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THE COLLEGE OF  
HEALTH CARE PROFESSIONS

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**8585 N. Stemmons Freeway  
Suite N300  
Dallas, Texas 75247**

**Catalog Vol XXXI Addenda**

*Effective December 14, 2025*

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## ADDENDUM A- Holiday Schedule / Hours of Operation

*Supplement to School Catalog*

### 2026 HOLIDAY AND BREAK SCHEDULE

In most instances holidays that are observed on a scheduled class day will require a class schedule modification to make-up the time. Failure to attend these schedule hours will result in an absence for those hours and will be counted towards the cumulative absences for attendance. You will be notified at the start of the module of schedule changes when impacted by a holiday or break.

| Holiday                       | Date(s) observed            |
|-------------------------------|-----------------------------|
| Holiday Break                 | Dec 25, 2025 – Jan 16, 2026 |
| Martin Luther King’s Birthday | Monday, Jan 19, 2026        |
| Memorial Day                  | Monday, May 25, 2026        |
| Summer Break                  | Friday, July 3 – 10, 2026   |
| Labor Day                     | Monday, Sept 7, 2026        |
| Thanksgiving Holiday          | Nov 26-27, 2026             |
| Holiday Break                 | Dec 25, 2026 – Jan 15, 2027 |
| Martin Luther King’s Birthday | Monday, Jan 18, 2027        |

#### **Business Office Hours:**

9:00am to 6:00pm, Monday through Thursday and 9:00am to 4:00pm on Friday. The office is not open on weekends. All business transactions should be handled during business hours.

#### **Education, Externship, and Placement Department Hours:**

9:00am to 6:00pm Monday through Thursday and 9:00am to 4:00pm on Friday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

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Eric Bing, CEO

*Revised December 2025*

## ADDENDUM – B Tuition and Fee Schedule

### Addendum to School Catalog

Effective January 1, 2026

A registration fee that is calculated as part of the total program cost is due at the time of enrollment. **All tuition payments must be made before completion of a program**, unless other arrangements have been made via the enrollment agreement or finance plan. Each student will receive an enrollment agreement, which will outline the payment schedule. Students must be current on monthly payments to begin externship. Students who are not current on monthly payments by the completion of classroom training may be delayed in beginning their externship. For more details on this policy, see the catalog regarding externship attendance. In the event that a student does not meet the terms of the enrollment agreement or finance plan, the College will negotiate an alternative payment plan. If the student does not meet the terms of the alternative plan, the student may be temporarily blocked from classes.

The following are the costs for each program:

|                                                                                       | Program Cost               |
|---------------------------------------------------------------------------------------|----------------------------|
| <b><u>Dental Assistant Certificate Program</u></b>                                    | <b><u>Program Cost</u></b> |
| Registration Fee:                                                                     | \$50.00                    |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$17,950.00</u>         |
| <b>Total Program Cost:</b>                                                            | <b>\$18,500.00</b>         |
| <b><u>Medical Assistant Certificate Program</u></b>                                   |                            |
| Registration Fee:                                                                     | \$50.00                    |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$17,950.00</u>         |
| <b>Total Program Cost:</b>                                                            | <b>\$18,500.00</b>         |
| <b><u>Medical Coding and Billing Certificate Program</u></b>                          |                            |
| Registration Fee:                                                                     | \$50.00                    |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$17,950.00</u>         |
| <b>Total Program Cost:</b>                                                            | <b>\$18,500.00</b>         |
| <b><u>Limited Medical Radiologic Technologist with Medical Assisting Skills</u></b>   |                            |
| Registration Fee:                                                                     | \$100.00                   |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$24,900.00</u>         |
| <b>Total Program Cost:</b>                                                            | <b>\$25,500.00</b>         |
| <b><u>Pharmacy Technician Certificate Program (Blended)</u></b>                       |                            |
| Registration Fee:                                                                     | \$50.00                    |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$16,950.00</u>         |
| <b>Total Program Cost</b>                                                             | <b>\$17,500.00</b>         |
| <b><u>Health and Medical Administrative Service AAS Degree Completion Program</u></b> |                            |
| Registration Fee:                                                                     | \$50.00                    |
| Technology Fee:                                                                       | \$500.00                   |
| Textbooks:                                                                            | Included in tuition        |
| Tuition:                                                                              | <u>\$11,300.00</u>         |
| <b>Total Program Cost:</b>                                                            | <b>\$11,850.00</b>         |

