CalRegional
TRAINING INSTITUTE

(800) 927-5159
www.calregionaltraininginstitute.com

2026 SCHOOL CATALOG
January 1, 2026 to December 31, 2026

This catalog applies to the following Main & Branch locations at which all class sessions maybe held

Fairfield, Main Campus
4820 Business Center Drive, Suite 100
Fairfield, CA 94534

Fresno, Branch Campus
20 River Park Place West, Suite 103A
Fresno, CA 93720

El Centro, Branch Campus
3451 S. Dogwood Avenue, Suite 1580
El Centro, CA 92243

Fremont, Branch Campus
38750 Paseo Padre Pkwy, Suite C-3
Fremont, CA 94536

Stockton, Branch Campus
3520 Brookside Road, Suite 110 & 111
Stockton, CA 95219

Redding, Branch Campus
2195 Larkspur Lane, Suites 201, 202, 203 & 204
Redding, CA 96002

Roseville, Branch Campus
400 Sunrise Avenue, Suite 220
Roseville, CA 95661

Pleasant Hill, Satellite Campus
3478 Buskirk Avenue, Suite 102
Pleasant Hill, CA 94523

Catalog of Courses
January 1, 2026 to December 31, 2026

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Institutional Mission and Objectives

The mission of CalRegional Training Institute is to provide students with high-quality, affordable, healthcare career education programs. Our fast-paced programs are designed for busy adults seeking a new career as a healthcare professional and for individuals looking to enhance their knowledge and skills in the healthcare field.
Our objective is to provide students with a hands-on training experience focused on the most up-to-date skills and techniques. We emphasize professionalism and inspire students to be leaders on the job and in their communities.

Description of the Facilities & Type of Equipment Used for Instruction

CalRegional Training Institute's main campus is approximately 7,000 square feet and includes of 4 large classrooms with an integrated computer lab/ learning resource library and a clinical laboratory.

CalRegional Training Institute Fresno Branch location is approximately 2,500 square feet and includes 3 large classrooms, a student break area and computer lab.

CalRegional Training Institute Stockton Branch location is approximately 4,000 square feet and includes 3 large classrooms, a clinical training area and a small administrative office.

CalRegional Training Institute Redding Branch location is approximately 1,000 square feet of classroom space and is equipped with computer and overhead projector. Students also have access to the adjacent computer lab and student lounge during normal business hours.

CalRegional Training Institute El Centro Branch location is approximately 4,700 square feet and includes 2 large classrooms, a clinical training area, learning resource library and a small administrative office.

CalRegional Training Institute Roseville Branch location is approximately 1,900 square feet and includes 2 large classrooms, a clinical training area, learning resource library and a small administrative office.

CalRegional Training Institute Fremont Branch location is approximately 2,637 square feet and includes 2 large classrooms, a clinical training area, learning resource library and a small administrative office.

CalRegional Training Institute Pleasant Hill Satellite location is approximately 3,361 square feet and includes 2 large classrooms, a clinical training area, a learning resource library, and a small administrative office.

Each classroom can accommodate up to 30 students. The classrooms are equipped with a computer, overhead projector, and sound system. The clinical laboratory is equipped with phlebotomy chairs and equipment necessary for the clinical/practical portion of the programs.

Library Resources

Learning resources provided include access to books and to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

- https://www.nhanow.com/

- https://www.amcaexams.com/
- https://www.ncctinc.com/
- https://www.pharmacy.ca.gov/
- https://www.cdph.ca.gov/
- https://www.nremt.org/

Admissions Policies & Recognition of Credits

All Programs

- Student must be 18 years of age or older at the time of program start date.
- Student must have a high school diploma, GED or equivalent. For the Phlebotomy Technician program, foreign diplomas must be evaluated for U.S equivalency (for more information go to www.aes-edu.org).
- Students must pass a basic math and English assessment with a score of 70% or better.
    - The assessment will be taken on the first day of class.
    - Students are allowed two attempts to pass the assessment.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment agreement or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Student's Right to Cancel

The student shall have the right to cancel the enrollment agreement and receive a refund pursuant to California Code of Regulations, Title 5, Section 71750, through attendance at the first class session or the seventh day after enrollment, whichever is later.

