

# Altamont Healthcare

www.altamonthealthcare.com

2027 W March Lane, Suite 3, Stockton, CA 95207 Ph. (209) 267-4419 Fax (209) 476-8747

2601 F St., Bakersfield, CA 93301 Ph. (661) 230-631

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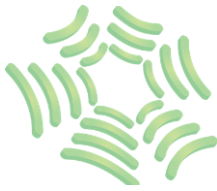
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## **SCHOOL CATALOG**

**January 1, 2024- December 31, 2024**

**Altamont Healthcare is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of California Code of Regulations.**

### **Brief History:**

Altamont Healthcare started in the heart of San Joaquin Valley, California. It began as a sole proprietor operated by Cherish Canda, a practicing physical therapist while also engaged in and staffing other therapists to various facilities. Subsequently, Altamont Healthcare became a corporation in 2009. In 2012, it began to operate as a training healthcare facility with the help of R. Glenn V. Campbell. Because of its strategic location, Altamont Healthcare serves various counties including San Joaquin, Fresno, Sacramento, Stanislaus, and the Bay Area.

Altamont Healthcare obtained a Verification of Exemption from the Bureau of Private Postsecondary Education (BPPE) at its early stage. Originally only certification in Sterile Processing and Distribution Technology was offered for several years. As a result of increasing interest from the community, including local hospitals and facilities, Altamont Healthcare offered courses to train EKG, ERT and Surgical Technology technicians. In 2015, the first branch location opened in Bakersfield, CA. Altamont Healthcare offers a small class size to maximize learning for all skill levels and backgrounds.

On August 13, 2018, Altamont Healthcare was approved to operate by BPPE. Approval to operate means compliance with state standards as set forth in California Education Code and under Title 5 of the California Code of Regulations.

### **Mission:**

Altamont Healthcare will train and educate motivated individuals, regardless of their backgrounds, allowing them to pursue a career in the healthcare industry. Altamont Healthcare aims to equip its students with competence and professionalism to help them become exceptional workers and thrive in their careers.

### **Objectives:**

Our objectives are:

1. **Knowledge:** Altamont Healthcare imparts to its students the knowledge and the know-how to thrive in the career of their choice.
2. **Affordability:** Altamont Healthcare offers excellent training opportunities for all motivated individuals regardless of socio-economic status by providing affordable tuition and a variety of payment plan options.



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3. **Qualification:** The training courses qualify the graduates to take a national and/or international certification conducted by the Certification Board for Sterile Processing and Distribution (CBSPD) and the National Competency for Certification Testing (NCCT).
4. **Skills:** With competent and experienced instructors, Altamont Healthcare provides hands-on experience through laboratory work, a course project and facility exposure.
5. **Connections:** Altamont Healthcare assists its graduates in pursuing their healthcare career by connecting them with our affiliate hospitals or facilities through facility exposure or externship program.
6. **Job Advantage:** The students will have a head start through a free Basic Life Support and CPR certificate, examination review and career building workshops aimed to equip them with all the tools necessary for employment.
7. **Success:** The courses are designed to provide our graduates with the skills to pass the certification exams paired with the competence to excel in their career.

## **Class Locations:**

Classes are held in Altamont Healthcare facilities located at:

2027 W, March Lane, Suite 3  
Stockton, CA 95207

2601 F St.,  
Bakersfield, CA 93301

## **Description of Facilities:**

Facilities are set up for maximum learning potential. The facilities have ample space where students can gather and discuss. There is enough space where laboratory activities may be conducted. Both facilities are equipped with proper technology, internet connection, class materials and other needed supplies. Both facilities have breakrooms, handwash stations and access to bathrooms.

## **Delivery of Instruction:**

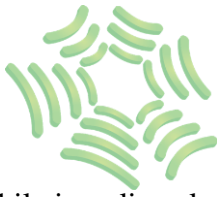
Instruction may be conducted in a regular classroom setting using projectors, online materials, books, manuals, and laboratory materials such as surgical instruments, PPE materials, EKG machine, among others.

All programs are offered in hybrid format. Classes will consist of online lectures and in person laboratory classes. All student lessons, projects or dissertations will be evaluated and such evaluation shall be mailed within seven (7) days from its receipt.

The method of instruction is at the discretion of Altamont Healthcare.

### *Hybrid Class Instruction:*

It is the student's responsibility to have an available computer or other device suitable for online classes. This includes a working camera and microphone. Instructors may require that student turn the video/microphone on



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while in online class to ensure attendance and proper class engagement. Student must ensure proper internet connection and reduce ambient noise during remote instruction. All written materials will be provided by Altamont Healthcare.

## **Measures Against Coronavirus:**

Altamont Healthcare strictly follows measures to defeat COVID-19. No one is allowed to enter the facilities with symptoms of the virus including fever, loss of smell and taste, chills, or cough.

Altamont Healthcare follows public health mandates and guidelines. Temperature will be taken prior to entry. Face masks are required to enter and social distancing of at least 6 feet is strongly encouraged. Everyone is asked to sneeze or cough into a cloth or tissue, or if not available, to use one's elbow. Various hand sanitizers, tissues and hand wash stations are available.

To prioritize the safety of staff and students, classes may be canceled to comply with public health mandates and guidelines.

## **Business Hours and Holidays:**

Altamont Healthcare Stockton, CA campus is open Monday to Friday, from 8:00 am to 5:00 pm. The campus is open on certain Saturdays from 8:00 am -12:00 pm or extended business hours at its discretion.

Altamont Healthcare Bakersfield, CA campus is open Monday to Friday, from 8:00 am to 5:00 pm. The campus is open on certain Saturdays from 8:00 am - 12:00 pm or extended business hours at its discretion.

The following holidays are observed, and Altamont Healthcare facilities will be closed:

January 1, 2024, New Year's Day

May 27, 2024, Memorial Day

July 4, 2024, Independence Day

September 2, 2024, Labor Day

November 28-29, 2024, Thanksgiving Holidays

December 24- 31, 2024, Christmas Holidays

## **School Management:**

*Chief Executive Officer (CEO)/ Administrator: Cherish Angelic O. Canda*

Job Duties: Cherish is responsible for overseeing all operation of Altamont Healthcare. Her role includes efficient management, enforcement of company policy and delivery of its goals. She works to implement effective instruction keeping with the best practices for the healthcare industry.



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**Qualification:** Cherish is a licensed physical therapist both in California and in the Philippines. She managed her own physical therapy business for several years and held the position of Chief Operations Officer for Altamont Healthcare from 2012-2018. In 2020, she obtained an Executive Master of Business Administration.

*Chief Academic Officer (CAO): Lesley Claire Canda*

**Job Duties:** Primarily responsible for the administration of academic affairs including the supervision on faculty, coordination in the development of educational programs and curricula, and implementation of the institution's mission, purposes, and objectives.

**Qualification:** She is a registered nurse since 2004 and has worked in various hospitals. Her background enables her to ensure proper training of students for the programs offered and will be offered.

*Business and Legal Coordinator: R. Glenn V. Campbell*

**Job Duties:** Glenn performs human resource activities including hiring, discipline, and performance evaluations. He coordinates with compliance matters and attends to the legal aspects of Altamont Healthcare including contract review and implementation, policies and procedures of Altamont Healthcare and observing pertinent rules and regulations.

**Qualification:** He holds a *Juris Doctor* degree and worked as an attorney for several years. He was the Altamont Healthcare CEO from 2012-2018.

*Program Coordinator: Paz Dominique Dehing*

**Job Duties:** Responsibilities include planning and implementing program schedule, policies, and activities. This position also investigates program efficiency and growth, and works with instructors, students, and office support staff to achieve student educational success.

**Qualifications:** Paz holds a degree in nursing having previously worked as an OR nurse. She is also pursuing Master's in Public Administration. In addition, Paz has several years of experience in customer service and office operations. Paz is also the chair of the EKG and Surgical Tech departments.

*Registrar: Azucena V. Campbell*

**Job Duties:** Azucena, who goes by "Zena," is responsible for organizing and coordinating office operations and procedures to ensure effectiveness and efficiency. This includes updating student files, ensuring completeness, and maintaining office records.

**Qualification:** She holds a Ph.D. degree and worked as a school principal in the Philippines for several years. She worked at the Department of Motor Vehicles for about 12 years where part of her job was assisting the human resources department, making transactions, and interacting with customers.

*Development Specialist: Anthony Rodriguez*



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**Job Duties:** He is responsible for coordinating with marketing and social media team to utilize best methods of marketing outreach and to establish plans and goals for Altamont Healthcare. He is also tasked to research ways to improve the processes and methods of marketing and operations.

**Qualifications:** Anthony attended UC Davis where he double majored in Cognitive Neuroscience and in Business Psychology. While in school, he was involved in non-profit program volunteering in Mexico. He has attended various training and seminars geared toward improving operations, implementation, and student experience.

## **Staff:**

*Linda Breadmont:* Linda has years of experience in sterile processing and held managerial positions in sterile processing for several years. Her experience helps our students as they prepare for externship in the field.

*Tammie Bottley:* Tammie, a seasoned surgical nurse with 11 years of experience, brings over 35 years of expertise in the OR, having worked as both a surgical tech and a circulator. She graduated from Delta College and continued her education at the University of Phoenix. Tammie has also served as a Surgery Nurse Manager at Dameron Hospital Associates in Stockton, CA, from 2012 to 2019.

*Clarince Joyce Cox:* She holds a Juris Doctor (J.D.) degree and a bachelor's degree in Chemical Engineering. Joyce has years of experience in customer service. She now works in legal and compliance.

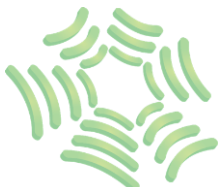
*Catherine Cruz:* Drawing on a background in account management and a Bachelor's degree in Business Management, Catherine currently serves as the Student Relations Manager at Altamont Healthcare. With a wealth of experience, she brings a dynamic approach to handling student relations and daily operations in her role.

*Dominic Dehing:* Dominic has a bachelor's degree in Business Administration, major in Marketing Management. He has experience in marketing, compliance, and payroll. Dominic enjoys working with technology and anything involving computers.

*Liana Dizon:* Starting as a physical therapy aide, Liana became assistant manager at a private practice where she worked for 18 years. Her work there gave her the experience necessary to handle externship coordination, billing, and staff supervision. She is the externship coordinator where she is tasked with placing students, ensuring satisfactory performance, and overseeing other school staff involved in the externship process.

*May Gier:* May joined Altamont Healthcare with over 7 years of office experience along with an Associate in Arts. She also works as a dental assistant for over 3 years. Currently, she assists in externship placement for sterile processing students.

*Peter Hickox:* Dr. Hickox is a surgeon physician who specialized in obstetrics and gynecology for over 30 years. He has taught in various institutions around the country and have participated in various seminars. He is also a published author holding articles in several medical journals. Dr. Hickox the program's curriculum and advised other instructors to teach students the best practices of the field.



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*Christina Huynh:* After obtaining her master's degree in Public Health, she joined Altamont Healthcare to contribute knowledge and skills in the development of healthcare programs and administration. Christina also has a bachelor's degree in Healthcare Administration.

*Jami Huynh:* Jami comes with years of experience in healthcare industry. She worked as a medical receptionist, ultrasound technician, front office and as an esthetician for several years before joining the ranks of Altamont Healthcare. She handles operations and student relations, and is the lead staff in Bakersfield.

*Scott Huynh:* Scott comes to Altamont Healthcare with a bachelor's degree in Anthropology. He has years of customer service and quality control experience. Scott is the lead office support in Bakersfield campus.

*Stanley Jones:* Stan has been a surgical tech for over 20 years having worked in various hospitals in California. Stan has extensive experience in overseeing students doing externship in the hospitals he previously worked at.

*Laurie Kharazi:* Laurie has extensive experience in the business world. She first started as a network engineer and took on a sales position where she covered multiple states. Laurie went on to attain a degree in General Education. She is an instructor for about four years. Laurie also works as the externship coordinator for the Bakersfield campus.

*Juan Miranda:* A surgical tech instructor for several years, Juan brings with him skills to assist our students in becoming successful surgical techs. He has also worked as a surgical tech for some time and is a certified surgical technologist.

*Jennifer Suero:* Jennifer holds a degree in Banking and Finance and has over 30 years of clerical, management, and customer service experience. She currently is in charge of office operations in Stockton Campus dealing with student documents management, billing, schedule preparation, among others.

*James Workman:* James comes to Altamont Healthcare with several years of experience in office work. He has worked as a support specialist, receptionist, bookkeeper, tax preparer and assistant manager in various businesses. James handles office support in the Stockton campus.

*Victoria Zuniga:* Victoria is a product of Altamont Healthcare. She graduated from the surgical tech program and is assisting the instructors in lab activities and administrative tasks.

## **Faculty:**

### Sterile Processing and Distribution Technician (SPDT) Program (hybrid):

*Khristiane Cruz:* Khris, with a Bachelor of Science in Biology and Doctor of Medicine degrees from the Philippines, brings extensive experience to her role. With a career spanning over 8 years in healthcare, Khris initially served as a medical assistant from 2007 to 2018. In 2009, she transitioned into an instructor of Pharmacology, solidifying her expertise. Her dedication to the field is evident as she continues her journey, currently as an SPDT instructor at AHC since 2018.





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*Laurie Kharazi:* Laurie brings a wealth of experience from the business world to her role. Her journey began as a network engineer in 2002, where she gained valuable insights into the industry. She then transitioned into a sales position with a regional scope, covering multiple states. Along the way, Laurie also pursued and achieved a degree in General Education. With a total of 6 years of experience, she has served as an instructor since 2017 and has simultaneously excelled in her role as the externship coordinator for the Bakersfield campus.

*John Lofranco:* John, an experienced sterile processing technician, has dedicated several years to this field. In addition to his work as a sterile processing technician, John also serves as an Aviation Technician in the United States Airforce Reserves. He holds associate degrees in Nursing and Kinesiology. With a total of 9 years of experience, he has been an SPDT tech at Synergy Stockton, CA, from 2014 to 2018, and since 2020, he has been actively contributing to the field as an SPDT instructor at AHC.

*Jason Moralde:* Jason holds degrees in Biology and a Doctor of Medicine. With over a decade of experience as a lead instrument technician, sterile processing specialist, and surgical tech, he currently chairs the SPD department. His impressive 22-year career includes roles at Three Rivers Health, Mercy San Juan Medical Center, and El Camino Health. Since 2020, he has been a Sterile Processing and Distribution Tech, Endoscope Processing Tech, and Program Director/Instructor at AHC. Jason also supervises the Sterile Processing Department at Mercy General Hospital.

## Electrocardiogram (EKG/ECG) Program (hybrid)

*Linda Eversull:* Linda is an experienced healthcare professional with a versatile background. She has worked as an EKG technician, stress lab technician, and medical assistant, accumulating a total of 24 years of experience. Linda holds certifications in EKG, medical assisting, medical terminology, arrhythmia training, and CPR/BLS. Throughout her career, Linda has held key roles at institutions such as Henry Mayo Hospital and Lancaster Cardio. Since 2009, she has been an EKG Tech 2 at High Desert Medical Group in Lancaster, CA, and concurrently serves as an EKG Instructor at AHC.

*Paz Dehing:* Paz, currently the EKG department chair and program director at Altamont Healthcare, holds a nursing degree with 9 years of diverse experience, including previous work as an OR nurse. She is also pursuing a Master's in Public Administration and has experience in customer service and office operations. Her career includes roles such as Program Coordinator and Instructor/Assistant Program Coordinator at AHC, as well as positions at SSS Philippines, Borja Family Hospital Inc., and as a Telephone Retail Banker Representative.

*James Smith:* James brings valuable expertise as a former Emergency Medical Technician (EMT) at American Medical Response in Stockton, CA, where he monitored and treated patients with basic medical needs, gaining extensive experience for over 12 years. He also serves as a Surgical Tech Lab Instructor and Faculty Coordinator at Altamont Healthcare (AHC) since December 2021, sharing his wealth of knowledge and teaching experience.

## Endoscope Reprocessing Technician (ERT) Program (hybrid)

*Jason Moralde:* Jason holds degrees in Biology and a Doctor of Medicine. With over a decade of experience as a lead instrument technician, sterile processing specialist, and surgical tech, he currently chairs the ERT



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## Tech in Surgery (Surgical Tech) Program (hybrid)

*Samuel Curiel:* Samuel Curiel, a certified Surgical Technologist, boasts an impressive 31-year career in the field. He excels in various surgical procedures, specializing in sports medicine, total joint replacement, neuro and ortho spine, as well as general and plastic surgery in both hospital and ambulatory settings. Sam's career journey includes roles at institutions such as Panorama City, Northridge Medical Center, Ventura County Medical Center, Valley Presbyterian Hospital, and currently, Surgery Partners in Bakersfield, CA. He also contributes his expertise as a Surgical Technology Instructor at AHC.

*Shelia Louise Bratcher:* Shelia, an accomplished professional at Altamont Healthcare, holds a diploma in surgical technology, a bachelor's degree in Organizational Management, and a Master's in Business Administration. With 6 years of experience, she has taught surgical technology programs and served as a program chair. Shelia is a certified surgical tech and an active member of the Association of Surgical Technologists (AST). She currently shares her expertise as a Surgical Tech Instructor at AHC.

*Paz Dehing:* Paz, currently the EKG department chair and program director at Altamont Healthcare, holds a nursing degree with 9 years of diverse experience, including previous work as an OR nurse. She is also pursuing a Master's in Public Administration and has experience in customer service and office operations. Her career includes roles such as Program Coordinator and Instructor/Assistant Program Coordinator at AHC, as well as positions at SSS Philippines, Borja Family Hospital Inc., and as a Telephone Retail Banker Representative.

*Juan Miranda:* Juan, an experienced surgical tech instructor with 7 years of expertise, equips our students with the skills they need to succeed as surgical technologists. His background includes roles such as Surg Tech at Shepherd Surg Center in Santa Maria, CA, from 2016 to 2018, followed by a position as a Surgical Tech Instructor at San Joaquin Valley College in Bakersfield, CA, from 2018 to 2020. Since 2020, he has been a Surgical Instructor at American College in Ontario, and since 2021, he has continued to impart his knowledge as a Surgical Instructor at AHC.

## Externship Workshops

*Linda Eversull:* Linda is an experienced healthcare professional with a versatile background. She has worked as an EKG technician, stress lab technician, and medical assistant, accumulating a total of 24 years of experience.



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## **Accreditation:**

Altamont Healthcare or any of its programs is not accredited by an accrediting agency recognized by the United States Department of Education. Altamont Healthcare does not offer degree programs.

## **No Guarantees:**

Altamont Healthcare does not guarantee that any student will pass the certification exams. There is also no guarantee that student will be admitted for externship program or will be employed in the capacity of their training.

## **Vaccination Requirements:**

Externship and employment facilities may have vaccination requirements, including COVID-19 vaccines. Non-compliance with these requirements may limit or prevent externship or employment.

## **Criminal Conduct:**

Conduct of misdemeanor or felony may limit or prevent externship or employment opportunities.

## **Admission:**

*General Requirements:*



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For all educational programs, students must be at least 18 years old at the time of enrollment. A high school diploma or its equivalent is needed. For this purpose, equivalence means GED or diploma for higher learning. Diplomas in foreign language need to be translated in English by a certified translation service agency.

A copy of a valid government ID is required.

For the Tech in Surgery program, applicants are required to take an entrance exam and a brief interview may be conducted. A background in medical terminology, anatomy and physiology is required.

Altamont Healthcare reserves the right to impose additional requirements it may deem necessary.

### *Equal Opportunity:*

Altamont Healthcare is committed to the philosophy of equal opportunity and access in all educational programs and services.

Altamont Healthcare is committed to a policy of nondiscrimination based on race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs.

### *Credit for Previous Education Policy:*

Altamont Healthcare may not grant credit for previous education and/or experience in the healthcare field nor does it accept credits through challenge examination and achievement tests. Altamont Healthcare has not entered into an articulation or transfer agreement with any other college or university.

### *Credit for Prior Experiential Learning:*

Altamont Healthcare does not grant any credit for prior experiential learning.

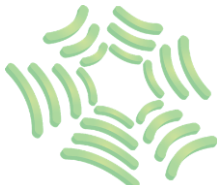
### *Transfer Agreement:*

Altamont Healthcare does not have any articulation or transfer agreement with any school or institution.

## **Transferability of Credit:**

### “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits that students earn at Altamont Healthcare is at the complete discretion of the school facility that students seek to transfer with. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all the coursework at that institution. For this reason, you should make certain that your attendance at



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this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Altamont Healthcare to determine if your certificate will transfer.”

## **Visa Services**

Altamont Healthcare does not admit foreign students, nor does Altamont Healthcare offer any immigration or visa assistance to its students.

## **Language Instruction:**

Altamont Healthcare does not offer English as a Second Language (ESL) instruction.

## **Language Proficiency:**

Altamont Healthcare will conduct all instruction in English; therefore, all students must be able to read, write, speak, understand and communicate in English at a 12<sup>th</sup> grade level. This shall be evidenced by a high school diploma or its equivalent.

## **Description of Programs:**

### **Sterile Processing and Distribution Technician (SPDT) Program (hybrid)**

*Description:* This 115-hour course prepares students to properly decontaminate, pack and sterilize surgical instruments or equipment for safe use in mostly surgical settings.

#### *Program Objectives:*

- Equip students with the knowledge and skills to effectively prevent disease transmission through proper equipment cleaning and sterilization.
- Provide a strong foundation for students, emphasizing their role in patient safety and care.
- Deliver high-quality education aligned with NCCA standards to ensure the best learning experience.
- Prepare students to pass the CBSPD Certification Exam with confidence.

#### *Outline:*

- I. Medical Terminology
  1. Root words, prefixes and suffixes
  2. Abbreviations
- II. Roles and Responsibilities
- III. Anatomy and Physiology
  1. General Anatomy
  2. Physiology



# Altamont Healthcare

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- IV. Microbiology
- V. Infection Control
- VI. Decontamination
  - 1. Cleaning
  - 2. Disinfection
  - 3. Specialized Instruments
- VII. Processing Patient Care Equipment
- VIII. Preparation, Packaging, Instrumentation
  - 1. Preparation
  - 2. Packaging Materials
  - 3. Specialized Instruments
- IX. Sterilization
  - 1. Types of Sterilizers
  - 2. Parameters
  - 3. Trouble Shooting
- X. Sterile Storage
- XI. Inventory Control and Distribution

*Completion:* Students should have an average grade of not less than 75% on all tests, homework, classwork, and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course. Other grading criteria may be added.

*Certification Exams:* Students successfully completing the course are eligible to sit for the international certification examinations administered by the Certification Board for Sterile Processing and Distribution. The exams are conducted four times a year, in the first week of February, May, August and November. For more information, visit the website at [www.sterileprocessing.org](http://www.sterileprocessing.org).

Prior to the examination deadline, only \*ONE\* of the following requirements MUST be met in order to qualify to take this exam:

- Completion of 12 months of full-time employment or equivalent part-time hours performing SPD activities (provide verification signed by your manager on your exam application); OR
- Completion of 6 months (each) of full-time employment or equivalent part-time hours in related allied health (clinical healthcare profession). as well as, performing SPD activities in SPD (provide verification signed by your Manager on your exam application); OR
- Completion of a Sterile Processing Technician Training Course, with a passing grade of 70 or higher (provide copy of certificate/grade from your instructor); OR



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- Completion of 12 months of healthcare product sales or service related to the SPD profession (provide verification signed by your employer on your exam application).

*Externship:* An optional externship of not less than 240 hours is available for our students who have passed the certification exams.

### *Charges:*

Registration	\$ 250.00	Non- Refundable
Textbooks and Manuals	\$ 100.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Lab Materials	\$ 200.00	When outside of cancellation period, non-refundable upon removal from packaging
Uniform and PPE	\$ 50.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 4025.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 12.50	Non-Refundable (\$2.50 for every \$1,000 rounded to the nearest \$1,000)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM \$ 4,637.50 \*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ 4,637.50

CHARGES DUE UPON ENROLLMENT \$ 612.50

### **Endoscopy Reprocessing Technician (ERT) Program (hybrid)**

*Description:* This 30-hour course prepares students to clean and process flexible endoscopes ensuring effective procedure and patient safety.

### *Program Objectives:*

- Equip students with specialized knowledge and skills required for the proper cleaning, disinfection, and maintenance of various types of endoscopes.
- Educate students on rules, regulations, and safety measures essential for maintaining a secure working environment while handling endoscopes.
- Deliver a high-quality education program aligned with the standards and protocols set by the Certification Board of Sterile Processing and Distribution (CBSPD).
- Prepare students to confidently enter the workforce as Endoscope Reprocessing Technicians.

### *Outline:*



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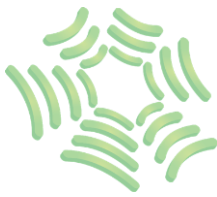
- I. Rules, Regulations and Safety
  1. Training, Competencies and Certification
  2. Ethical Rules
  3. Regulations, Standards and Recommended Practices
  4. Safety
- II. Anatomy and Physiology
- III. Microbiology
- IV. Infection Prevention
  1. Nosocomial Infections
  2. Disease Transmission
  3. Bloodborne Pathogens
- V. Medical Procedures Involving Endoscopes
  1. Types of Flexible Endoscopes and Procedures
  2. Endoscope Structure
- VI. Workplace Design and Employee Safety in Endoscope Reprocessing
  1. General Considerations
  2. PPE and Other Safety Measures
  3. The Cleaning Area
- VII. Cleaning
  1. Principles of Cleaning
  2. Detergents
  3. Manual Cleaning
  4. Automated Cleaning
- VIII. High-Level Disinfection
  1. Disinfection Process
  2. High Level Disinfectant
- IX. Processing Flexible Gastrointestinal Endoscopes and Bronchoscopes
  1. Steps in the Cleaning Process
  2. Manual Cleaning
  3. High Level Disinfection and Liquid Chemical Sterilization
  4. Storage and Accessories

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, class work and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course. Other grading criteria may be added.

*Certification Exams:* Students successfully completing the course are eligible to sit for the national certification examinations administered by the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD). The exams are conducted four times a year, in the first week of February, May, August and November. For more information, visit the website at [www.sterileprocessing.org](http://www.sterileprocessing.org).

Prior to the examination deadline, only ONE of the following requirements MUST be met in order to qualify to take the exam (*Please note the change to the requirements effective 2022*):





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- Completion of **12 months** of full-time employment or equivalent part-time hours processing flexible endoscopes (provide verification signed by your Manager on your exam application); OR
- Completion of an Endoscopy Technician course with a minimum of **16 hours** and a grade of **70 or higher** (provide copy of certificate/grade from your instructor) **AND 6 months** of full-time employment or equivalent part-time hours in related allied health (clinical healthcare profession) performing endoscopy activities in an endoscopy setting (provide verification signed by your manager on your exam application); OR
- Completion of an Endoscopy Technician course with a minimum of **8 hours** and a grade of **70 or higher** (provide copy of certificate/grade from your instructor) **AND 6 months** experience processing flexible endoscopes (provide verification signed by your Manager on your exam application); OR
- Sales representative to GI/Endoscopy for **12 months** (provide verification signed by your employer on your exam application).

### Charges:

Registration	\$ 250.00	Non- Refundable
Textbooks and Manuals	\$ 100.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Uniform and PPE	\$ 50.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 600.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 0.00	Non-Refundable (\$2.50 for every \$1,000 rounded to the nearest \$1,000)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM \$ 1,000.00 \*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ 1,000.00

CHARGES DUE UPON ENROLLMENT \$ 400.00

### Electrocardiogram (EKG/ECG) Program (hybrid)

*Description:* This 100-hour course prepares students to assist in the performance of patient heart rhythm and rates.

#### *Program Objectives:*

- Equip students with the knowledge and skills to operate and interpret electrocardiogram (EKG/ECG) machines, ensuring they can perform accurate tests on patients.



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- Train students to work alongside cardiologists in detecting heart-related issues, emphasizing patient preparation, accurate testing, Holter monitoring, and stress testing.
- Offer hands-on training with EKG machines, ensuring students are well-prepared for real-world scenarios.
- Prepare students to successfully pass the National Center for Competency Testing (NCCT) certification exam.

## Outline:

- I. Intro to EKG
  1. Role of EKG and function of EKG department
  2. Ethical Rules
- II. Medical Terminology
  1. Root words, prefixes and suffixes
  2. Abbreviations
  3. Cardiac and circulatory terms
- III. Anatomy and Physiology
  1. General anatomy
  2. Cardiovascular system, including circulatory
  3. Nervous system
  4. Respiratory
- IV. Performing an EKG
  1. The EKG Machine
  2. How to perform an EKG
- V. Dysrhythmias
  1. Atrial Dysrhythmias
  2. Junctional Dysrhythmias
  3. Heart block Dysrhythmias
- VI. Rhythms
  1. Interpretation
  2. Sinus Rhythms
  3. Rhythms Originating from the Ventricles
- VII. Exercise Electrocardiography
- VIII. Ambulatory Monitoring
- IX. Clinical Management
- X. Basic 12-Lead EKG Interpretation

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, classwork, and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project is also needed to successfully complete this course. Other grading criteria may be added.

*Certification Exams:* Students successfully completing the course are eligible to sit for the national certification examinations administered by the National Center for Competency Testing (NCCT). Students may take the exams at different dates during the year. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).



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There are THREE (3) routes of eligibility to take the NCET exam. Select your route of eligibility from the following:

## Route 1A - Current Student

Are you a CURRENT STUDENT in a ECG Technician program from an NCCT (authorized) school?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your ECG Technician diploma, certificate of completion, or official (signed) transcript with graduation date to obtain full accreditation.
- All required documents must be submitted within two years after successful program completion in order for your certification to be released.

## Route 1B – Graduate

Are you a GRADUATE from a ECG Technician program from an NCCT (authorized) school, within the past FIVE years.

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your ECG Technician diploma, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.

## Route 2 – Experience

You have One year of verifiable full-time experience as an ECG Technician practitioner within the past FIVE years?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must have one (1) year of full-time employment or equivalent (2080 hours) as an ECG Technician under the direct supervision of a certified/licensed physician or primary care provider within the past FIVE years.
- You must submit a copy of your high school diploma (or equivalent) and the [ECG Technician Certification Qualification by Experience](#) form completed by your employer.
- NOTE: Working as an instructor is not equivalent to working as a practitioner.

## Route 3 – Military

Have you completed ECG Technician training or its equivalent during U.S. Military service within the past FIVE years?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must provide a copy of a SMART transcript or DD214 indicating you have successfully completed a formal medical services training program of the United States Armed Forces relating to the discipline for which you are testing. The DD214 or SMART transcript must be current within the past FIVE years.

OR

You are a member [active-duty, retired, veteran] of the United States Armed Forces, or a spouse thereof, and have one year of verifiable full-time experience as a ECG Technician practitioner within the past FIVE years.

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must have one (1) year of full-time employment or equivalent (2080 hours) as an ECG Technician under the direct supervision of a certified/licensed physician or primary care provider within the past FIVE years.



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- You must submit a copy of your high school diploma (or equivalent) and the [ECG Technician Certification Qualification by Experience](#) form completed by your employer.
- NOTE: Working as an instructor is not equivalent to working as a practitioner.

*Externship:* An optional externship of not less than 240 hours is available for our students who have passed the certification exams.

### *Charges:*

Registration	\$ 250.00	Non- Refundable
Textbooks and Manuals	\$ 100.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Lab Materials	\$ 200.00	When outside of cancellation period, non-refundable upon removal from packaging
Uniform and PPE	\$ 50.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 3000.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 10.00	Non-Refundable (\$2.50 for every \$1,000 rounded to the nearest \$1,000)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM \$ 3,610.00 \*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ 3,610.00

CHARGES DUE UPON ENROLLMENT \$ 610.00

### **Tech in Surgery (Surgical Tech) Program (hybrid)**

*Description:* This 800-hour course prepares students to assist surgeons during surgery. This course offers 500 hours of lectures and labs, and 300 externship hours. They assist before, during and after surgery ensuring patient care and safe environment. Externship is required for this program. A minimum of 50 scrubs in general surgeries, 20 scrubs in orthopedic surgeries and 55 scrubs in other surgeries. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).

### *Program Objectives:*

- Prepare students to work as vital members of the surgical team, assisting surgeons, RNs, and anesthesiologists by mastering essential surgical techniques and procedures.
- Develop students' understanding of anatomy, physiology, pharmacology, medical terminology, and sterile field maintenance, ensuring they are well-equipped to excel in the operating room.



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- Train students in setting up surgical instruments and drapes, passing sterile supplies, and operating powered surgical equipment while maintaining aseptic conditions.
- Prepare students to pass the National Center for Competency Testing (NCCT) certification exam for Surgical Technology.

## Outline:

- I. Surgical Principles
  1. The Surgical Technologist
  2. The Healthcare Facility
  3. Disaster Preparedness
  4. Principles of Aseptic Technique
- II. Medical Terminology
- III. Anatomy and Physiology
- IV. Microbiology
- V. The Patient
  1. Diagnostic and Assessment Procedure
  2. Moving, Handling and Positioning the Surgical Patient
  3. Surgical Skin Prep and Draping
  4. Case Planning and Intraoperative Routine
  5. Management of Surgical Wound
  6. Anesthesia and Physiological Monitoring
  7. Post anesthesia Recovery
  8. Death and Dying
- VI. Surgical Instruments
  1. Common Instruments
  2. Decontamination and Sterilization
  3. Information Technology
- VII. Perioperative Pharmacology
- VIII. Surgical Technology Practice
  1. General Surgery
  2. Robotic Assisted Surgery
  3. Specialized Surgery
- IX. Professionalism
  1. Communication and Teamwork
  2. Laws and Documentation
  3. Ethics
  4. Administrative Task

*Completion:* Students should have an average grade of not less than 75% from all tests, homework, classwork, and laboratory exams. Students should also obtain a grade of not less than 75% in final exams. A course project



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is also needed to successfully complete this course. The surgical tech department may impose other completion requirements.

*Certification Exams:* Students successfully completing the didactic portion of the course are eligible to sit for the national certification examinations administered by the National Center for Competency Testing (NCCT). Students may take the exams at different dates during the year. For more information, visit the website at [www.ncctinc.com](http://www.ncctinc.com).

There are THREE (3) routes of eligibility to take the TS-C (NCCT) exam. Select your route of eligibility from the following:

## Route 1A - Current Student

Are you a CURRENT STUDENT in a Surgical Technology program from an NCCT (authorized) school?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Surgical Technology diploma, certificate of completion, or transcript with graduation date within 60 days of graduation; or contact NCCT for other suitable arrangements.
- You must complete and submit a Tech in Surgery TS-C (NCCT) Critical Skills Competency form. Candidates are allowed a maximum of two (2) years from the test date for completion of case documentation.
- These documents are not required to take the exam but your certification will not be released until they are received.

## Route 1B – Graduate

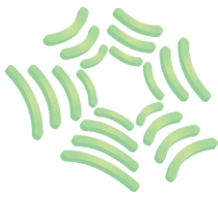
Are you a GRADUATE from an NCCT (authorized) school, within the past FIVE years?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your diploma from your surgical technologist program, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.
- You must complete and submit a Tech in Surgery TS-C (NCCT) Critical Skills Competency form. Candidates are allowed a maximum of two (2) years from the test date for completion of case documentation.

## Route 2 - Experience

You have three years of verifiable full-time experience as a Surgical Technology practitioner within the past FIVE years.

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your high school diploma (or equivalent) and the Tech in Surgery TS-C (NCCT) Qualification by Experience form completed by your employer.
- You must have three (3) years of full-time employment or equivalent\* (6240 hours) in the past FIVE years working as a surgical technologist under the direct supervision of a Certified/Licensed Physician, Primary Care Provider, and/or RN.
- **Note:** Working as an instructor is not equivalent to working as a practitioner.



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## Route 3 - Military

Have you completed Surgical Technology training or its equivalent during U.S. Military service within the past FIVE years?

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must provide a copy of a SMART transcript or DD214 indicating you have successfully completed a formal medical services training program of the United States Armed Forces relating to the discipline for which you are testing. The DD214 or SMART transcript must be current within the past FIVE years.
- You must complete and submit a Tech in Surgery TS-C (NCCT) Critical Skill Competency form.

## OR

You are a member [active-duty, retired, veteran] of the United States Armed Forces, or a spouse thereof, and have three years of verifiable full-time experience as a Surgical Technology practitioner within the past FIVE years.

- You must be a United States high school student, graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your high school diploma (or equivalent) and the Tech in Surgery TS-C (NCCT) Qualification by Experience form completed by your employer.
- You must have three (3) years of full-time employment or equivalent\* (6240 hours) in the past FIVE years working as a surgical technologist under the direct supervision of a Certified/Licensed Physician, Primary Care Provider, and/or RN.
- **Note:** Working as an instructor is not equivalent to working as a practitioner.

*Externship:* Externship is required for this course. After the didactic portion of the program, students will complete their externship at a designated affiliate healthcare facility.

## Charges:

Registration	\$ 250.00	Non- Refundable
Textbooks and Manuals	\$ 750.00	Subject to change; When outside of cancellation period, non-refundable when already ordered
Lab Materials	\$ 850.00	When outside of cancellation period, non-refundable upon removal from packaging
Uniform and PPE	\$ 150.00	When outside of cancellation period, non-refundable upon removal from packaging
Tuition	\$ 18,000.00	Refundable subject to rules and procedure below
Student Tuition Recovery Fund	\$ 50.00	Non-Refundable (\$2.50 for every \$1,000 rounded to the nearest \$1,000)

ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM \$ 20,050.00 \*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ 20,050.00



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CHARGES DUE UPON ENROLLMENT

\$ 2,050.00

## **Change of Schedule:**

Altamont Healthcare may change the schedules published. If changed, new schedules will be available at the website [www.altamonthealthcare.com](http://www.altamonthealthcare.com) and in the supplement to this catalog.

## **Change of Instructors:**

Altamont Healthcare may change instructors for the courses as its sole discretion.

## **Academic Policy:**

All students must maintain satisfactory academics in both the didactic and skills portion of the program to meet minimum standards and remain enrolled. Satisfactory academic progress is determined by combining grade components to average 75%. Each course has its own detailed evaluation standards, and the instructor shall notify the students of the grading system and expected standards before the start of the class session. Grades may be based on homework, assignments, class participation, professional conduct, oral or written tests, projects and laboratory skills assessments given.

Altamont Healthcare evaluates each student's progress regularly to assess compliance with minimum program standards. A student who has not achieved the minimum program standard will be placed on a probationary status for a period of two weeks. The course instructors will make every attempt possible to remedy and improve student's grade by offering make up tests or homework, one on one tutoring to the student, suggesting techniques and being available to the student for questions. Make up time offered shall be designated by Altamont Healthcare.

An update report will be completed 2 weeks following the initiation of the probationary status. If the student grade has not improved with remediation attempt during the probationary status, student will be dismissed. If the student meets the standard, they will be removed from probation. If the students' grade has improved but has not met the program standard it will be determined if the student is able to bring the grade up in the remaining time left in the program. If there is not enough time left in the program to bring the grade up to program standards, the student will be dismissed. If it is determined that the student has enough time to bring the grade up, a second and final probationary status will be given for an additional period of 3 weeks. If the student has not brought the grade up to the program standard by the end of the second probationary status, the student will be dismissed.





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## **Academic Dishonesty:**

Academic dishonesty includes cheating, plagiarism, and any other attempt to obtain credit for academic work through deceptive or dishonest means. Some forms of academic dishonesty include using or attempting to use unauthorized materials, information, or study aids in any academic exercise; submitting work previously submitted in another course without the consent of the instructor; sitting for an examination by surrogate or acting as a surrogate, representing the words, ideas, or work of another as one's own in any academic exercise, and conducting any act that defrauds the academic process.

Plagiarism is the presentation of someone else's ideas or work as one's own. Plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated. If an instructor determines there is enough evidence of academic dishonesty on the part of a student, the instructor may require that the work be rewritten, issue a lowered or failing grade for the assignment, issue a lowered or failing grade for the course. If a student's assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade.

## **Cancellation of Classes or Programs:**

Altamont Healthcare reserves the right to cancel or postpone a class or a program for any reason. However, every effort will be made to cancel the class or program in advance of the beginning date. Full refunds will be issued in this instance.

## **Attendance:**

Students are expected to attend the courses 80% of the course class time.

For Sterile Processing and Distribution and EKG courses, students are required to be present for at least 80 hours.

For the ERT course, students are required to be present for at least 29 hours.

For Surgical Tech program, students are required to be present for at least 400 hours provided that they will not incur more than 70 hours of absence in lectures and not more than 30 hours in lab classes.

This does not include the externship hours where attendance is subject to the discretion of the hospitals or facilities.

Students will be dropped from the course for failure to meet the minimum number of hours indicated above unless their absence is excused as determined by the Administrator or her designee.

## **Make-Up Policy:**

If absenteeism prevents students from meeting the program objectives, students shall be bound by the following:



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- No make-up tests or written assignments will be permitted unless approved by the instructor or Chief Academic Officer and for excused absence only.
- An excused absence is defined as any absence caused by an unforeseen circumstance approved by Altamont Healthcare. Students must notify the school either by calling the business office and/or e-mailing the instructor on or before the day of the absence.
- Altamont Healthcare may require proof to substantiate the reason of absence.
- There will be no make-up test for an unexcused absence, and students will receive a grade of zero points for the test.
- Make-up written assignments may be subject to an automatic reduction in points up to ten points because of lateness.
- If allowed, all work must be made up immediately upon the students return or credit will not be given. Make-ups must be done prior to or after regularly scheduled program hours.
- The make-up should reflect the scheduled topic(s) missed and require students to spend time equivalent to the hours missed to be counted as make-up credit.

## **Retake Policy:**

When students fail a test, the instructor may allow a retake to give students an opportunity to pass. No retake of the exam covering the same topic shall be given more than two times. Retake exams shall be taken no more one week from the time student comes back to class.

## **Uniform and Dress Code Policy:**

The school uniform consists of:

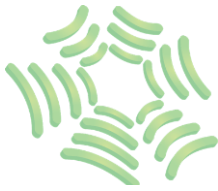
- Hospital Scrubs
- Rubber sole, closed heel, and toe shoes
- Name identification badge on the upper right front side of the scrub.

Uniform and appearance shall be observed as follows:

- Clean, wrinkle free and non-stained uniform must be worn in class and during clinical rotation
- Name identification badges placed on the upper right front side of the scrub
- Visible body piercing /tattoos are not acceptable
- No gum chewing in the school facility
- Hair must be neat and clean; long hair should be pulled back/tied up especially during laboratory work
- No strong perfumes or colognes
- No long nails and /or artificial nails
- No textured hosiery is allowed. Plain white stockings or white solid socks are recommended.

## **Zero Tolerance Policy:**

*Drugs and Alcohol:*



# Altamont Healthcare

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Altamont Healthcare prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and any other parties on its property, clinical facilities or at any school campus or school activity. Students who violate this policy will be given the appropriate disciplinary actions including school expulsion/termination. School shall also notify the law enforcement authorities of such act if violation has indeed occurred.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### *Harassment and Abuse:*

Altamont Healthcare forbids all acts of sexual harassment. Sexual Harassment is a form of illegal sex discrimination. Harassment occurs when unwelcome sexual advances, request of sexual favors, and/or other verbal or physical contact of a sexual nature:

- Is made either explicitly or implicitly as a condition of an individual's educational status or employment.
- Has the purpose or effect of unreasonable interfering with an individual's education or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- Is used as the basis for employment or academic decisions affecting the individual regardless of submission to or rejection of such conduct.

There is zero tolerance for abusive language and abusive and/or violent behavior directed to our students, instructors, or staff in the clinical setting.

Altamont Healthcare strongly encourages individuals who believe that they or someone else has been the victim of sexual harassment or assault, violence, stalking, or discrimination to report to the authorities or to the administration.

### *Cheating:*

Cheating, in any form or circumstance, is never tolerated. Students caught cheating will automatically get a zero grade for that task. Repeated cheating may result in termination of student.

### **Visitors:**

No one may visit the classroom during class hours unless there is prior approval of the instructor and School Administrator. All visitors must sign in at the front desk. Students may not bring children to the classroom or leave them at Altamont Healthcare while attending class.



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## **Cell Phone Policy:**

Cell phone use is not permitted during class. Texting during class is not permitted under any circumstance except when there is emergency concerning the student or the student's family, or someone the student is charged of caring for.

## **Interruption of Training:**

### *Right to Cancel:*

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. If the student cancels under the Right to Cancel, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00.

Cancellation may occur when the student provides a written notice of cancellation to the Student Relations Officer at the following address: 2027 W March Lane, Suite 3, Stockton, CA 95207. This can be done by mail, email or by hand delivery. Cancellation may not be accomplished by conduct. Electronic cancellation can be done by emailing [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

### *Withdrawal:*

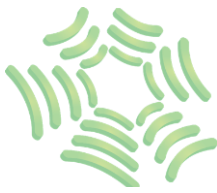
Withdrawal may occur when students provide a written notice of withdrawal to the Student Relations Officer at the following address: 2027 W March Lane, Suite 3, Stockton, CA 95207. This can be done by mail, email, or by hand delivery with proof of delivery. Withdrawal may not be accomplished by conduct. Electronic withdrawal can be done by emailing [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of withdrawal need not take any particular form; however, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Please note that the date of the notice to withdraw is considered effective no later than the date received by the institution.

Refund may be due subject to the refund computation rules, or students may be held to the remainder of the balance.

### *Leave of Absence Policy:*

Students intending to take a leave of absence must send a written statement to the School Administrator requesting leave of absence. This can be done by mail, email or by hand delivery with proof of delivery. The request may also be done electronically by email at [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com). The request must include the reason for



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leave along with reasonable expectation of return. Students will only be allowed to take one leave of absence for every course student is enrolled.

After requesting for leave, Altamont Healthcare shall reply or ask for more documentation within 5 days and students shall respond with all requested documentation, if any, within 5 days thereafter.

The School Administrator may ask for documents to verify the reason given and School Administrator must approve the request to be valid. A student who is on leave may be allowed to resume school, at the point where leave was taken, subject to the discretion of the School Administrator.

### *Drop Out Policy:*

Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the school. Students who do not cancel, file for leave of absence or withdraw from the school are considered to have dropped out and shall receive a failing grade.

### **Course Transfer:**

Students may be allowed to transfer courses offered within the same session or change schedule of the same course on the same session subject to space availability and provided that the courses student is transferring from and transferring to have not started instructions. Course transfers to different sessions are not allowed. The rules on interruption of training will apply.

### **Graduation:**

Students are highly encouraged to attend graduation ceremony when it is held. However, graduation cost is an extra expense that students may be responsible for. The cost may vary depending on the number of graduating students, the venue, and other incidentals.

### **Externship:**

#### *Externship Policy:*

Students may be required to complete a practical training component in the form of externship depending on the program in which they are enrolled. In some cases, externship is not a requirement but an option. This externship training is accomplished off campus and students must pass the certification exam prior to being considered for placement.

Students will be responsible for arranging for travel to perform their externships. The distance of travel may vary, and students are not guaranteed with a specific hospital or facility of their choice. Students may be assigned to perform externship within 100 miles from their enrolled location.

The assigned hours for externship are not guaranteed. While every effort will be made to accommodate a reasonable shift request, students shall make themselves available for externship in the time the hospital or facility assigns them. Students will be notified of the shift schedule at least 30 days before the start of externship.



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Externship is a requirement in Tech in Surgery classes. Upon successful completion of the course and submission of all requirements, students shall be placed in hospitals or healthcare facilities within 100 miles from where they are enrolled in and in such time as the facilities assign them. Timing and place of externship is not guaranteed.

## *Externship Requirements:*

Hospitals and facilities that Altamont Healthcare sends its students to require criminal and/ or personal background check, among others. Students with criminal records that include felonies and certain misdemeanors may not be accepted for externship or placed for employment.

In addition, all students are also required to submit to a drug test. Other requirements may vary depending on the hospital or facility where student is assigned. Generally, however, other requirements include Basic Life Support certification through American Heart Association, TB testing, screening for MMR, Varicella and Tdap immunity, flu, Hep B and COVID vaccinations. Costs to comply for the requirements shall be paid for by the student.

Altamont Healthcare also requires students to submit resume, proof of health insurance, attendance in mock interview and completion of an externship workshop. These requirements may change and other requirements may be added at the discretion of Altamont Healthcare.

## *Externship Rules:*

1. Students shall complete all the requirements within 120 days from the date of externship workshop, if there is any. This does not include background check and drug test.
2. Students shall inform Altamont Healthcare, in writing, if there will be any changes in their preferred availability.
3. Students shall be given a priority based on the date when all requirements are complete, except background check and drug test. When externship opportunity opens, Altamont Healthcare assigns students based on priority date.
4. Altamont Healthcare will match students to an externship site based on student performance, nature of externship facility, priority date and other factors.
5. When Altamont Healthcare informs students of placement, students will respond within two business days otherwise, assignment will be given to the next student on the waiting list.
6. At all times, students are expected to maintain professionalism and proper conduct. Altamont Healthcare does not tolerate any form of harassment or threats towards any of its employees, representatives, or affiliated hospitals.
7. In following up or dealing with externship, students shall take full and sole responsibility and therefore, third parties shall not be entertained. Altamont Healthcare shall not communicate with parents, siblings, employers, or any other person in relation to updates and conduct of externship assignment.



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8. When placed for externship, students will attend any required orientation that the hospital may schedule. Students are aware that failure to attend any orientation may result in non-placement unless proper notice is made to Altamont Healthcare and hospital.
9. When placed for externship, students will inform Altamont Healthcare of the schedule with the hospital, along with the projected end date.
10. Students are aware that there is no refund for not attending externship.
11. Students may be offered an externship site that may not be convenient to them. Students may refuse the assignment, and such refusal may delay the start of externship.
12. Altamont Healthcare does not guarantee the timeframe, place, and duration of the externship. Altamont Healthcare will offer externship placement within two years from priority date.
13. At any time, Altamont Healthcare may pull students out from externship due to poor performance or unethical conduct. Altamont Healthcare will confer with students and the facility to determine the best option for all parties concerned.
14. Externship may be terminated by Altamont Healthcare for poor conduct or unethical behavior. Students may also terminate externship for any reason.
15. Students may not repeat externship or be transferred to a different hospital or facility. When assigned and have accepted externship, students have the duty to complete the assignment and will not have another opportunity to repeat it. If terminated, externship may not be repeated.
16. Students are responsible for keeping track of their hours in externship and have the department manager or supervisor sign the timesheet for verification.
17. When externship is an option, students have 2 years from graduation to enroll in externship, thereafter, externship may not be offered.

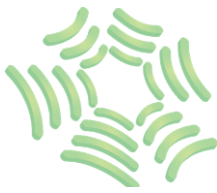
## **Discipline:**

### *Grounds for Discipline or Dismissal:*

Altamont Healthcare expects a high standard of honesty, training, and integrity from all members of its community. The school seeks students who are knowledgeable, forthright, and honest professionals.

At the discretion of the School Administrator or its designee, students may be dismissed from the school for behavior disruptive to the educational mission of the school, continual violations or carelessness that endangers life. The following are grounds for discipline:

- Excessive unexcused absences or tardiness which is equivalent to missing more than 20% of the total instruction hours
- Nonpayment of tuition dues and other financial obligations
- Possession, use or consumption of alcoholic beverages or illegal drugs while on school premises



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- Intoxication
- Dishonesty
- Stealing
- Possession, use or abuse of a weapon, dangerous material, or unlawful substance
- Disruptive behavior in class or clinic
- Dominating classroom discussions to the exclusion of others
- Intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to Altamont Healthcare property
- Engaging in competition with Altamont Healthcare or converting business opportunities of Altamont Healthcare to personal gain
- Sexual or physical assault in the school premises
- Unlawful harassment of an employee, student, or another person
- Failure to meet financial obligations or commitments to Altamont Healthcare
- Unauthorized release of confidential information about Altamont Healthcare employees, faculty, alumni, or students
- Violation of general Altamont Healthcare rules and regulations
- Cheating or the compromise of test materials
- Failure of maintain minimum academic standard
- Refusal to cooperate
- Refusal in externship assignments
- Endangering safety or health of others
- Other acts of similar nature as listed

## *Procedure for Discipline:*

Altamont Healthcare shall notify students in writing of the intent to discipline, stating the grounds therefor and the level of discipline. Levels of discipline shall include placing on probationary status, suspension, or dismissal. Students will have an opportunity to write a reply within 5 days from receipt of notice. The instructor, Chief Executive Officer, Chief Academic Officer (CAO) or their designee and shall decide within 5 days from receipt of reply and notify the student of the decision. Such decision is not appealable.

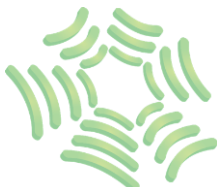
Dismissal is warranted for repeated actions or for any act of a serious nature as determined by Altamont Healthcare.

Any probation, suspension or expulsion will be indicated on the transcript.

## **Financial Status of Altamont Healthcare:**

Altamont Healthcare does not have any pending bankruptcy petitions, is not operating as a debtor in possession, has not filed bankruptcy petition within the preceding five years, nor has it had a petition in bankruptcy filed





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against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy.

## **Financial Aid:**

Altamont Healthcare does not participate in Federal or State financial aid programs.

However, Altamont Healthcare offers special payment scheme, without any interest, on a special case basis.

Altamont Healthcare has partnered with Climb Credit where students work directly with Climb Credit for the purpose of securing a loan. Altamont Healthcare will refer interested students to Climb Credit for the application process. Once formally enrolled, Altamont Healthcare will verify your loan, and payments will be made accordingly. Please note that the loan arrangements with Climb Credit are a private agreement between student and Climb Credit, a third-party financial institution. Any questions or concerns about the loan process, students are advised to reach out to Climb Credit directly.

No other form of financial aid is offered at this time.

If students have obtained a loan to pay for this training program, students shall remain responsible for repaying the full amount of the loan plus interest, less the amount of any refund and that, if the students receive federal student financial aid funds, students are entitled to a refund of the money not paid from federal financial aid funds.

## **Other Fees:**

Altamont Healthcare imposes fees and charges for the following:

Mailing Fee: \$10.00

Replacement of Certificates: \$25.00

Photocopy, Black and White: \$0.25

Photocopy, Colored: \$0.50

Manual Replacement: \$75 each

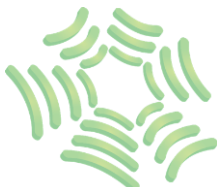
ID Replacement: \$10

Administrative Cost for 3<sup>rd</sup> Party Payments: \$150

Administrative Cost for 3<sup>rd</sup> Party Payments is not paid by the students but by 3<sup>rd</sup> parties to the institution.

## **Payment:**

Payments may be made in person during regular office hours or online through the link at [www.altamonthealthcare.com](http://www.altamonthealthcare.com). Payments can be made through credit or debit card, certified check, or money order.



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Non payment of tuition and costs may be a ground to terminate students from their enrolled program. Subject to approval, a special payment arrangement may be entered into to enable students to continue to attend provided that students comply with the stipulations of the special payment arrangement.

All payment shall be paid before the final exams. Failure to do so may result in not allowing students to take the test, withholding certificate of completion and other class documents, or termination.

## **Delinquent Accounts:**

When a student fails to pay within 7 days from the due date as indicated in their Enrollment Agreement or other payment agreement, a penalty of \$20 shall be imposed. An account that remains unpaid shall incur an additional penalty of \$100 for every 30 days, and limited to 90 days, from the due date as indicated in their payment agreements. After 90 days, the account shall be forwarded to a collection agency.

## **Refund:**

### *Procedure:*

If students cancel under the Right to Cancel, the school will refund students any money paid, less a registration or administration fee not to exceed \$250.00 within 45 days after the notice of cancellation is received.

If students withdraw, Altamont Healthcare will refund students any money paid, less registration or administration fee not to exceed \$250.00, less any deduction for equipment not returned in good condition and less the prorated cost of attendance prior to cancellation, within 45 days after the notice of cancellation is received.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### *Refund Computation:*

The registration fee is non-refundable. Outside of the cancellation period, textbooks, materials, lab fees, and uniforms are non-refundable as they become the property of the student. For students who have completed 60% or less of the period of attendance, a pro rata refund will apply. Tuition costs may be refundable when a student has completed 60% or less of the period of attendance. If a refund is due, the total tuition cost will be prorated



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to convert into hourly tuition cost. The amount in excess of the period of attendance, or hours after the notice of withdrawal, shall be reimbursed to the student.

The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided. This is calculated as follows: The amount owed equals the daily charge for the program (total institutional charge divided by the number of days or hours in the program), multiplied by the number of days the student attended or was scheduled to attend before withdrawal.

If more than 60% of the class time has been held, the student may be responsible for the entire amount despite withdrawal, termination, or being dropped from the program, and no refund is due.

If externship is optional and a student enrolls in externship, the fee is not refundable under any circumstance.

## **Student Tuition Recovery Fund:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

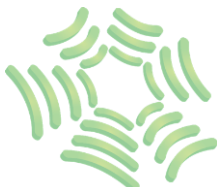
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120- day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120- day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.



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4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Student Rights:**

Students who may feel aggrieved may address their concerns with the instructor. If this is not resolved, students may submit a written letter via email or regular mail (2027 West March Ln, Suite 3, Stockton, CA 95207) regarding their issues to the Chief Executive Officer ([cherish@altamonthealthcare.com](mailto:cherish@altamonthealthcare.com)), where a decision will be reached by the management composed of the Chief Executive Officer, Chief Academic Officer, and a representative from the instructors. A decision shall be made within thirty (30) days from receipt of the written letter, and such decision is final.

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature.

## **Student Services:**

*Account Services:* Students may inquire regarding payments, refunds, and other financial obligation.

*Career:* Students are assisted in making resumes, job interviews and job searches. There will be sessions on tips on how to be successful and happy in their careers.



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*Enrollments:* Students may inquire and register for a program. All materials for the program will be provided through this service.

*Externship:* Students will inquire, sign up and comply with requirements for externship. This service provides the students with hospital or facility where students will obtain their externship hours.

*Records:* Students may ask for copies of their completion documents or grade sheets.

## **Job Placement:**

Altamont Healthcare provides valuable job placement assistance to students on an ongoing basis. This support includes resume preparation and interview coaching to enhance students' prospects for successful employment.

## **Laboratory and Internet:**

Altamont Healthcare provides internet wireless connection access to all enrolled students and access is strictly used for training program related matters. The equipment and tools are for students/staff/faculty use only. Altamont Healthcare reserves rights to refuse to provide computer/internet access to anyone deemed unprofessional.

## **Learning Resources:**

Altamont Healthcare does not have a library. Materials needed by students are given in class. There are other books, manuals and instruments for reference and students need to inform their instructors to borrow these resources while in the premises. Students shall be given wireless internet access to allow internet use for educational purposes.

## **Provision On Housing:**

Altamont Healthcare does not offer on-campus housing nor does it have dormitory facilities under its control. Assistance to students in acquiring housing is not provided. Available housing is available near or around the locations of Altamont Healthcare. Costs vary depending on the type of accommodation but ranges from \$400-\$600 per month, or \$40-\$100 per day.

## **Catalog Request:**

Anyone who may wish to obtain copy of this catalog may visit Altamont Healthcare at 2027 W. March Lane, Suite 3, Stockton, CA 95207, Mondays-Fridays from 8:00AM- 5:00PM, or by appointment, or download a copy of the catalog from the website at [www.altamonthealthcare.com](http://www.altamonthealthcare.com).

## **Catalog Period:**

This catalog is valid and effective for a period of one year and shall be renewed annually thereafter. The catalog may be amended or supplemented at any time at the discretion of Altamont Healthcare.



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## **Review of Catalog:**

“As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

## **Questions:**

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel No. (888) 370-7589, (916) 574-8900; Fax No. (916) 263-1897.”

## **Complaints:**

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).”

## **Student Assistance and Relief:**

“The Office of Student Assistance and Relief is available to support prospective students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting [www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov).”

## **Standard Occupational Classification Codes:**

For purposes of gainful employment reporting, below is the job classification of the programs using the United States Department of Labor’s Standard Occupational Classification codes:

Sterile Processing and Distribution Technician (SPDT) Program: 31-9093 (Medical Equipment Preparers)

Endoscope Reprocessing Technician (ERT) Program: 31-9093 (Medical Equipment Preparers)

Electrocardiogram (EKG/ECG) Program: 29-2031 (Cardiovascular Technologists and Technicians)

Tech in Surgery (Surgical Tech) Program: 29-2055 (Surgical Technologists)

## **Records:**

*Type of documents contained in student files:*

Contents of the files are: Student Application, Emergency Contact, ID, copy of high school diploma or GED or its equivalence, Grade Sheet, and copy Certificate of Completion. Financial Records are also kept in each of the student’s file.



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2601 F St., Bakersfield, CA 93301 Ph. (661) 230-631

## *Procedure for Security and Safekeeping of Records:*

Paper copy of records is stored in a storage room where only authorized personnel are allowed. Electronic copy of the records may be accessed by office personnel in the computer through the student information system, where the passwords will be changed periodically or when an employee leaves employment. USB containing the records shall be stored in fireproof box at a separate location.

## *Duration:*

Full records as stated above shall be maintained for five years. Completion records and transcripts shall be kept permanently by the institution.

## **Contact Information:**

### General Questions

Stockton: [info@altamonthealthcare.com](mailto:info@altamonthealthcare.com)

Phone: 209-267-4419

Bakersfield: [certify@altamonthealthcare.info](mailto:certify@altamonthealthcare.info)

Phone: 661-230-6316

### Enrollments

Stockton: [admissions@altamonthealthcare.info](mailto:admissions@altamonthealthcare.info)

Phone: 209-817-8035

Bakersfield: [certify@altamonthealthcare.info](mailto:certify@altamonthealthcare.info)

Phone: 661-230-6316

### Externships

Stockton: [liana@ahcedu.com](mailto:liana@ahcedu.com)

Phone: 209-213-7815

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