Victor-automatic track bevelers	✓	✓	✓
Weldcraft-TIG torche set ups	✓	✓	✓
Band saw	✓	✓	✓
Grinding stations	✓	✓	✓
Welding booths	✓	✓	✓
ESAB plasma arcs	✓	✓	✓
Miller econotigs	✓	✓	
Black and Decker die grinder	✓	✓	
Miller-XMT inverter welding machines	✓	✓	
Mathey dearum-manual pipe bevelers	✓	✓	✓
Miller aluminum welder			✓

***BASIC NURSING ASSISTANT (BNA)**
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
 Week 1-5 Monday-Thursday
 8 a.m. to 12 p.m.
 Week 6 Monday-Thursday
 8 a.m. to 12 p.m.
 Friday of the 6th week
 8 a.m. to 4 p.m.
 Week 7 Monday-Friday
 8 a.m. to 4 p.m.

The maximum number of students in a typical classroom is 10.

*BNA is not currently offered at the Moline campus.

Start date	Graduation date
January 3, 2012	February 17, 2012
March 5, 2012	April 20, 2012
May 7, 2012	June 22, 2012
July 23, 2012	September 7, 2012
September 24, 2012	November 9, 2012
November 26, 2012	January 11, 2013

Tuition	\$982
Registration Fee	\$100
Books	\$80
Background Check	\$28
Certification	\$60
Total Cost	\$1,250

BASIC NURSING ASSISTANT
7 Weeks/144 Clock Hours

The Basic Nursing Assistant (BNA) course prepares a person to take the certification exam which is necessary to become a Certified Nursing Assistant (CNA) in the State of Illinois. The program is designed to prepare qualified individuals to be safe, caring, and effective nursing assistants who work under the supervision of qualified health care professionals. BNAs are trained to perform at a minimum entry level in positions normally available in hospitals, nursing homes, and home health agencies. This course presents basic nursing assistant principals as well as providing opportunities for practice and demonstration of skills related to patient care. The students' time will be divided between classroom instruction, laboratory time, and supervised experience in the nursing home and/or hospital settings.

BNA 100 Fundamentals of Nursing Assistant
96 Clock Hours

Introduction to Health Care Systems

16 Clock Hours

This module will define long-term care centers and their personnel, OBRA regulations and requirements, delegated tasks, resident rights, professionalism, ethical behavior on a job, qualities and traits of a successful nursing

assistant, philosophy of patient care, and communicating with the health care team.

The Patient

16 Clock Hours

This module will discuss basic structures and functions of tissues and cells and the structures and functions of each body system. Students will learn the importance of quality of life of the older person. The aspects of the older person's life will be discussed: social relationships, aging, death, retirement, housing issues, and changes in body systems. The importance of sexuality throughout life and how aging affects sexuality in older persons will be discussed.

Protecting the Person

16 Clock Hours

The safety of older persons will be discussed in this module. Risk factors, common safety measures, prevention of accidents, and restraint use are covered. The student will learn about the different types of infection, signs and symptoms of infection, asepsis, disinfection and sterilization, as well as blood borne pathogen standards. Good body mechanics, lifting, turning, and moving persons comfortably will be discussed.

Assisting with Activities of Daily Living

16 Clock Hours

In this module students will learn about the resident's unit, bed making, hygiene, grooming, urinary elimination, bowel elimination, nutrition, and fluids.

Patient Assessment

16 Clock Hours

In this module students will learn about the importance of exercise and activity of the older person, as well as comfort, rest, and sleep. The needs of older persons with oxygen and assisting those with limited capabilities will also be discussed. It is in this module that the student will learn to measure vital signs: blood pressure, temperature, pulse, and respirations. Students will also learn to assist with a physical examination, staying within the realm of a BNA.

Assisting with Care Needs

16 Clock Hours

In this module students will learn about transferring, admitting, and discharging of persons. Wound care and heat and cold applications will be discussed. Common physical and mental health problems will be introduced as well as topics on dementia, confusion, and developmental disabilities. Rehabilitation and restorative care, basic emergency care, and the dying person are additional topics studied. Upon successful completion of 6 modules, a uniform will be provided by MTI.

BNA 200 Nursing Assistant Practicum

48 Clock Hours

Students will participate in a unpaid practicum setting with a minimum of 48 hours. Attendance is crucial. Students will be responsible for arranging their own transportation to assigned facilities. Students will apply knowledge taught in Modules I – VI with hands-on caring for residents in various long term care facilities.

DENTAL ASSISTING (DA)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,781
Registration Fee	\$100
Books	\$139
Lab Fee	\$600
Dues	\$30
Testing Fee	\$250
Total Cost	\$13,900

DENTAL ASSISTING

36 Weeks/540 Clock Hours/180 Externship Hours/32.5 Semester Credits/ 255 Outside Additional Clock Hours

The program provides the DA with entry-level theory and limited “hands-on” training in basic and routine clinical and office tasks. A dental assistant is a person who works closely with a dentist, assisting in all dental procedures. The dental assistant enables the dentist to care for many more patients and to produce more dentistry than they could alone. Seating and greeting the patient, taking radiographs, impressions, sterilization, suctioning, passing instruments, lab work, basic 4-handed dentistry, and educating the patient are just a few duties of the assistant. The dental profession continues to grow as a result of the population living longer, as well as advancements in procedures, treatments, prevention, and cosmetic dentistry. This results in more dental services being desired; therefore, an increasing number of dental assistants will be needed to handle the many responsibilities for which they are uniquely trained.

- Course consists of 4 modules
- Each module is 9 weeks in length (total of 36 weeks)
- Classes are Monday-Friday 8:00am-Noon or 1:00pm-5:00pm
- Module 4 consists of an externship program
- Course total of 720 clock hours– 32 semester credits
- There is an average of 255 independent home study hours for this program
- One complete uniform, which includes scrub pant, scrub top, and white lab coat with patch and name badge is included with course

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

DA 100 Principles of Dental Assisting I

60 clock hours/lecture/4 credits/18 additional outside clock hours

This course provides knowledge and understanding of the dental assisting profession, oral health, preventive techniques, and nutrition. The course covers the details of dental history, preparing for patient care, vitals, dental charting, and pharmacology. Students will have an understanding of dental diseases and pathology as well as prevention of dental diseases.

DA 111 Dental Materials and Infection Control

45 clock hours/lecture/3 credits/25 additional outside clock hours

This course provides knowledge and understanding of microbiology, infection control in dentistry, regulations, and guidelines for the dental practice, and occupational health and safety. This course also covers the knowledge of chemical and physical properties of dental materials, their indications for use, and proper manipulation of the materials. The students will have an understanding of emergency management, introduction to the dental office, basic chair side assisting, impression, and laboratory materials.

DA 104 Head & Neck Anatomy and Tooth Morphology

45 clock hours/lecture/3 credits/22 additional outside clock hours

This course provides knowledge and understanding of the oral cavity tooth morphology and head and neck anatomy. The course covers the details of tooth identification and numbering systems. Osteology of the skull, muscles, nerves and arteries of the head and neck are discussed. Students will have an understanding of the formation and development for all primary and permanent teeth.

DA 105 Clinical/Lab Dental Assisting I

30 lab/1 credit/13 additional outside clock hours

This course provides clinical dental assisting training for concepts taught in the DA 100, DA 111 and DA 104 courses. "Hands-On" training is provided and students are expected to demonstrate competency with safety standards, infection control, dental anatomy, oral health, and prevention of dental disease.