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $250, in accordance with applicable law.

Cancellation must be submitted in writing. Cancellation is effective on the date written notice of cancellation is sent by email to the school's administrative office at info@calregional.com. Written notices may also be delivered in person to the school's administrative office or mailed to:

CalRegional Training Institute
Attn: Leah Smith, VP of Academics
4820 Business Center Drive, Suite 100
Fairfield, CA 94534

If a student provides a verbal request to cancel, either in person or over the phone, the institution shall send a follow-up written notice via email to the student confirming the verbal cancellation request and the date it was made. The institution shall retain documentation of the verbal request and written follow-up in the student's file. The written follow-up shall not require the student to resubmit or reconfirm the request.

All applicable cancellation refunds shall be issued within 45 calendar days of the effective cancellation date. If the institution has collected funds from the student for payment to a third party and those funds

have not been paid or invoiced to the third party, the institution shall refund those amounts as required by Section 71750.

If a refund is issued to a third party on behalf of the student, the institution shall provide written notice to the student within 45 calendar days of cancellation, identifying the amount refunded to each third party, the third party's name, and the date of each refund.

Any Student Tuition Recovery Fund (STRF) assessment collected from the student shall be refunded when required by law.

All records pertaining to the student's cancellation and refund issuance shall be retained in the student's file. The institution shall maintain a cancellation log, updated at least monthly, in electronic or hard-copy format. The log shall include the following information for all students who cancel their enrollment agreements during the calendar year:

Student's full name
Address
Telephone number
Personal email address
Date of cancellation
Refund amount

The institution shall maintain these records in accordance with California Code of Regulations, Title 5, Section 71750.

Refund Policy
A pro rata refund pursuant to California Education Code Sections 94920(d) and 94927 and California Code of Regulations, Title 5, Section 71751, shall be provided to students who withdraw or are withdrawn from an educational program after the cancellation period and have completed 60 percent or less of the period of attendance.

The refund amount shall be calculated by subtracting the amount owed by the student for the portion of the educational program provided from the total amount paid by the student.

The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charges, less any legally permitted nonrefundable charges, divided by the total number of instructional days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any legally permitted nonrefundable charges.

Any scheduled instructional days or hours during which the student was absent prior to their last date of attendance shall be included in the refund calculation.

All amounts paid by the student shall be subject to pro rata refund unless the enrollment agreement and catalog specify a permitted nonrefundable deposit or application fee not exceeding $250, or permitted nonrefundable educational materials charges. The circumstances under which educational materials charges are nonrefundable shall be disclosed in the enrollment agreement and catalog.

No pro rata tuition refund is required once the student has completed more than 60 percent of the period of attendance, except as otherwise required by applicable law.

Grades and Standards for Student Achievement

Students must maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. The grading policy includes: In-class labs, homework assignments, quizzes, midterm and final exams, participation, attendance and externship prerequisites. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

GRADING SCALE	
In-Class Labs	20%
Homework Assignments	10%
Quizzes	20%
Midterm and Final Exam	40%
Participation/Attendance	5%
Externship Prerequisites	5%
	100%

Students who receive less than 70% on the midterm or final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 70% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative grade point average falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class and will not be eligible to take any state licensing exam if applicable.

Attendance Policy

Attendance, both in the classroom and at the externship site is one of the most important factors in a student's ability to succeed in the program. Students are expected to maintain 100% attendance to receive credit for each hour of the program. Students are required to notify the instructor in advance of any absence. Once students are in externship, they are required to notify their externship coordinator and their externship site in advance of any absence. Enrollment in a program can be terminated because of excessive tardiness and/or absences. Absences in class or externship include:

- Not attending on a date scheduled
- Late arrival
- Early departure
- Returning late from scheduled breaks
- Excessive personal breaks

For the Phlebotomy Technician program absences are not allowed. If a student misses a class, he or she will be dropped from the program. **For Clinical Medical Assistant, Pharmacy Technician, and Emergency Medical Technician Programs**, students who miss 8 hours of classroom instruction will be issued a warning. Students who miss more than 8 hours of classroom instruction may be dropped from the program and lose their eligibility to be placed in externship.

