THE COLLEGE OF HEALTH CARE PROFESSIONS

2616 South Loop West
Suite 201
Houston, Texas 77054

Catalog Vol XXXI Addenda

Revised December 15, 2025

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

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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.

Note: After enroll the institution does not charge additional or specialized fees for participation in distance education.
The following are the costs for each program:

		Program Cost
Dental Assistant Certificate Program		
	Registration Fee:	$50.00
	Technology Fee:	$500.00
	Textbooks:	Included in tuition
	Tuition:	$17,950.00
	Total Program Cost:	**$18,500.00**
Medical Assistant Certificate Program		
	Registration Fee:	$50.00
	Technology Fee:	$500.00
	Textbooks:	Included in tuition
	Tuition:	$17,950.00
	Total Program Cost:	**$18,500.00**
Medical Coding and Billing Certificate Program		
	Registration Fee:	$50.00
	Technology Fee:	$500.00
	Textbooks:	Included in tuition
	Tuition:	$17,950.00
	Total Program Cost:	**$18,500.00**
Ophthalmic Assistant Certificate Program		
	Registration Fee	$50.00
	Technology Fee:	$500.00
	Textbooks:	Included in tuition
	Tuition:	$16,850.00
	Total Program Cost:	**$17,400.00**
Health and Medical Administrative Service AAS Degree Completion Program		
	Registration Fee:	$50.00
	Technology Fee:	$500.00
	Textbooks:	Included in tuition
	Tuition:	$11,300.00
	Total Program Cost:	**$11,850.00**

Other Charges

Transcript Copy: $15.00

Repeat Course Fees

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

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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ADDENDUM C Faculty and Staff

Supplement to School Catalog – Updated December 2025

CORPORATE	
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	Status
Aaron Barksdale	Campus President	Full-time
Ashley Burris	Director of Education	Full-time
Arica Benson	Director of Admissions	Full-time
Demetris Reese	Admissions Representative	Full-time
Carlton Bolton	Admissions Representative	Full-time
Alex Murdock	Admissions Representative	Full-time
Emely Acevedo	Admissions Representative	Full-time
Kimberly New	Admissions Representative	Full-time
Christopher Butler	Admission Representative	Full-time
Rodolfo Gonzalez	Regional Director of Financial Aid	Full-time
Mario Alvarez	Assistant Director of Financial Aid	Full-time
Maria Basurto	Financial Aid Advisor	Full-time
Janice Green	Financial Aid Advisor	Full-time
Lerida Long	Director of Career Services	Full-time
LaVerne Green	Career Services Advisor	Full-time
Trevor Glover	Career Services Advisor	Full-time
Dominique Hines	Career Services Advisor	Full-time
Halsie Welcome	Externship Coordinator	Full-time
Natasha Vaughn	Registrar	Full-time
Rosalinda Newton	Administrative Assistant	Full-time
Ramon Rodriguez	Student Success Coordinator	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Galloway, Shameka	**Program Director**	Full-time	MSHA , MBA , BSHCM, MACCMA
De Leon, Emilo	MA Instructor	Full-time	College of Health Care Professions
Brister, Julia	MA Instructor	Full-time	Chamberlain School of Nursing, BS, LVN, NRCMA
Phillips, Lisa	MA Instructor	Full-time	College of Health Care Professions
Kristi Campos	MA Instructor	Full-time	College of Health Care Professions HMAS , NHAP
Deason, Yolanda	MA Instructor	Full-time	National Education Center, NRCMA, NR-EKG Tech, NR- Phlebotomy Tech
Cinthya Fielder	MA Instructor	Full-time	CCMA
McFadden, Stephanie	MA Instructor	Full-time	College of Health Care Professions
Berika Johnson	MA Instructor	Full-time	CMA, AAMA
Keisa Johnson	MA Instructor	Full-Time	College of Health Care Professions CCMA
Kelly Williams	MA Instructor	Full-Time	CCMA
Mohammed, Ahmed	MA Instructor	Full-time	Houston Community College National Association for Health Professions, NRCCS
Latisia Guidry	DA Instructor	Full-time	Texas Registered Dental Assistant
Daniels, Iris	DA Instructor	Full-time	The College of Health Care Professions Texas Registered Dental Assistant
Richardson, Stephanie	DA Instructor	Full-time	The College of Health Care Professions (formerly known as Astrodome Career Centers)
Samora, Victoria	DA Instructor	Full-time	The College of Health Care Professions Texas Registered Dental Assistant
Gibson, Cheryl	**MCB/HMAS Program Director**	Full-time	The College of Health Care Professions, BS, CPC, NRCCS
Byrd, Sherry	MBC Instructor	Full-time	The College of Health Career Professions National Association for Health Professions, NRCCS
Cindy Rivera Menchaca	**OA Program Director**	Full-time	Joint Commission on Allied Health Personnel in Ophthalmology
Cierra Cooper	OA Instructor	Full-Time	Joint Commission on Allied Health Personnel in Ophthalmology
Charmayne Jenkins	**Pharmacy Tech Program Director**	Full-Time	M.B.A, MHA, B.S, CPh T

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ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog **Houston Med Center Campus**

Blended Program Schedule

DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB), MEDICAL ASSISTANT (MA), OPHTHALMIC ASSISTANT (OA)

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

Hybrid/Blended Program Schedule

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS

MODULE START DATE	MODULE END DATE	**ESTIMATED GRADUATION DATE** (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

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ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog **Houston Med Center Campus**

Program Name and Credential Awarded	Indicate *state(s)** where enrolled students are physically located.	List the *state(s)** where the institution determined that program curriculum **meets** the state educational requirements for a license or credential **COLUMN A - V.H.4.(i)a**	List the *state(s)** where the institution determined that program curriculum **does not** meet the state educational requirements for a license or credential **COLUMN B - V.H.4.(i)b**	List the *state(s)** where the institution **has not determined** whether its curriculum meets the state educational requirements for a license or credential **COLUMN C - V.H.4.(i)c**
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
Medical Assistant Certificate	Texas	N/A	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	N/A	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, W A, WV, WI, WY
Ophthalmic Assistant Certificate	Texas	N/A	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, W A, WV, WI, WY