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**Surgical Technology – AAS Program**

|                           |                     |
|---------------------------|---------------------|
| Registration Fee:         | \$50.00             |
| Technology Fee:           | \$500.00            |
| Textbooks:                | Included in tuition |
| Tuition:                  | \$37,950.00         |
| <b>Total Program Cost</b> | <b>\$38,500.00</b>  |

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**Other Charges**

|                  |         |
|------------------|---------|
| Transcript Copy: | \$15.00 |
|------------------|---------|

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**Repeat Course Fees**

|                                     |                 |
|-------------------------------------|-----------------|
| Non-Term Programs (Cost per course) | \$100.00        |
| Term Programs                       | Cost per Credit |

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**Technology Fee** includes but is not limited to, the Learning Management System (CANVAS), Chromebook, software, mouse, USB, online E-library, cybersecurity, technology upgrades, servers, campus wireless connectivity and network.

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Eric Bing, CEO

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**THE COLLEGE OF HEALTH CARE PROFESSIONS**  
**8585 N. Stemmons Frwy, Suite N300, Dallas, Texas 75247**

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## **ADDENDUM C Faculty and Staff**

*Supplement to School Catalog*

| <b>CORPORATE</b> |                                           |
|------------------|-------------------------------------------|
| Eric Bing        | Chancellor / Chief Executive Officer      |
| Karen Bryant     | Chief Financial Officer                   |
| Steve Horn       | Chief Marketing Officer                   |
| Joanitt Montano  | Provost / Senior VP of Academics          |
| Joe Cortez       | Senior EVP Ground Campuses and Admissions |
| Bill Kohlhoff    | SVP of Accreditation and Compliance       |
| April Boyd       | VP of Financial Aid                       |
| LaRita Turner    | VP of Career Services                     |

## **CAMPUS ADMINISTRATION**

| Name                | Position                    | Full-time/<br>Part-time |
|---------------------|-----------------------------|-------------------------|
| Mark Garland        | Campus President            | Full-time               |
| Lakeisa Cumberbatch | Director of Education       | Full-time               |
| Lydia Norris        | Director of Finance Aid     | Full-time               |
| Latika Moore        | Director of Career Services | Full-time               |
| Mariela Garcia      | Director of Admissions      | Full-time               |

## FACULTY

| Name                | Position/Program                            | Full/Part | Education/Credentials                                                                                                                       |
|---------------------|---------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Terrance Johnson    | DA Program Director                         | FT        | Texas A&M University-Corpus Christi (BS); Saint Philips College (AAT); Kaplan College (RDA)                                                 |
| Michelle Johnson    | DA Instructor                               | FT        | The United States Department of Labor (RDA); Cedar Valley College (AS-Accounting); Dallas College (AS-Computer Information Tech)            |
| Candace Wyatt-Lee   | DA Instructor                               | FT        | The United States Department of Labor (RDA)                                                                                                 |
| Silk Daniels        | DA Instructor                               | PT        | DECA Academy (RDA)                                                                                                                          |
| Lakeisa Cumberbatch | HMAS Program Director/Director of Education | FT        | Kaplan College (BSHCM); New England College of Business and Finance (MBA-EC); (CST); (CRCST)                                                |
| Clark Harris        | HMAS Lead Instructor                        | FT        | University of Arkansas (BA); University of Arkansas (MA)                                                                                    |
| Benita Daniels      | LMRT Program Director                       | FT        | Eastern Oklahoma State College (AS); Bacone College (AAS); Florida Hospital of Health Sciences (BS Radiologic Sciences); R.T. (R)(CT)(ARRT) |
| Imani Smith         | LMRT Instructor                             | FT        | The College of Health Care Professions (AAS); R.T. (R)                                                                                      |
| Greisha Perez       | LMRT Instructor                             | FT        | The College of Health Care Professions (AAS); R.T. (R), Interamericana University–Recinto Ponce (AAS); R.T. (R)                             |
| Bryan Culley        | LMRT Instructor                             | FT        | The College of Health Care Professions (AAS); R.T. (R)                                                                                      |
| Shauntel Sango      | LMRT Extern Coordinator                     | FT        | The College of Health Care Professions (LMRT)                                                                                               |
| Bryan Griffith      | LMRT Instructor                             | PT        | The College of Health Care Professions (Certificate) (LMRT)                                                                                 |
| Grace Singleton     | LMRT Instructor                             | PT        | Tulsa Technology Center (AAS); R.T. (R)(RS)                                                                                                 |
| Andrianna Holland   | LMRT Instructor                             | PT        | The College of Health Care Professions (Certificate) (LMRT)                                                                                 |
| Shanni Burns        | MA Program Director                         | FT        | Lincoln Technical Institute (Diploma Medical Assisting); (CCMA)                                                                             |
| Ginell Agnew        | MA Instructor                               | FT        | Concordia University (MEd); American Medical Technologist (RMA)                                                                             |
| Raven Andrews       | MA Instructor                               | FT        | Fortis Institute (AS Nursing); (CNA); (NRCMA)                                                                                               |
| Khaneja Banis       | MA Instructor                               | FT        | Strayer University (BS Health Administration); Concorde Career College (Certificate Medical Assisting); (NRCMA)                             |
| Eduardo Villagomez  | MA Instructor                               | PT        | PCI Career Institute (Certificate in Medical Assisting); (RMA)                                                                              |
| Miriam Howard       | MA Instructor                               | FT        | Brightwood College (Certificate in Medical Assisting); (NRCMA)                                                                              |
| Kenleigh Jackson    | MA Instructor                               | PT        | The College of Health Care Professions (AAS-Health Management and Administration Services); (Certificate-Medical Assisting); (NRCMA)        |
| Odalís Ramirez      | MA Instructor                               | PT        | The College of Health Care Professions (AAS-Health Management and Administration Services); (Certificate-                                   |