Academic Probation and Dismissal Policies

The Administration may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored throughout the duration of the program. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student via email or in person by the instructor, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to info@calregional.com.

Leaves of Absence

Due to the short duration of our program, no leave of absence is available to students.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to Administration at info@calregional.com. 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. The student can expect to receive a response within ten business days. Student's rights are set forth at various places in this catalog. Contact Administration if you require additional information via email to info@calregional.com.

Complaint procedures
Right to Cancel
Student Tuition Recovery Fund
Notice Concerning Transferability of Credits
Student Grievance Procedures
Student Rights to Inspect Records and Obtain Transcripts
Non-Discrimination Policy
Academic Freedom
Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide job placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately $2,000 a month. (www.apartmentguide.com)

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are required to be courteous and respectful at all times to fellow students, instructors, school personnel, patients, clients, visitors and externship personnel. Students should conduct themselves in a professional manner at all times, regardless of the circumstance. A student may be dismissed from a program for any reason, including but not limited to, if the student:

- Commits any safety violation that may endanger or harm the campus, students, administrators or staff.
- Commits an obscene act or engages in habitual profanity, vulgarity or behavior that could be perceived as sexual harassment.
- Causes or attempt to cause damage to school or private property.
- Takes medical supplies or removes equipment from the classroom or externship site.
- Causes, attempts to cause or makes threats to cause physical injury to another person.
- Commits or attempts to commit a sexual assault or battery.
- Is found to be in possession of (including selling, buying or furnishing) any firearms, knives, explosive devices, dangerous devices or other weapons, even if they are considered imitations.
- Unlawfully possess, uses, sells or otherwise furnishes any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Is under the influence of alcohol, drugs or intoxicants of any kind.
- Unlawfully possesses, or unlawfully offers, arranges or negotiates the sale of any drugs or paraphernalia.
- Knowingly receives stolen school property or private property.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operating Officer who is assigned the responsibility for assuring that this policy is followed.

Dishonesty Policy
Dishonesty will not be tolerated. Examples of dishonesty include:

- Cheating
- Plagiarism
- Assisting another student in cheating or plagiarism
- Giving false information to the school, program personnel, externship personnel or potential employers

Dishonest behavior will result in disciplinary action including:

- Issuance of a failing grade of "0" for an assignment or quiz
- Issuance of a failing grade for the program
- Denial of externship placement
- Dismissal from the program

Harassment Policy
There is no tolerance in the program for harassment or assault of, or by, students. Any person found to have engaged in such conduct will be subject to discipline, up to and including expulsion from the program. Students who feel they have been harassed are urged to report the incident as soon as possible to their instructor, CalRegional Training Institute, school authority and in any event of matters involving personal safety, law enforcement.

Classroom Cameras
Classrooms may be equipped with a camera or cameras. Cameras are not monitored continuously under normal conditions but may be monitored for legitimate safety, security, cheating, disciplinary or other purposes.

Academic Freedom
CalRegional Training Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

CalRegional Training Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment
This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Requirements for Eligibility for Licensure

Medical Assisting

Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

Pharmacy Technician

Certification is a goal of this program. In order to gain licensure as a Pharmacy Technician through the California Board of Pharmacy, the student must possess and provide a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), Attach a passport-style photo along with the application, The applicant must be a high school graduate or have a general education development certificate equivalent, The applicant must have successfully completed 240 hours of instruction as specified in Title 16 California Code of Regulations Section 1793.6(c), The applicant must provide a sealed, original Self-Query Report from the National Practitioner Data Bank (NPDB), and provide fingerprints through Live Scan for California residents.

Phlebotomy

Certification is a goal of this program. In order to gain licensure as a Certified Phlebotomy Technician (CPT1) through California Department of Public Health, Laboratory Field Services Division, the student must have successfully completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

Emergency Medical Technician (EMT-B)

A course completion certificate shall be issued that meets the strict criteria of California EMS, Solano County EMS and is drawn from the National Highway Traffic Safety Administration. Upon successful completion from our 182-hour course, students with an 80% score and higher on the final exam will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

Faculty

Briana Ramirez	Part Time	Lead Phlebotomy Technician Instructor	Certified Phlebotomy Technician with 4+ years of clinical experience in phlebotomy, including venipuncture, capillary collections, and specimen processing.
Danielle Handa	Part Time	Lead Medical Assistant Instructor	NHA Certified Clinical Medical Assistant and trained Phlebotomy Technician with clinical phlebotomy experience and experience training new employees.
Dasha Cantrell	Part Time	Lead Medical Assistant Instructor	Medical Assistant with clinical experience in urgent care and urology, including patient care, injections, EKG testing, specimen collection, and assisting with medical procedures.
Jackie Saltsman	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist with 3+ years of phlebotomy experience and 12+ years of combined healthcare experience in phlebotomy, telemetry monitoring, and patient care.
Jennifer Magana	Part Time	Lead Medical Assistant Instructor	Certified Medical Assistant with 4+ years of clinical and administrative experience in internal medicine and orthopedics, including patient care, injections, vital signs, and assisting with medical procedures.
Kelly Lor	Part Time	Lead Phlebotomy Technician Instructor	Registered Nurse and Certified Phlebotomy Technician II (CPT2) with 4+ years of clinical laboratory and phlebotomy experience, including venipuncture, arterial puncture, specimen processing, and emergency patient care.
Mandy Miller	Part Time	Lead Phlebotomy Technician Instructor	California Certified Phlebotomy Technician (CPT) with 20+ years of clinical phlebotomy experience in hospital and outpatient settings, including 3+ years of supervisory experience overseeing laboratory operations and staff.
Melanie Casillas	Part Time	Lead Phlebotomy Technician Instructor	Certified Phlebotomy Technician (CPT1) with 23+ years of clinical and laboratory experience in phlebotomy, specimen collection and processing, and mentoring new employees.
Sarah Estanque	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist with 6+ years of clinical phlebotomy experience, including venipuncture, donor screening, pediatric and geriatric blood collection, and apheresis procedures.

Tabitha Solano	Part Time	Lead Phlebotomy Technician Instructor	Phlebotomy Technician with 20+ years of clinical phlebotomy experience in hospital and outpatient settings, including pediatric and geriatric blood collection, specimen processing, and drug screening.
Terisa Hollins	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist with 7+ years of clinical experience in mobile, outpatient, and laboratory settings, including venipuncture, specimen processing, and training new phlebotomists.
Valerie Anaya	Part Time	Lead Phlebotomy Technician Instructor	Certified Phlebotomist with 17+ years of hospital laboratory experience, including blood collection, specimen processing, and patient care in neonatal, pediatric, emergency, and intensive care settings.
Yunuen Navarro	Part Time	Lead Phlebotomy Technician Instructor	Licensed Phlebotomist with 10+ years of experience in phlebotomy and healthcare operations, including clinical blood collection, staff training, and laboratory management.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (non-refundable)	STRF (non-refundable)	Textbooks	Externship Fee (*)	Total
Clinical Medical Assistant	$2,546	$250	$0.00	$0	$199	$2,995
Pharmacy Technician	$2,546	$250	$0.00	$0	$199	$2,995
Phlebotomy	$2,546	$250	$0.00	$0	$199	$2,995
Emergency Medical Technician (EMT)	$2,546	$250	$0.00	$0	$199	$2,995

* (Externship Fee is non-refundable after the cancelation period)

Student Supplies Not Included in the Tuition

Clinical Medical Assistant Est. Total $250 • Textbooks - $130 • Scrubs - $20/set • Blood Pressure Cuff & Stethoscope - $20 • Background & Drug Screening - $80	Pharmacy Technician Est. Total $345 • Textbooks - $110 • Scrubs - $20/set • Background & Drug Screening - $80 • Exam Review & Test Fees - $135 (not required)
Phlebotomy Technician Est. Total $180 • Textbooks - $80 • Scrubs - $20/set • Background & Drug Screening - $80	Emergency Medical Technician (EMT-B) Est. Total $465 • Textbook - $180 • Uniform - $60/set • Boots - $75-100 • Medical Kit - $70 • Background & Drug Screening - $80

Clinical Medical Assistant

Total Charges for Current Period of Attendance	$2,995
Estimated Total Charges for the Entire Educational Program	$3,245

Pharmacy Technician

Total Charges for Current Period of Attendance	$2,995
Estimated Total Charges for the Entire Educational Program	$3,340

Phlebotomy

Total Charges for Current Period of Attendance	$2,995
Estimated Total Charges for the Entire Educational Program	$3,175

Emergency Medical Technician (EMT-B)

Total Charges for Current Period of Attendance	$2,995
Estimated Total Charges for the Entire Educational Program	$3,460

Payment Plans

Students on a tuition payment plan will be billed each month according to the Payment Plan Agreement. All billing is carried out by CalRegional Training Institute and will be noted as such on the credit card statement or bank account associated with the student's Enrollment Agreement.

Failed Transactions & Late Payments

Students are required to make payments according to their payment plan. If a payment fails, the student will be placed on academic probation immediately. Students are required to make up the failed payment within 10 business days or will be dropped from the program. There is a $35.00 fee for failed transactions. The failed transaction fee will be charged the same day the failed transaction occurs.

For more information on program fees, please refer to your Enrollment and Payment Plan Agreement.

Externship Fee

Under certain conditions, a student may be entitled to a refund for the Externship portion of the tuition (if any) in an amount not to exceed $199. To be eligible, a student must satisfactory complete the classroom portion of the program, meet all our externship placement obligations and the Externship Coordinator must be unable to schedule the externship within the required timeframe.

Programs

Name of Program	**Clinical Medical Assistant** (All Campuses)
Program Description	The program is designed to train students to perform a variety of administrative, laboratory and clinical duties. The program introduces the student to front office administrative responsibilities such as record keeping, scheduling appointments and processing insurance claims. The majority of the program will focus on back office clinical responsibilities. Students will receive hands-on training on how to conduct a variety of diagnostic tests, take vital signs, draw blood (venipuncture), give injections and assist the doctor in patient procedures. Students will also learn medical terminology, anatomy, physiology and pharmacology.
Program Mission & Objectives	The mission of this program is to provide high-quality medical assistant training that prepares the student for the ever-changing healthcare environment. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).
Graduation Requirements	To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully
Total Clock Hours	**320 Hours**
SOC	Medical Assistant. (SOC 31-9092.00)
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Sequence of Instruction

- **The Medical Assistant and the Health Care Team**
- **Anatomy and Physiology**
- **Pharmacology**
- **Pediatric Examinations**
- **Workplace Readiness**
- **Clinical** (160 Hours) 160-hour clinical externship in a healthcare setting

Name of Program	**Pharmacy Technician** (All Campuses)
Program Description	The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skills they will need as an entry-level pharmacy technician. Pharmacy Technicians work under the supervision of a licensed pharmacists in a variety of settings including pharmacies, hospitals, clinics, retail stores, mail-order and online businesses. As a pharmacy technician student will be responsible for receiving and filling prescriptions, assisting customers, maintaining customer records, answering phones, updating records in the computer system and taking payments.
Program Mission & Objectives	The mission of this program is to provide training that prepares students with the educational tools needed to become a qualified Pharmacy Technician. The program alone will qualify students for California State Licensure. No exam is required. Students who pass the program may take the Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTBC).
Graduation Requirements	To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program.
Total Clock Hours	**302 Hours**
SOC	Pharmacy Technician (SOC 29-2052.00).
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Sequence of Instruction

- **Introduction to Pharmacy**
- **Introduction to Pharmacology**
- **Pharmacy Technician Practice**
- **BLS/CPR American Heart Association – Basic Life Support/CPR**
- **Pharmacology and Medications**
- **Clinical** (120 Hours) 120-hour clinical externship in a retail or institutional pharmacy

Name of Program	**Phlebotomy Technician** (All Campuses)
Program Description	The Phlebotomy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to draw blood from patients as an entry-level phlebotomist.
Program Mission & Objectives	Upon completion of the program and the required externship, students may take the Phlebotomy Certification exam (PTC) through the American Medical Certification Association (AMCA) or the National Certified Phlebotomy Technician exam (NCPT), through the National Center for Competency Testing (NCCT). Students who pass the exam may apply for state licensure CPT1 through the California Department of Public Health Laboratory Field Services.
Graduation Requirements	To complete this program the student must: a) Attend 100% of the scheduled hours of instruction. b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program.
Total Clock Hours	**104 Hours**
SOC	Lab Asst; Patient Service Technician PST; Phlebotomist; Medical Lab Assistant; Registered Phlebotomist-Part Time (SOC 31-9097.00).
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Sequence of Instruction

- **Basic Phlebotomy**
- **Advanced Phlebotomy**
- **Clinical** (40 Hours) 40-hour practical instruction in phlebotomy in a clinical setting.

Name of Program	**Emergency Medical Technician (EMT-B)** (Fairfield Campus Only)
Program Description	Student's receive the skills necessary to respond to emergency calls and treat trauma patients as well as how to care for and transport the sick and injured. Students immediately put their skills into practice through clinical, residential, and ambulance simulations. Students receive hands-on training with actual field medical equipment, supervised by experienced paramedics and EMTs. These instructors bring a wide variety of EMT experience to the classroom and skills lab to expand our students' learning opportunities.
Program Mission & Objectives	The mission of our Emergency Medical Technician (EMT-B) program is to provide training for those individuals who desire more than basic first aid training and to contribute to the professional delivery of approved EMT training in the local community. On successfully completing the EMT program, the student will be eligible to take the national certifying exam through the National Registry of Emergency Medical Technicians – NREMT and receive the national EMT certification. (SOC# 29-2041)
Graduation Requirements	To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program
Total Clock Hours	206 Hours
SOC	29-2041, Emergency Medical Technician
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Sequence of Instruction

- **Preparatory**
- **Airway Management**
- **Patient Assessment**
- **Medical/Behavioral Emergencies and Obstetrics/Gynecology**
- **Trauma**
- **Infants/Children and Geriatric**
- **Operations**
- **Advance Airway**
- **Career Preparation**
- **Clinical** (24 Hours) 24-hour ambulance ride along/emergency room observation to include at least 5 patient care reports (PCR)

REQUIRED DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an 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.

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 North Market Blvd., Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

The Office of Student Assistance and Relief is available to support prospective students, current 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, option #5) or by visiting (https://osar.bppe.ca.gov).

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by calling the school's office or going online to www.calregionaltraininginstitute.com.

BPPE Approval

This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means that the institution and its operation comply with the minimum standards. Approval to operate means compliance with the standards as set forth in the CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CalRegional Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CalRegional Training Institute to determine if your certificate will transfer.

Visa Related Services

This institution does not admit students from other countries, no visa related services are offered.

Language Proficiency

A student must have a score of 500 on the TOEFL exam. or the student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

Language of Instruction

Instructions will be given in no language other than English. This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Financial Aid Disclosures

The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does provide financial assistance directly to its students in the form of a monthly payment plan. Students using this option authorize their credit card to be charged equal monthly payments until the balance is paid in full.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

"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, 1747 North Market Blvd., Suite 225, Sacramento, California, 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.

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.

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."