Module 2

DA 101 Principles of Dental Assisting II

30 clock hours/lecture/2 credits/30 additional outside clock hours

This course is a continuation of Principles of Dental Assisting I, and provides knowledge and understanding of patient information and assessment and the foundation of clinical dentistry. The course covers the details of the dental office environment, delivering dental care, hand instruments, hand pieces, moisture control, anesthesia, restorative materials, and dental cements.

DA 106 Dental Radiology with Lab

60 lab/2 credits/24 additional outside clock hours

This course provides knowledge and clinical training for dental radiography concepts and techniques in dental radiography. "Hands-On" training is provided and students are expected to demonstrate competency with x-ray equipment and safety, x-ray film processing, intraoral x-rays and extraoral x-rays.

DA 113 Dental Practice Management

45 clock hours/lecture/3 credits/18 additional outside clock hours

This course provides knowledge and understanding of the business of dentistry and the philosophy of the dental practice. This course will cover business and communication management, telecommunication, appointment management on a computer, patient recall, inventory, accounts receivable, marketing the practice, and legal/ethical issues.

DA 107 Clinical/Lab Dental Assisting II

45 lab/1.5 credits/6 additional outside clock hours

This course is a continuation of Clinical Dental Assisting I and provides clinical dental assisting training for concepts taught in the DA 101 and DA 106 course. "Hands-On" training is provided and students are expected to demonstrate competency with patient information, assessment, and the foundation of clinical dentistry as well as radiology.

Module 3

DA 102 Principles of Dental Assisting III

45 clock hours/lecture/3 credits/45 additional outside clock hours

This course is a continuation of Principles of Dental Assisting II and provides knowledge and understanding of dental materials and comprehensive dental care. This course covers removable and fixed prosthodontics, provisional coverage, endodontics, periodontics, and oral surgery.

DA 112 Advanced Chairside Functions

45 clock hours/lecture/3 credits/26 additional outside clock hours

This course provides knowledge and understanding on theory, background, procedures, and expanded functions on the role of the dental assistant. The areas that will be covered are pedodontics, orthodontics, oral pathology, cosmetic dentistry, and bleaching techniques.

DA 108 Clinical/Lab Dental Assisting III

90 lab/3 credits/7 additional outside clock hours

This course is a continuation of Clinical Dental Assisting II and provides clinical dental assisting training for concepts taught in the DA 102 and DA 112 courses. "Hands-On" training is provided and students are expected to demonstrate competency with dental procedures and comprehensive dental care.

Module 4

DA 114 Externship

180 clock hours/externship/4 credits/21 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam and have an overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with MTI's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with MTI. MTI currently has externship site agreements in place, and those sites have agreed to host dental assisting students. Externs are not entitled to compensation.

Current sites with agreements at the Springfield Campus are:

Dr. Patricia Norton; Dr. Carol Cunningham; Sugar Creek Orthodontics; Prairie Dental Associates; Dr. Chad Burmeister; Dr. Julio Morales, Century Dental Center; Dr. Bill Sturn; Capital Community Health Center; Springfield Association of Oral and Maxofacial Surgeons; Gaitros Dental Center; Dr. Jay Chrisman; Southern View Dental; Dr. Kevin Harrington; Dr. Robert Krueger; Dr. Tom Riley; Dr. Christopher Jordan; Dr. Kevin Floyd; Dr. Mary Ann Rackauskas; Advanced Dental Care; Dr. Samuel Kendrick; C.I. Dental; Macon Count Health Department; Dr. Timothy Hutson; Mid Illinois Dental; Dr. Michael Pauley; Dr. Kurt Heller; Dr. Jerry Marshall, Tazwell County Dental Health; Dr. Bethel Buerk; Dr. David Naff; Dr. Randall Lawson; Heartland Dental Care; Capital Community Health Center; Dr. Steven Steer; Dr. Shannon Cummins; Dr. James Santarelli; Dr. Michael Morley; Dr. Kraig Osborne; Dr. Le Gurga; Dr. Amanda Lewis; Dr. Jill Young; Dr. Lakshmi Ramesh; Cass County Dental Health; Dr. Robert Cassens; Dr.

Robert Stinauer; Dr. Steven Hyten; Dr. Alan Chiles; and Dr. Becky Cantor .

Current sites with agreements at the East Peoria Campus are:

Current sites with agreements are Dr. John Reed, Donlan Dental Group, Prairie Dental Associates (Dr. Richard Stephey), Dr. Thomas Nalepka, Dr. Mike Moon, Dr. Tim Schwartz, Dr. Stephen Dickey, Dr. Kevin Conroy, Dr. Cyndi Miller, Dr. Vijeyta Bahatia, Heartland Clinic, Maple Shade Dental Group, Heartland Dental Corp., Dr. John Reed, Dr. Denise Flynn, Dr. Bruce Mathes, Dr. David Kuban, and Tazewell County Health Dept., Gentle Dental Care of Peoria, Dr. McKone and Dr. Roa, Peoria County Health Department, Affordable Dentistry Today, Peoria Family Dental, Dental Group of Bloomington, Hershey Plaza Dental, and Dr. Murthy. Externship schedules will be arranged with input from the primary instructor and student.

Additional Requirements: Upon successful completion of course work through the 3rd module one complete uniform will be supplied, including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. The Hep B Vaccine will also be provided, if needed, beginning in the first term.

HVAC/R-MAR TECHNICIAN
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,830
Registration Fee	\$100
Books	\$110
Lab Fee	\$500
Tools	\$300
Testing Fee	\$60
Total Cost	\$13,900

HVAC/R-MAR TECHNICIAN
36 Weeks/720 Clock Hours/ 30 Semester Credits/200 Additional Outside Clock Hours

The MTI HVAC/R - MAR program consists of four (9) week modules. Each module contains basic subject content for training in the installation, repair and maintenance for the heating, ventilating, air conditioning and refrigeration industry and basic subject content for training in installation and repair for the major appliance industry. Students must successfully complete a module prior to advancing to the next module. Successful completion of a module requires a minimum grade point average of 2.0 (70%), minimum of 90% attendance and successfully completing a comprehensive written/lab final. Successful completion of each module and EPA Section 608 Core, Type I, and Type II certification exams will entitle student to a diploma in HVAC/R diploma and MARC (Major Appliance Repair Certification). Class times are 4 hours daily (8am-noon or 1pm-5pm) each week for the duration of the course. This includes the opportunity for an extensive "hands-on" experience as well as theory, equipment components and operation.

The HVAC/R - MAR program welcomes any person with or without previous electrical, mechanical or construction training or experience, although any previous experience will prove beneficial to that student. The course objective is to provide each student with the basic knowledge and skills as a quality entry level employee in the HVACR and major appliance industries.

Students should be aware that employment in the industry by some employers may require them to possess a clean driving record, submit to a criminal background check, provide a drug screen, relocation, climb ladders, work in attics and crawlspaces, move heavy equipment, work in harsh environments and being available for 24 hour service calls. Each graduate will be responsible for following leads provided to them as well as interviewing for employment.

Some industry related fields include but are not limited to: equipment and duct installers, duct cleaners, service technicians, sheet metal, electrical, facilities maintenance, sales, management, marketing, estimating, inspections and self employment.

Our program is nationally accredited by HVAC Excellence. For more information about HVAC Excellence, please visit: <http://www.hvacexcellence.org>.

HVAC Excellence student employment ready assessment certifications in basic electricity, basic air conditioning, electric heat, heat pumps, gas heat, light commercial air conditioning and light commercial refrigeration are available to every student at an additional cost. These certifications are being recognized across the United States for entry level positions. The NATE (North American Technician Excellence) certification is also available at an additional cost. This is the most widely recognized certification. It is designed for the employee with at least 5 years field experience. For more information about NATE, please visit: <http://natex.org/>.

Module 1

Gas and Electric Heat Service and Installation

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover basic Gas and Electric heating applications including combustion theory, the combustion process, heating efficiencies, ignition systems, different types of furnace configurations, gas properties, gas valves, regulators, sequence of operation, safety precautions when dealing with fossil fuel burning furnaces as well as all electric. It also includes basic maintenance, repair, and troubleshooting techniques along with applied electrical safety and theory of furnace components and controls.

Module 2

Air Conditioning and Heat pump Service and Installation

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover electricity applied to comfort cooling systems, testing and identifying electrical components, sizing electrical conductors and over current protection according to NEC. Also theory of heat transfer, Refrigeration cycle, identifying and diagnosing the components of a refrigeration system, Sequence of operation of Air conditioning and various types of Heat pump applications (Air to Air, Geothermal) identifying heat pump components and theory of operation. Students will also practice Refrigerant recovery, recycle, and evacuation techniques as well as refrigerant charging procedures.

Module 3

Air Distribution and Indoor Air Quality (IAQ)

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will consist of students fabricating various sheet metal fittings using the proper calculations and ACCA charts and procedures. Students will also learn the basic principles of Indoor Air quality and the importance of human comfort when dealing with different environments and airborne pollutants. Students will read fan airflow charts, perform duct system pressure test, and identify different types of filters along with the proper application for each. Students will also perform the installation and service of whole house humidifiers, UV filterization lights, Electronic air cleaners, and Identify the effects of each according to use in today's industry.

Module 4

Major Appliance Repair (MAR)

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover the installation and repair of electric and gas ranges, microwaves, dishwasher, domestic refrigerators, automatic washers, gas and electric dryers, garbage disposals, water heaters, and cook

tops. Also basic electricity applied to appliances along with schematic reading procedures, identifying components and electrical symbols, appliance service troubleshooting techniques, Identifying proper operating conditions of appliance according to NEC and Manufacturers Specification.

JOURNEYMAN WELDER
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m.-1:00 p.m.
5:30 p.m.-10:30 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 30, 2012	September 7, 2012
March 5, 2012	October 12, 2012
April 10, 2012	November 16, 2012
May 14, 2012	January 4, 2013
June 18, 2012	February 8, 2013
August 6, 2012	March 15, 2013
September 10, 2012	April 19, 2013
October 15, 2012	May 24, 2013
November 19, 2012	June 28, 2013

Tuition	\$12,074
Registration Fee	\$100
Books	\$146
Metals	\$1,425
Gear	\$155
Total Cost	\$13,900

JOURNEYMAN WELDER
30 Weeks/750 Clock Hours/27 Semester Credits/180 Additional Outside Clock Hours

The course objective of the Journeyman Welder is for students to gain entry level employment in the welding field, as well as making each student a proficient pipe welder using SMAW and TIG processes, as well as teaching MIG & Flux core Welding, while providing skills for pipe welding and manufacturing. The course also teaches field and shop safety, pipe fitting skills, and basic blueprint readings. Certain subjects may be taken out of numerical sequence to accommodate school class scheduling polices. Course subject descriptions are as follows:

Module 1

Properties of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

The classroom section of this module explains the different weld defects that are associated with various types of weld processes the techniques and tools used in the fabrication of both plate and pipe with attention to welding code standards and the metallurgical properties of various metals and the need to preheat and post heat.

Module 2

Cutting Techniques of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Proper personal protective equipment relative to Oxyfuel cutting.
2. Set up and use of Oxyfuel cutting techniques.
3. Set up and use of Plasma cutting as well as Arc Gouging Techniques.

Shop time consists of learning to cut and prepare metal plate, fundamental techniques for performing overlap beads and fillet welds in all positions using SMAW (stick) processes with 7018 electrodes, and cleaning and inspecting welds for defects and discontinuities.

Module 3

Production Welding Techniques

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The use of weld symbols in welding blueprints.
2. The different types of weld joints.
3. The review of drawings and shapes in relation to 3 view drawings.
4. The implementation of GMAW techniques as a cost effective alternative to slower welding processes.
5. The implementation of SMAW techniques as a suitable alternative to stick welding.

Module 4

OSHA/Cranes/Rigging

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Ten-hour OSHA training session.
2. The different types of knot tying for safe material handling.
3. The importance of proper crane signals as well as knowing proper rigging methods.
4. The importance of knowing weight limitations of cranes as well as rigging equipment.
5. Research paper on the history of welding.

Shop time for this term consists of performing SMAW process in all positions on T-joints, Bevel V-groove welds. 6010 electrodes are used for the root pass and 7018 low hydrogen rods are used for the fill. Teaches MIG processes (hard wire and flux core) on carbon steel on metal thickness from 10 gauge to 1/2", in all positions including 1G, 2F, 2G, 3F and 3G.

Module 5

Metallurgy/Vocabulary

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The vocabulary and language spoken in regards to fit up and welding of various applications.
2. The understanding of welding machine set up for different applications.
3. SMAW welding applications and machine set up.
4. GTWA welding applications and machine set up.
5. The different metallurgical properties of metals.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

Module 6

Basic Math/Basic Fitting Principals

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. This includes solving various math problems with fractions and decimals.
2. The math involved in basic pipe fitting.
3. The use of isometric drawings applied to pipe runs of various configurations.

4. Solving various piping runs with the use of self drawn isometrics, as well as pulling various measurements in order to complete the task.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

JOURNEYMAN WELDER II
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m.-1:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 30, 2012	November 16, 2012
March 5, 2012	January 4, 2013
April 10, 2012	February 8, 2013
May 14, 2012	March 15, 2013
June 18, 2012	April 19, 2013
August 6, 2012	May 24, 2013
September 10, 2012	June 28, 2013
October 15, 2012	August 16, 2013
November 19, 2012	September 20, 2013

Tuition	\$12,154
Registration Fee	\$100
Books	\$146
Metals	\$2,945
Gear	\$155
Total Cost	\$15,500

JOURNEYMAN WELDER II
40 Weeks/1000 Clock Hours/36 Semester Credits/180 Additional Outside Clock Hours

The course objective of the Journeyman Welder II is for students to gain entry level employment in the welding field, as well as making each student a proficient pipe welder using SMAW and TIG processes, as well as teaching MIG & Flux core Welding, while providing skills for pipe welding and manufacturing. The course also teaches field and shop safety, pipe fitting skills, and basic blueprint readings. Certain subjects may be taken out of numerical sequence to accommodate school class scheduling policies. The Journeyman Welder II offers a greater scope of welding processes and allows more time to become polished in a certain specialty.

Journeyman Welder II offers an additional 10 weeks/250 more hours than Journeyman Welder. This course will expand on the pipe fitting course and include more hands-on Fitting and Rigging.

Module 1

Properties of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

The classroom section of this module explains the different weld defects that are associated with various types of weld processes the techniques and tools used in the fabrication of both plate and pipe with attention to welding code standards and the metallurgical properties of various metals and the need to preheat and post heat.

Module 2

Cutting Techniques of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Proper personal protective equipment relative to Oxyfuel cutting.
2. Set up and use of Oxyfuel cutting techniques.
3. Set up and use of Plasma cutting as well as Arc Gouging Techniques.

Shop time consists of learning to cut and prepare metal plate, fundamental techniques for performing overlap beads and fillet welds in all positions using SMAW (stick) processes with 7018 electrodes, and cleaning and inspecting welds for defects and discontinuities.

Module 3

Production Welding Techniques

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The use of weld symbols in welding blueprints.
2. The different types of weld joints.
3. The review of drawings and shapes in relation to 3 view drawings.
4. The implementation of GMAW techniques as a cost effective alternative to slower welding processes.
5. The implementation of SMAW techniques as a suitable alternative to stick welding.

Module 4

OSHA/Cranes/Rigging

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Ten-hour OSHA training session.
2. The different types of knot tying for safe material handling.
3. The importance of proper crane signals as well as knowing proper rigging methods.
4. The importance of knowing weight limitations of cranes as well as rigging equipment.
5. Research paper on the history of welding.

Shop time for this term consists of performing SMAW process in all positions on T-joints, Bevel V-groove welds. 6010 electrodes are used for the root pass and 7018 low hydrogen rods are used for the fill. Teaches MIG processes (hard wire and flux core) on carbon steel on metal thickness from 10 gauge to 1/2", in all positions including 1G, 2F, 2G, 3F and 3G.

Module 5

Metallurgy/Vocabulary

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The vocabulary and language spoken in regards to fit up and welding of various applications.
2. The understanding of welding machine set up for different applications.
3. SMAW welding applications and machine set up.
4. GTWA welding applications and machine set up.
5. The different metallurgical properties of metals.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

Module 6

Basic Math/Basic Fitting Principals

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. This includes solving various math problems with fractions and decimals.
2. The math involved in basic pipe fitting.
3. The use of isometric drawings applied to pipe runs of various configurations.
4. Solving various piping runs with the sue of self drawn isometrics, as well as pulling various measurements in order to complete the task.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

Module 7

Basic Pipe Fitting

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Reading ISO Drawings.
2. 45-degree offsets.
3. Introduce T's and takeoffs.
4. 30- & 60-degree offsets.
5. Finding unknown angles.

Shop goals are proper rigging and pipe hanger install. Pull measurements for pipe runs. Measure/fabricate 45-degree Offsets. Increase difficulty of pipe runs and fabricate 30-and 60-degree offsets.

Module 8

Advanced Pipe Fitting

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. More difficult ISO's.
2. Explain rolling offsets.
3. Fabricate odd-angled fittings.
4. Course Review.
5. Course Final.

Shop goals are Fabricate/Weld saddles. Run pipe A to B Economically. Multiple pipe runs/various angles and review of all pipe applications.

MASSAGE THERAPY (MT)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTIONS

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
*May 7, 2012	February 8, 2013
*July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$13,030
Registration Fee	\$100
Books	\$270
Lab Fee	\$100
Testing Fee	\$225
License	\$175
Total Cost	\$13,900

*Start dates May 7, 2012 and July 23, 2012 will be offered Monday-Friday 1:00 p.m. to 5:00 p.m. only.

MASSAGE THERAPY
36 Weeks/720 Clock Hours/41 Semester Credits/200 Additional Outside Clock Hours

The professional massage therapist will be trained in performing therapeutic massage utilizing a variety of techniques. Upon completion of the program, the graduate will receive a diploma and is prepared to sit for the National Certification Examination to become a licensed massage therapist. The program provides the student with an entry-level theory and "hands-on" clinical training in massage techniques and alternative therapies that will assist in the maintenance and promotion of physical health and well-being. Students will learn how to provide hands-on care of clients for the purpose of relieving soft tissue pain and connective tissue trauma. Students will learn to provide massage techniques to assist in relaxation. The professional massage therapist will be well-versed in wellness, nutrition, medical ethics, trigger points of the body, and business management for the massage therapist.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

MED 123 Anatomy of Movement I

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course will help the student understand how the body moves using muscles, bones, and joints. It will familiarize the student with areas of muscle attachment and how they are positioned in regards to skeletal structure.

MED 121 Anatomy & Medical Terminology I

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course familiarizes the student with human anatomy and physiology as well as medical terminology. The course starts with the basics of definitions of the subject, including the composition of med terms. It covers the cells, tissues, and organs that make up the body systems. Body systems, functions, and diseases are discussed.

PMT 110 Basic Pathology I

45 clock hours/ lecture/3 credits/9 additional outside clock hours

This course will familiarize the student with specific conditions or diseases that could impact them in the massage therapy field. Signs and symptoms, indications and contraindications, and notes on contagions and sanitation will be discussed.

PMT 100 Introduction to Massage

45clock hours/lecture/ 3 credits/18 additional outside clock hours

This course will familiarize the student with the basic knowledge of massage from ancient times to modern day. Laws, regulations, equipment, sanitary practices, consultation, and massage techniques will also be discussed.

Module 2

MED 223 Anatomy of Movement II

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course will help the student understand how the body moves using muscles, bones, and joints. It will familiarize the student with areas of muscle attachment and how they are positioned in regards to skeletal structure.

MED 221 Anatomy & Medical Terminology II

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course familiarizes the student with human anatomy and physiology as well as medical terminology.

PMT 210 Basic Pathology II

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course will familiarize the student with specific conditions or diseases that could impact them in the massage therapy field. Signs and symptoms, indications and contraindications, and notes on contagions and sanitation will be discussed.

PMT 200 Fundamentals Of Massage Therapy I

15 clock hours/lecture/30 lab/2 credits/18 additional outside clock hours

This course will teach the students the details of therapeutic procedure, client intake, record keeping, massage in a spa setting, hydrotherapy, assessment techniques, massage in medicine, and working with special populations.

Module 3

MED 323 Anatomy of Movement III

45 clock hours/lecture/3 credits/9 additional outside clock hours

This course will help the student understand how the body moves using muscles, bones, and joints. It will familiarize the student with areas of muscle attachment and how they are positioned in regards to skeletal structure.

PMT 230 Specialized Modalities I

15 clock hours/lecture/30 lab/2 credits/18 additional outside clock hours

This course will teach the students about various modalities in the massage therapy field. The student will learn

about the basics of several modalities and the ideas behind their value. It will familiarize the student with which modalities require advanced training or special certifications to practice.

PMT 105 Nutrition and Diet Therapy I

45 clock hours/lecture/3 credit/9 additional outside clock hours

This course will teach the student to be aware of not only their client's health issues but also their own. Through knowledge of maintaining better health through diet, the massage therapist will be able to maintain a long and rewarding career. This course will discuss healthy diets, digestion, carbs, fats, proteins, vitamins, and minerals.

CLI 220 Clinical/Swedish Massage I

15 clock hours/lecture/30 lab/2 credits/9 additional outside clock hours

This course will familiarize the students with the techniques of a Swedish massage and how to apply the moves to the body. The course will focus on the techniques, sequence, flow, body mechanics, pressure, draping, and applications used in a Swedish massage session.

Module 4

PMT 330 Specialized Modalities II

15 clock hours/lecture/30 lab/2 credits/18 additional outside clock hours

This course will teach the students about various modalities in the massage therapy field. The student will learn about the basics of several modalities and the ideas behind their value. It will familiarize the student with which modalities require advanced training or special certifications to practice.

PMT 250 Massage Therapy Practicum

45 lab/1.5 credits

Practicum is the time for the student to gain their clinical hours working with people from the public.

MED 220 Ethics/Business Practices I

45 clock hours/lecture/3 credit/38 additional outside clock hours

This course will familiarize the student with different types of business operations as well as the tax legalities involved with each. The course teaches students about marketing, location, recordkeeping, licenses and permits required, needed insurances, and writing resumes. The course requires students to come up with their own business plan.

PMT 400 NCBTMB Board Review

45 lab/1.5 credits/9 additional outside clock hours

This will be a review of all the material covered throughout the course for purposes of preparation for sitting for the certification exam. Textbooks, computerized practice tests, written practice exams, handouts, and other books will be used.

MEDICAL ASSISTING (MA)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$13,400
Registration Fee	\$100
Books	\$175
Lab Fee	\$100
Certification	\$125
Total Cost	\$13,900

MEDICAL ASSISTING

36 Weeks/540 Clock Hours/180 Hr Externship/34 Semester Credits/255 Additional Outside Clock Hours

Medical Assisting students will be trained in cognitive (knowledge), psychomotor (skills), and affective (behavior) domains to prepare them for entry-level positions normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics. The medical assisting student will also be required to take the American Association of Medical Assistants' (AAMA) National Certified Medical Assisting (CMA) Exam at the end of the externship. The program provides the MA with entry-level theory and limited "hands-on" training in basic and routine clinical and office tasks. This will equip the MA with the competencies required to perform in either a clinical or office capacity. The graduate will be able to assist in EKGs, X-ray procedures, first aid, and phlebotomy. He/She will be able to perform clinical procedures, preparing the patient for physical exams, and assisting the physician with other exams. The MA may help the physician with minor surgical procedures and can sterilize and care for instruments. In some venues, the MA is expected to effectively handle administrative office procedures such as keyboarding, billing, coding, scheduling, transcription, insurance claims, and computerized record keeping. The MA possesses a thorough understanding of health-related ethics and other business principles that bear on the practitioner's relationship with the patient. As the medical profession continues to grow as a result of the population living longer and advancements in procedures, treatments, and medications, more patients will require medical services. Therefore, an increasing number of MAs will be needed to handle the many responsibilities for which they are uniquely trained.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

MED 101 Clinical Procedures I

30 clock hours/ lecture/15 lab/2.5 credits/25 additional outside clock hours

This course includes a survey of medical assisting occupations and their education and certification requirements. The course is designed to furnish the student with both theory and practical applications of medical assisting basics, including infection control; taking a temperature, pulse, respiration, and blood pressure; assisting with medical specialties; visual and auditory acuity; assisting with examinations of the eye and ear; and learning about x-ray procedures and safety precautions relating to the procedures.

MED 121 Anatomy, Physiology & Medical Terminology I

30 clock hours/lecture/15 lab/2.5 credits/31 additional outside clock hours

This course familiarizes the student with human anatomy and physiology and medical terminology. The course covers the tissues and organs that make up the body systems. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

COA 104 Computer Keyboarding

30 clock hours/lecture/15 lab/2.5 credits/4 additional outside clock hours

Virtually every career includes keyboarding skills. This is a skill that provides access to critical information. Medical facilities everywhere have expectations that their staff will have the ability to type an average of 30 wpm. In this course, students will learn general keyboarding with timed writings for speed and accuracy. Techniques and meaningful practice are offered in lab sessions.

MED 251 Pharmacology I

30 clock hours/lecture/15 lab/2.5 credits/28 additional outside clock hours

Presentation of the principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis is placed on correlation of drug therapy and pathophysiologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs most commonly administered in the medical office. It also includes familiarization with the most commonly prescribed drugs, their dosages, how to figure dosages correctly, and drug preparation.

Module 2

MED 102 Clinical Procedures II

30 clock hours/ lecture/15 lab/2.5 credits/33 additional outside clock hours

During these nine weeks, the student will learn how to assist with the physical exam. The student will become proficient in 12-lead EKG hook-ups and troubleshooting. Students will learn to differentiate between normal and abnormal EKGs and will learn to recognize the most commonly occurring major arrhythmias. They will also perform a pulmonary function test, urinalysis, and learn how to assist with minor surgeries. The topic of medication administration will also be covered, as well as assisting with reproductive and urinary specialties.

MED 122 Anatomy, Physiology & Medical Terminology II

30 clock hours/lecture/15 lab/2.5 credits/22 additional outside clock hours

This course familiarizes the student with human anatomy, physiology, and medical terminology. This course covers the tissues and organs that make up each body system. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

MED 211 Medical Office Procedures I

30 clock hours/lecture/15 lab/2.5 credits/12 additional outside clock hours

Materials for this course are chosen with the goal of providing a "real life" office simulation experience for the students. Students will feel as though they are a member of a real office environment. Students will learn about

the office environment and patient reception. Simulations are offered in setting up patient files, scheduling patients, and transcribing. In this era of electronic medical records (EMR), the use and importance of it will be discussed as well as HIPAA Compliance with regard to EMRs. All of these are a vital part of an office environment, and students will need to learn that flexibility of job duties is of utmost importance.

MED 252 Pharmacology II

30 clock hours/lecture/15 lab/2.5 credits/28 additional outside clock hours

This will focus on drugs used for specific systems, studying each system separately. Drugs are studied by students becoming familiar with side effects, actions, contraindications, routes of administration, and other factual data about the drugs. There is an emphasis on correctly spelling drug names.

Module 3

MED 203 Clinical Procedures III

30 clock hours/lecture/15 lab/2.5 credits/32 additional outside clock hours

The student will begin to learn about work with the laboratory tasks routinely performed in the medical facility. An introduction into the collecting and handling of specimens for testing, both at a facility and at an outside laboratory, are covered. Microbiological principles will be discussed as well as hematology, including venipuncture. Assisting with the life specialties, physical therapy, and patient education are also covered in this module.

MED 212 Medical Office Procedures II

30 clock hours/lecture/15 lab/2.5 credits/12 additional outside clock hours

This course familiarizes the student with all aspects of the insurance industry relative to the medical office. Fees, billing, collections, and credit as well as financial management in the medical office will be discussed. Insurance coding (CPT and ICD-9 coding), employability skills, resume writing, interview skills, an introduction to medical transcription, proofreading skills, punctuation, and spelling exercises are incorporated into this course. These duties are essential to the success of the medical assistant in the administrative roll.

ENG 110 Communications

30 clock hours/lecture/15 lab/2.5 credits/9 additional outside clock hours

The expectation of MTI students to be professional in every situation is high. Students learn to act as professionals through role play and class interactions and assignments. Students are graded on their classroom participation as a major portion of their grade. Students learn to effectively communicate with each other and apply it to the workplace setting. Each student will be introduced to the importance and practice of effective public speaking.

PSY 101 Psychology/Ethics

30 clock hours/lecture/15 lab/2.5 credits/7 additional outside clock hours

It is imperative that the ambulatory care employee have knowledge of medical law, ethics and bioethics so that the client may be treated with understanding, sensitivity, and compassion. The goal is to provide students with education involving ethical and legal responsibilities so that they may better serve the ambulatory care provider. Law and ethics will be the focus of discussion. The student will have an understanding of the chronic and acutely ill mental health patient. The student will learn about the most common psychiatric disorders and conditions and be familiar with their signs and symptoms, treatments, and the role of the MA with a mental health patient.

Module 4

MED 291 Externship

180 externship hours/4 credits/12 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam and have an

overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with MTI's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with MTI. MTI currently has externship site agreements in place, and those sites have agreed to host medical assisting students. Externs are not entitled to compensation.

Current sites with agreements at the Springfield Campus are:

Bromenn Health Care (Medical Hills, Health Point, Sugar Creek Associates, Sugar Associates (Adult & Pediatric Medicine, Carle Clinic), The Arthritis Center, Dr. Michael Bova, Cass County Health Department, CHIC Clinic, Central Counties Health Counties, Inc., Central Illinois Kidney & Dialysis, DaVita Dialysis (Springfield, Taylorville, Jacksonville, and Decatur), OSF-Bloomington, OSF-St. Joseph Medical Center-Bloomington, OSF-2000 Fort Jesse Road, OSF-Pulmonary-Bloomington, OSF-Morton, OSF-Clinton Family Practice, OSF-Heyworth Office, Clinton Internal Medicine, Memorial Health System (Family Medical Center-Lincoln, Family Medical Center-Chatham, Menard Medical Center-Petersburg, Koke Mill Medical Associates), Memorial Medical Center (ER, AM Admit, MSH Express Care-North, South, Koke Mill, MSH-Capitol Health Care, Jacksonville Medical Associates, Jacksonville Family Practice, Springfield Clinic-Main Campus (SC), Internal Medicine, Allergy & Immunology, Dermatology and ENT, Ophthalmology, Springfield Clinic First-Urology, Springfield Clinic MOHA (Springfield and Jacksonville), Springfield Clinic-St. John's Pavilion, Plastic Surgery, Sherman Family Practice (SC), Gastroenterology, Springfield Clinic Family Practice, Lincoln Healthcare Specialties (SC), Family Medical Care (SC)-Decatur, Christian County Medical Clinic (SC), Jacksonville Family Health Care (SC), Dr. Darr Leutz (SC), Wabash Medical Center (SC), SIU School of Medicine-Bayliss Building-ENT, GIM, Pulmonary, Dermatology, Neurology, Plastics, ID, Endo, MOHS, Adult Ortho, Surgery, Vascular, St. John's Pavilion-Surgery, Pediatrics, Urology, Pedi-Ortho, ENR, Carol Jo Vecchie (SIU), SIU Hematology/Oncology, Family Center for Medicine (SIU), Decatur Memorial Hospital Clinic (DMH)-West Hay Medical, Express Care North, Illinois Heart Specialists, Corporate Health, Midwest Neurology, Kidney Specialists of Illinois, Enta Institute, Infectious Disease Specialists, Dr. McCormack's Office, South Shores Medical Center, Arthur Medical Center, SIU Family Practice of Decatur, Dr. Rao Morisetty (OB/GYN), Mt. Zion Family Care Center-Dr. Smith, Dr. Ballard, Dr. Castersian, Optimal Chiropractic: A Wellness Center, Orthopedics Center of Illinois, Physicians Group Associates, Prairie Podiatry, St. Mary's Family Medicine (formerly Rock Springs), Renew Total Body Wellness Center-Dr. Thomas Rohde, Sangamon County Pain Center, Dr. Mark Savage (Jacksonville and Virginia), Dr. Glen Weisgerber, and Dr. Paul Venturini. Externship schedules will be arranged with input from the primary instructor and student.

Current sites with agreements at the East Peoria Campus are:

ACPM Podiatry, Boyd Obstetrics & Gynecology, Bromenn Health Care, Couri/Teverbaugh OB/Gyn, Dr. Harrington OB/Gyn, Heart Care Midwest (Pekin), Heartland Community Clinic, IWIRC, Illinois Cancer Care, Medical Hills Internists, Midwest Urological Group, North Peoria Internal Medicine, OSF (Carle) Bloomington, OSF Medical Group-Internal Medicine, OSF Bloomington, OSF-St. Joseph Med Ctr.-Bloomington, OSF-Bloomington, OSFMG-Chillicothe, OSF Medical Group Galesburg, OSF Medical Group Morton, OSF Medical Group Peoria, Internal Medicine/Peds, OSF-Pulmonary, OSF Washington, Pekin Family Practice-Dr. Fisher, Peoria Surgical Group, Proctor First Care, Proctor First Care (Peoria Heights, North Peoria, East Peoria, Morton), Proctor Medical Group (Chillicothe, Lacon, Peoria), Tazwood Mental Health Center, Tremont Medical Clinic, University of Illinois College of Medicine-Peoria/CHOI at OSF Saint Francis Medical Center, and University of Illinois College of Medicine-Peoria/CHOI. Externship schedules will be arranged with input from the primary instructor and student.

Additional Requirements: Upon successful completion of all coursework through the 27th week, one complete uniform will be supplied including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. Each student will also be provided the Hep B Vaccine, if needed, beginning in the first 9 weeks of class. Students will be asked to provide their own white shoes (clean, with no writing) as well as a watch with a second hand.

***MEDICAL CODING SPECIALIST (MC)**
CLASS SCHEDULE, TUITION, COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

*Medical Coding Specialist is not currently offered at the Moline campus.

**Medical Coding Specialist classes that start in one year but will test in the following year will have an additional fee of \$300 for the 2nd set of books.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,940
Registration Fee	\$100
**Books	\$490
Certification/Dues	\$370
Total Cost	\$13,900

MEDICAL CODING SPECIALIST

36 Weeks/540 Clock Hours/180 Externship Hours/38 Semester Credits/230 Additional Outside Clock Hours

The Medical Coding Specialist student will be trained to perform at a minimum entry level in positions normally available in medical offices, clinics, hospitals, and insurance companies as a part of the health care team. Medical Coding Specialist, Insurance Coder, Claims Specialist, and ICD9/CPT Coder are typical job titles.

Students will be instructed in the analysis of medical records (charts) and the assignment of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. "Coding" means transforming the written or verbal description of diseases, injuries, and procedures into numerical designations.

Students will learn anatomy and medical terminology. Students will also learn about diseases that affect the human body. They will learn etiology, pathology, symptoms, signs, diagnostics and treatment to properly code medical records. Students will become familiar with the content of the medical record in order to locate information to support or provide specificity for accurate coding.

Students will experience a variety of grading methods to ensure and assess proper learning skills and performance. Projects, quizzes, tests, case studies, daily exercises, role-play, workbook pages, and class participation are methods that will be utilized to assess student learning.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

MCS 101 Coding I

60 clock hours/lecture/4 credits/25 additional outside clock hours

This subject introduces the student to Volumes I and II of the ICD-9 manual for diagnostic coding. The student will learn the proper procedures for coding diagnoses, signs and symptoms, drugs, hypertension, and neoplasm tables. An introduction to CPT and HCPCS will also be covered.

MCS 110 ICD-9 Coding and Modifiers

30 clock hours/lecture/2 credits/25 additional outside clock hours

This subject familiarizes the student with human anatomy and medical terminology. Focus for medical coders will be on body systems. Functions of the systems, diseases, diagnostic tests, treatments and medications are covered. Common medical abbreviations will be introduced.

MCS 120 Healthcare Administration and Professional Management

30 clock hours/lecture/2 credits

This course is designed to help the student recognize the important role personal qualities play in the workplace. This course is designed to also help the development of preparing the student for successful employment and promoting personal growth.

MED 121 Anatomy and Medical Terminology by Systems I

60 clock hours/lecture/4 credits/15 additional outside clock hours

This subject familiarizes the student with human anatomy and medical terminology. Focus for medical coders will be on body systems. Functions of the systems, diseases, diagnostic tests, treatments and medications are covered. Common medical abbreviations will be introduced.

Module 2

MCS 102 Coding II

60 clock hours/lecture/4 credits/25 additional outside clock hours

This course introduces the student to the next level of procedural coding which involves the CPT manual and its uses and contents, including Levels I, II & III coding modifiers. This subject introduces students to DRGs and HCPCS billing procedures.

MCS 104 Healthcare Common Procedure Coding System (HCPCS) and Medicine Coding

30 clock hours/lecture/ 2 credits/15 additional outside clock hours

This course introduces the student to rules and regulations of billing in the HCPCS manual. Students will also gain knowledge into basic pharmacology used in the medical coding field. Students will also learn the proper billing techniques for the Medicine section in the Current Procedural Terminology manual.

COA 102 Computer Applications

30 lab/1 credits

Students will learn to use a computerized medical office software program. Included will be how to enter patient demographics, scheduling, posting accounts, printing reports, and working with claims. Keyboarding theory and keyboarding skills necessary for the operation of computers and word processors are covered.

MED 122 Anatomy and Medical Terminology by Systems II

60 clock hours/lecture/4 credits/15 additional outside clock hours

The more complicated systems of the body and additional terminology are covered. Functions of the systems as well as diseases, diagnostic tests, treatments, and medications are covered.

Module 3

MCS 103 Coding III

60 clock hours/lecture/4 credits/25 additional outside clock hours

This subject is a continuation of Medical Coding II covering CPT, HCPCs codes, DRGs, laboratory, pathology, and radiology codes.

MCS 210 Evaluation and Management-Principles and Applications

15 clock hours/lecture/1 credits/15 additional outside clock hours

Students will learn the key factors of evaluation and management code assignment and levels of evaluation and management service. Students will learn to assign evaluation and management codes in this course and identify documentation guidelines.

MCS 240 Health Insurance/Billing and Office Procedures/Management of Health Records

30 clock hours/lecture/30 lab/3 credits/25 additional outside clock hours

The student will learn the billing practices of all major insurance companies, as well as commercial insurance. Students will also understand the proper filing of HCFA and UB92 forms. Emphasis is placed on the administrative skills necessary for the effective management of a medical business office. Students will gain hands-on experience with patient records, management, insurance billing, computerized scheduling, transcription, and employee payroll.

This subject provides a variety of skills related to the management of health records, such as basic knowledge of medical abbreviations, and the law and ethics that surround the management and control of health records.

MED 123 Anatomy and Medical Terminology by Systems III

45 clock hours/lecture/3 credits/15 additional outside clock hours

The more complicated systems of the body and additional terminology are covered. Functions of the systems as well as diseases, diagnostic tests, treatments, and medications are covered.

Module 4

MED 270 Externship

180 clock hours/4 credits/30 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam, and have an over-all attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with MTI's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with MTI. MTI currently has externship site agreements in place, and those sites have agreed to host medical coding students. Externs are not entitled to compensation.

Current sites with agreements at the Springfield Campus are:

Clinton Family Practice, DMH Express Care-North, OSF Medical Group, Bromenn Sugar Creek, Carle Clinic, CHIC Clinic, SIU School of Medicine, OSF Hopedale Medical Complex, OSF Podiatry, Decatur Memorial Hospital, OSF Pulmonary, Neurology and Rheumatology, OSF Urgent care, Christian Homes, Memorial Medical Center, Dr. Deoskar's Office, NEBO, St. John's Hospital, Dr. Madhusudan Vallala, DMH Corporate Health, Clinton Internal Medicine, OSF Family Practice, Orthopedic Centers of Illinois, OSF Pediatrics and Internal Medicine, SOGA, Carlinville Hospital, Consociate Dansig, DMH Central Billing Office, Imboden Creek, Menard County Health

Department, OBGN Care Associates, Passavant Area Hospital, Rock Springs Family Medical, Taylorville Memorial Hospital, Dr. V.S. Rao Morisetty, Family Foot and Ankle Clinic, The Hope Institute, St. Francis Hospital, Capitol Healthcare, America Ambulance, Springfield MRI and Imaging, Illinois Heart Specialists at DMH, SIU Center for Family Medicine, Medical Business Advisors Inc., International Eye Care Center, Dr. Mark Wood, Conant Chiropractic, Office of Inspector General—Health Care and Family Services, and Springfield Service Corporation. A professional dress code must be adhered to while students attend externship.

Current sites with agreements at the East Peoria Campus are:

OSF Prompt Care, Proctor First Care, Couri Teverbaugh, Jody Kelly MD and Associates, Kepple Companies, Proctor Professional, OSF Medical Group, IPMR Rehabilitation, North Peoria Internal Medicine, Buescher Chiropractic, Illinois Cancer Care, Miller Family Medicine, Easter Seals, Tazwood Mental Health, and Heartland Clinic.

Additional Requirements: Upon successful completion of all coursework through the 30th week of classes, MTI will provide uniforms, which will be 3 polo shirts. Students will be able to purchase additional shirts as desired. Students will be asked to provide their own khaki pants (no capris or crop pants). MTI will all pay dues for student membership in the AAPC upon successful completion of the first 30 weeks of class.

PHARMACY TECHNICIAN (PT)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
*8:00 a.m. - 12:00 p.m.
*1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

*See hours for externship in Module 4.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,811
Registration Fee	\$100
Books	\$270
Lab Fee	\$550
Certification/Licensure	\$169
Total Cost	\$13,900

PHARMACY TECHNICIAN

36 Weeks/585 Clock Hours/169 Externship/37.5 Credits/146 Additional Outside Clock Hours

The pharmacy technician program at Midwest Technical Institute is designed to prepare students to enter the pharmacy field in hospitals, community (retail) pharmacies, or clinics, as well as non-traditional settings. Trained pharmacy technicians are extremely valuable in healthcare environments. The pharmacy technician may act as an intermediary between the physician and pharmacist, and as an advocate for patients. Pharmacy technicians must be extremely responsible, accurate, efficient, and professional at all times. Strong communication skills and the ability to work as a team member with a positive attitude are desired characteristics. This course will allow and prepare students to sit for the certified pharmacy technician exam. More and more employers desire or require certification/formal training as reliance on pharmacy technicians grows. Employers, often pharmacists, know that individuals with formal training, who pass the exam, have a standardized body of knowledge and skills necessary for the success of their business and the safety and well-being of the patients/clients they serve.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

PHP 100 Orientation to Pharmacy Practice

30 clock hours/lecture/3 credits/11.25 additional outside clock hours

In this subject, the duties and responsibilities of pharmacists and pharmacy technicians, types of pharmacies, and work environments are discussed. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills, duties, pharmacy organizations, management of

change, certification, and verbal and written communication skills. In addition, professional resources and safety techniques, collecting, organizing and evaluating information, purchase of pharmaceuticals devices and supplies are introduced to students.

THY 200 Therapeutic Agents of Body Systems I

45 clock hours/lecture/3 credits/11.25 additional outside clock hours

This is a study of therapeutic agents, their classifications, properties, actions and effects on the human body and their role in the management of disease, as it relates to each system of the body. Drug dosages, side effects, interactions, toxicities, and incompatibilities are covered.

PC 101 Computer Applications for the Pharmacy Technician

15 clock hours/lecture/30 lab/ 2 credits/11.25 additional outside clock hours

This course will focus on the utilization of computer technology in a pharmacy setting. Ambulatory care systems and institutional systems will be addressed. Entering physician orders, patient information, and performing inventory via computer systems will all be addressed. Students will also be introduced to word processing, creating documents, and the process of producing a document. Keyboarding speed will also be a major topic discussed and practiced. Control of inventory and collection of payment (billing) will also be discussed and practiced.

PHY 120 Pharmacy Law and Ethics

45 clock hours/ lecture/3 credits/11.25 additional outside clock hours

This subject introduces the student to laws that govern pharmacies as well as good ethical practices. Federal and state laws and legal and ethical constraints involving technician and pharmacists in a variety of settings is discussed.

Module 2

PHP 110 Community Pharmacy Practice

30 clock hours/lecture/30 labs/3 credits/15 additional outside clock hours

This course introduces the student to the retail or ambulatory pharmacy and the technician's role. Students will learn skills necessary to interpret, prepare, label, and maintain records of physicians medication orders and prescriptions in a community pharmacy. Topics include superior customer service, count and pour techniques, supply, inventory, data entry, drug selection and preparation, medication safety, monitoring medication therapy, over-the-counter drugs, and stock levels. Identification of patients for counseling will be discussed and practiced. Assessment of medication orders/prescriptions and medication distributions will also be discussed.

THY 210 Therapeutic Agents of Body Systems II

45 clock hours/45 lecture/3 credits/11.25 additional outside clock hours

This is a continued study of therapeutic agents, their classifications, properties, actions and effects on the human body and their role in the management of disease, related to each system of the body. Drug dosages, side effects, interactions, toxicities, and incompatibilities are covered.

PC 102 Computerized Drug Delivery System

30 clock hours/lecture/2 credits/7.5 additional outside clock hours

This course is an overview of current pharmacy technology, including equipment and devices for drug distribution, preparation, and manufacturing. Topics will include mechanical, automatic, and non-conventional drug delivery systems. Investigational medication products will also be covered. Maintenance of equipment and facilities are also a part of this subject. Medical insurance for the pharmacy technician is not covered. Included are case studies, dialog, billing tips, sample calculations, compliance tips, and a 10-step billing process. This course provides a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy.

PHY 110 Pharmaceutical Calculations

15 clock hours/lecture/30 lab/2 credits/11.25 additional outside clock hours

This course covers pharmaceutical mathematics needed to be a success in pharmacy application. It also covers calculations specific to the preparation and distribution of medications. Topics include ratio and proportion, dilution and concentration, milliequivalent units, and intravenous flow rates. Metric system and percentages are also studied.

Module 3

PHP 120 Institutional Pharmacy Practice

30 clock hours/lecture/30 Lab/3 credits/15 additional outside clock hours

This course will instruct students on various types of medication distribution systems. Students will learn to interpret hospital orders and fill unit dose orders. Unit dose packaging, unit dose cart fill, dose calculations, and floor stock medications will be covered. Researching online for various drug information questions is also covered. Pharmacy organization work flow, inpatient drug distribution systems, drug storage, and inventory control are also topics to be covered. Home care practice, long term care, and acute care practice are also part of this subject.

THY 220 Therapeutic Agents of Body Systems III

45 clock hours/lecture/2 credits/7.5 additional outside clock hours

This is a continued study of therapeutic agents, their classifications, properties, actions and effects on the human body and their role in the management of disease, related to each system of the body. Drug dosages, side effects, interactions, toxicities, and incompatibilities are covered. Systems studied include integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, GI systems, reproductive, and urinary.

MED 110 Intravenous Admixture and Sterile Products

30 clock hours/lecture/30 lab/3 credits/15 additional outside clock hours

This subject focuses on the preparation of intravenous solutions including irrigation solutions and ophthalmic preparations. Sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques in preparation compounding, proper use of equipment, preparation of sterile products, safe handling of antineoplastic drugs, and hazardous medication products are covered.

PD 101 Professional Development

30 clock hours/lecture/2 credits/7.5 additional outside clock hours

Students will discuss and learn to practice the elements of personal success in this course. Students learn to evaluate their strengths by assessing qualifications for career choices, learning successful interviewing strategies, and developing resumes and cover letters. Projecting a professional manner and image in the workplace is also introduced to students.

Module 4

PHY 200 Externship

169 clock hours/externship/3.5 credits

****Students must spend 5 hours per day at externship.***

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam, have an overall attendance of 90% in his or her medical subjects, have received a TB Skin Test, TET, MMR, and Hep B vaccine, and must submit to and pass illicit drug use evaluation screening (*A POSITIVE DRUG SCREENING WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM*).

Student will be scheduled for 180 hours at an extern site that has an externship agreement with MTI. MTI currently has externship site agreements in place, and those sites have agreed to host pharmacy technician students. Externs are not entitled to compensation.

Current sites with agreements at the Springfield Campus are:

The Medicine Shoppe, Walgreens, Inc., CVS, Memorial Hospital, St. John's Hospital, Abraham Lincoln Memorial Hospital, Stacey's Family Pharmacy, McFarland Mental Health Center, Cardinal Health, County Market Pharmacies, and State of Illinois Bureau of Pharmacy, Clinical Support Services, Beekman's Pharmacy, and Petersburg Pharmacy, Food Fantasies, and Passavant Hospital. Upon successful completion of all coursework through all three modules, MTI will provide a background check and a lab coat.

Current sites with agreements at the East Peoria Campus are:

Walgreens, Pekin Hospital, Illinois Cancer Care, Hopedale Hospital, Barnato Pharmacy, Park Courte Pharmacy, Heartland Community Clinic, Kroger, CVS, OSF St. Joseph Medical Center, and Proctor Hospital.

PHY 130 Pharmacology Technician Certification Review

45 clock hours/lecture/3 credits/11 additional outside clock hours

This subject reviews major topics from the curriculum that will be covered on the National Pharmacy Technician Certification examination.

ACCSC

Accrediting Commission of Career Schools and Colleges

Certificate of Accreditation issued
through Accrediting Commission of Career
Schools and Colleges
2101 Wilson Boulevard, Arlington, Virginia 22201

*"Certificate of Approval to Operate Issued By the Illinois State Superintendent of Education, 100
North First Street, Springfield, IL 62777"*



National Certification Board of
Therapeutic Massage & Bodywork
Springfield and East Peoria Campus

Accreditation issued through American
Society of Health-System Pharmacists
Springfield and East Peoria Campus

MTI's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).
Commission on Accreditation of Allied Health Education Programs
35 E. Wacker Dr., Ste. 1970
Chicago, IL 60601-2208
313-553-9355
Springfield and East Peoria Campus



HVAC Excellence Accredited
Springfield Campus

Springfield and East Peoria Campus is a member in good standing with Association of Private Sector Colleges and Universities (APSCU) and American Welding Society (AWS).

Moline Campus was established May 2011. Individual program accreditation will be in process in the year 2012.