|                  |                                                     |    |                                                                                                                                                |
|------------------|-----------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                     |    | Medical Assisting); (NRCMA)                                                                                                                    |
| Lisa Thomas      | MCB Interim Program Director/Externship Coordinator | FT | Kaplan University (MS); (RMA); (CBCS)                                                                                                          |
| Sharon Randolph  | MCB Instructor                                      | FT | Texas Women's University (RHIA)                                                                                                                |
| Cindy Peyton     | MCB Instructor                                      | PT | Western Governor's University (MS-Healthcare Administration); Victory University (BS-Education); (CPC)                                         |
| Tierney Manning  | PhT Instructor                                      | FT | (Certificate Pharmacy Technician); Mississippi State University (BA-Communication Studies); Pearl River Community College (AA-General Studies) |
| Sylvia Berrum    | PhT Program Director                                | FT | Everest College (Certificate Pharmacy Technician)                                                                                              |
| Abbie Craig      | PhT Instructor                                      | PT | Certified Pharmacy Technician (CPhT)                                                                                                           |
| Ashley Sylvester | ST Program Director                                 | FT | Faulkner University (BS); Virginia College (Diploma); (CST); (CRCST)                                                                           |
| Amber Millett    | ST Instructor                                       | FT | Trinity Valley Community College (AAS-Surgical Technology); (CST)                                                                              |
| Jennifer Jones   | ST Instructor                                       | FT | Pierce College (AS); Brevard Community College (Certificate Surgical Technology); US Army Medical AIT (91B); (CST); (CRCST)                    |
| Nicolasa Partida | ST Extern Coordinator                               | FT | University of Texas at Arlington (BA); Victoria College (AS), Tarrant Country College (AS), Air University (AAS); (CST)                        |
| Marcus Fulton    | ST Instructor                                       | FT | Louisiana State University (BS); Southern University (AS-Surgical Technology); (CST)                                                           |

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*Revised December 2025*

## ADDENDUM D – Programmatic Start Schedule

*Dallas Campus Supplement to School Catalog*

### **Blended Program Schedule**

DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB),  
MEDICAL ASSISTANT (MA), and LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL  
ASSISTING SKILLS (LMRT-MAS), PHARMACY TECHNICIAN (PHT)

| MODULE<br>START DATE | MODULE<br>END DATE | ESTIMATED GRADUATION DATE<br>(For Corresponding Module Start Date) |          |          |
|----------------------|--------------------|--------------------------------------------------------------------|----------|----------|
|                      |                    | DA, MA, PHT                                                        | MCB      | LMRTMAS  |
| 01/20/26             | 02/14/26           | 10/03/26                                                           | 10/17/26 | 03/27/27 |
| 02/16/26             | 03/14/26           | 10/31/26                                                           | 11/14/26 | 04/24/27 |
| 03/16/26             | 04/11/26           | 11/25/26                                                           | 12/12/26 | 05/22/27 |
| 04/13/26             | 05/09/26           | 12/24/26                                                           | 01/16/27 | 06/19/27 |
| 05/11/26             | 06/06/26           | 02/13/27                                                           | 02/27/27 | 07/17/27 |
| 06/08/26             | 07/02/26           | 03/13/27                                                           | 03/27/27 | 08/21/27 |
| 07/13/26             | 08/08/26           | 04/10/27                                                           | 04/24/27 | 09/18/27 |
| 08/10/26             | 09/05/26           | 05/08/27                                                           | 05/22/27 | 10/16/27 |
| 09/08/26             | 10/03/26           | 06/05/27                                                           | 06/19/27 | 11/13/27 |
| 10/05/26             | 10/31/26           | 07/03/27                                                           | 07/17/27 | 12/11/27 |
| 11/02/26             | 11/25/26           | 08/07/27                                                           | 08/21/27 | 01/15/28 |
| 11/30/26             | 12/24/26           | 09/04/27                                                           | 09/18/27 | 02/26/28 |
| 01/19/27             | 02/13/27           | 10/02/27                                                           | 10/16/27 | 03/25/28 |
| 02/15/27             | 03/13/27           | 10/30/27                                                           | 11/13/27 | 04/22/28 |

### **Hybrid/Blended Program**

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES AAS DEGREE COMPLETION PROGRAM

| MODULE START<br>DATE | MODULE<br>END DATE | ESTIMATED GRADUATION DATE<br>(For Corresponding Module Start Date) |
|----------------------|--------------------|--------------------------------------------------------------------|
| 10/27/25             | 12/21/25           | 07/05/26                                                           |
| 01/20/26             | 03/15/26           | 09/06/26                                                           |
| 03/16/26             | 05/10/26           | 11/01/26                                                           |
| 05/11/26             | 07/05/26           | 12/24/26                                                           |
| 07/13/26             | 09/06/26           | 03/14/27                                                           |
| 09/08/26             | 11/01/26           | 05/09/27                                                           |
| 11/02/26             | 12/27/26           | 07/03/27                                                           |
| 01/19/27             | 03/14/27           | 09/05/27                                                           |

**Hybrid Program**  
SURGICAL TECHNOLOGY AAS DEGREE PROGRAM

| MODULE START<br>DATE | MODULE END<br>DATE | ESTIMATED GRADUATION<br>DATE<br>(For Corresponding Start Date) |
|----------------------|--------------------|----------------------------------------------------------------|
| 01/20/26             | 03/15/26           | 09/05/27                                                       |
| 03/16/26             | 05/10/26           | 10/31/27                                                       |
| 05/11/26             | 07/05/26           | 12/26/27                                                       |
| 07/13/26             | 09/06/26           | 03/12/28                                                       |
| 09/08/26             | 11/01/26           | 05/07/28                                                       |
| 11/02/26             | 12/27/26           | 07/02/28                                                       |
| 01/19/27             | 03/14/27           | 09/03/28                                                       |

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# THE COLLEGE OF HEALTH CARE PROFESSIONS

## ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

Dallas Campus

Revised December 2024

| Program Name and Credential Awarded                                   | Indicate <i>state(s)</i> * where enrolled students are physically located. | List the <i>state(s)</i> * where the institution determined that program curriculum <b>meets</b> the state educational requirements for a license or credential<br><b>COLUMN A - V.H.4.(i)a</b> | List the <i>state(s)</i> * where the institution determined that program curriculum <b>does not</b> meet the state educational requirements for a license or credential<br><b>COLUMN B - V.H.4.(i)b</b> | List the <i>state(s)</i> * where the institution <b>has not determined</b> whether its curriculum meets the state educational requirements for a license or credential<br><b>COLUMN C - V.H.4.(i)c</b>                                               |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dental Assistant Certificate                                          | Texas                                                                      | Texas                                                                                                                                                                                           | N/A                                                                                                                                                                                                     | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Limited Medical Radiologic Technologist with Medical Assisting Skills | Texas                                                                      | Texas                                                                                                                                                                                           | NA                                                                                                                                                                                                      | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Medical Assistant Certificate                                         | Texas                                                                      | NA                                                                                                                                                                                              | NA                                                                                                                                                                                                      | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Medical Coding and Billing Certificate                                | Texas                                                                      | NA                                                                                                                                                                                              | NA                                                                                                                                                                                                      | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Pharmacy Technician Certificate                                       | Texas                                                                      | Texas                                                                                                                                                                                           | NA                                                                                                                                                                                                      | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Surgical Technology – Associate of Applied Science                    | Texas                                                                      | Texas                                                                                                                                                                                           | NA                                                                                                                                                                                                      | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |