



CAREER INSTITUTE

CONSOLIDATED CATALOG
2024-2025



2024-25 CATALOG



www.yti.edu

2024-2025 Consolidated Catalog Volume 4.1

Effective April 02, 2025

MISSION

Mission

Our MISSION is to:

Support committed students in achieving the technical and professional skills essential for their chosen career through industry-modeled, student-centered education and training.

Vision

Our VISION is to:

Grow our school with quality and integrity, through the collaborative pursuit of excellence by:

- Delivering a high quality, industry-modeled learning environment for students
- Actively supporting our students, our employees, the employers of our graduates, and our communities
- Being recognized as the preeminent career education and training school in our geographic regions, a valuable partner in the communities we serve, and a great place to work

Values

Our VALUES are:

Professionalism

Teamwork

Integrity

Excellence

Trust

Relationships

Accountability

Having Fun

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Campus Names and Addresses

YTI Career Institute – Altoona

3200 Pleasant Valley Boulevard
Suite A
Altoona, PA 16602

Phone: 814-201-2025 or
1-800-458-6706
Fax: 814-201-2208

YTI Career Institute - Lancaster

380 Centerville Road
Lancaster, PA 17601

Phone: 717-295-1100 or
1-800-557-6326
Fax: 717-283-0284

YTI Career Institute – York

1405 Williams Road
York, PA 17402

Phone: 717-757-1100 or
1-800-227-9675
Fax: 959-282-5093

Additional Instructional Locations for the Veterinary Technician Program:

Leg Up Farm

4880 N. Sherman Street
Mt. Wolf, PA 17347

White Oak Farm

White Oak Road
Windsor, PA 17366

Brubaker Farms

439 Musser Road
Mt. Joy, PA 17552

Rights Reserved

YTI Career Institute (YTI) reserves the right, with the approval of the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania, to add or withdraw any course or program and to make changes in curriculum, tuition, regulation, or any other published information as conditions warrant. YTI has no responsibility for loss or damage to student work, supplies, or any other personal property.

Ownership and Control

YTI Career Institute campuses are owned by York Technical Institute LLC, which is a wholly owned subsidiary of The Porter and Chester Institute, Inc. The campus support offices are located in Rocky Hill, CT and York, PA. The Board Director for The Porter and Chester Institute, Inc. consists of James A. Bologna.

Ethics Hotline

YTI maintains a compliance hotline policy which is intended to cover serious concerns that could have a large impact on YTI, such as actions that:

- May lead to incorrect financial reporting
- Are unlawful
- Are not in line with company policy, including the Code of Business Conduct
- Otherwise amount to serious improper conduct.

The compliance hotline procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, sexual violence, unethical or illegal conduct should be reported in one of the following ways:

Toll-free number: (800) 401-8004

Website: www.lighthouse-services.com yti

Email: reports@www.lighthouse-services.com Fax: (215) 689-3885

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to YTI or its designee, and may or may not be investigated at the sole discretion of the company.

YTI Career Institute is committed to the highest possible standards of ethical, moral, and legal business conduct. In conjunction with this commitment and YTI's commitment to transparency, this policy aims to provide an avenue for employees and constituents to raise concerns regarding the administration of Federal Student Aid programs possible violations of institutional or programmatic accreditation standards violations of state regulatory requirements unethical conduct illegal conduct and fraud if they choose to report anonymously. However, if an employee feels that their anonymity is not required then they should follow our existing grievance procedure.

Non-discrimination Policy Equal Opportunity

YTI admits students of any race, religion, age, disability, political affiliation or belief, color, gender, sexual orientation, genetic information or national origin, to all the rights, privileges, and activities generally accorded or made available to students at YTI and does not discriminate on the basis of race, religion, age, disability, political affiliation or belief, color, gender, sexual orientation, genetic information or national origin in administration of its educational policies, admissions policies, loan program, placement services, housing assistance, and other school administered programs.

Title IX Notice of Nondiscrimination

YTI does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct. The following individual has been designated as the Title IX Coordinator by YTI to handle inquiries regarding YTI's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Randi Wolf
Corporate Director of Institutional Effectiveness and Student Services
1405 Williams Road, York, PA 17402
717-251-4849
Randi.Wolf@yti.edu

For more information please go to our website at <https://yti.edu> about YTI title-ix-compliance

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/OCR/docs/howto.html>

Disability

In furtherance of our nation's commitment to end discrimination on the basis of handicap, and in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1994 (ADA), and all regulations properly issued thereunder to protect the rights of handicapped persons, it is this school's policy that YTI does not discriminate on the basis of disability against any qualified handicapped persons by excluding them from participation in, denying them the benefits of, or otherwise subjecting them to discrimination under, any school program or activity. The following individual has been designated as the ADA Coordinator, for responding to accommodations requests:

Randi Wolf, Director of Institutional Effectiveness and Student Services,
1405 Williams Road, York, PA 17402, 717-251-4849, Randi.Wolf@yti.edu

Communication

Students will receive official communications regarding course grades, notifications, campus activities, information from instructors, and other YTI departments, etc. via their YTI student e-mail account, the Learning Management System and student Portal.

School Delays and Cancellations

In the event of inclement weather, like future employers, our campuses rarely close. For programs with blended learning, if the campus closes, students that have a scheduled lab day on-campus will be expected to participate in online courses instead of attending on-campus labs. Lab classes will be rescheduled as needed and may include a Saturday. Decisions for morning classes will be determined by 5:30 a.m. If a delay has been announced for morning classes and conditions worsen, a final decision on morning class cancellations will be determined by 7:30 am. evening classes by 3:30 p.m., and Saturday classes by 7:00 a.m.

Timely notifications will be made through the Rave Alert system. This system will broadcast messages through email, text, phone and social networks to keep students apprised of emergency and non-emergency situations.

Approvals

Pennsylvania Higher Education Assistance Agency (PA) for grants and loans
United States Department of Education for Pell and FSEOG Grants, Federal Work-Study, and Federal Direct Loans
Pennsylvania State Approving Agency for the training of veterans and their qualified dependents using Veterans Administration education benefits
Office of Vocational Rehabilitation (OVR) for the training of OVR clients
Workforce Innovation and Opportunity Act for the training of eligible students
Pennsylvania Department of Labor and Industry for the training of eligible students under the Trade Adjustment Assistance Act (TAA)

FINANCIAL INFORMATION

Cancellation & Refund Policy

1. If the Applicant wishes to cancel enrollment they may do so orally or in writing, within 5 days of the date they signed the Enrollment Agreement,
2. In the event of cancellation, a full refund of any money the Applicant paid the school will be refunded within 30 days.
3. Applicants to residential or hybrid programs who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Tuition for the program is as stated on the Enrollment Agreement and there will be no increase in the tuition rates after completion of the Enrollment Agreement. If during the first seven days of the first term, the student withdraws or is dismissed for any reason after starting classes, 100% of the books and supplies charge (Materials Fee) will be refunded when all items received are returned. Books and supplies are non-returnable and non-refundable after this time period.

If the student withdraws or is dismissed for any reason after starting classes but before completion of the term, the Student's enrollment is terminated and the applicable schedule below is used to determine the tuition and fees refund amount. Under the pro-rata term tuition refund schedule, the school retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. No portion of the term's tuition or fees is refunded after the Student has completed 60 of the term. The refund computation is based on the last date of actual attendance. (Note: The First Term Refund Schedule applies only to the first period of enrollment. Students who withdraw or are dismissed and then restart or reenroll are considered to be in their Second through Last Term of enrollment.)

See the Addenda for the Refund Calculation for the EFDA program.

Refund Computations for all programs except EFDA (First Term):

<u>First Term Tuition and Fee Refund Schedule if the last date of attendance occurs:</u>	<u>The charge is:</u>	<u>The amount of the tuition refund is:</u>
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh through tenth weeks	100%	None

Refund Computations for all programs except EFDA (Second through final terms):

<u>Second through Last Term Tuition and Fee Refund Schedule if the last date of attendance occurs:</u>	<u>The charge is:</u>	<u>The amount of the tuition and fee refund is:</u>
In the first week (calendar day 1 through 7)	10%	92% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh through tenth weeks	100%	None

This Refund Policy is used to calculate the refund of institutional charges. Any refund of institutional charges is credited to the student's account within 30 days of determining the student is no longer enrolled. Students who receive federal student aid are also subject to the Federal Return to Title IV (R2T4) Policy. This separate Return of Title IV Funds calculation is performed to determine the amount of federal aid that must be returned to the federal government by the school and the student. This policy calculates the amount of federal financial assistance the Student has earned based on the percentage of the term (or payment period) the student completed up to the 60 point in time.

See the Federal Return to Title IV (R2T4) Policy in the catalog for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds (within 45 days of determination) as required by this policy could result in the student owing a balance to the school. Unearned TA funds are refunded on the same proportional basis through at least the 60 percent portion of the period for which the funds were provided as is used for Title IV funds.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, the applicable portion of the Technology and Materials Fees and any other fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 30 days of the date of determination of the student's withdrawal or dismissal. (The Date of Determination is the date of dismissal, or date the student notified the school of their withdrawal or 14 days after the last date of attendance if no notification of withdrawal was provided by the student.) Institutional refunds are made to payment sources in the following order: institutional loans and grants, Nutmeg loans, Direct Unsubsidized Loans, Direct Subsidized Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, FSEOG, other grants or scholarships, and the Student.

If the student's total payments are less than the total amount owed, he she is responsible for paying the balance. (Student's total payments means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 calculation.) This amount is payable in full at the time of termination, unless the Student has arranged for installments. Six-percent annual interest applies to any money owed the school that is not collected within sixty days of the student's last day of attendance. If the Student fails to make payment, the school will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney s fees or other costs incurred by the school in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the school may be reported to one or more credit bureaus.

Federal Return of Title IV Funds Policy

A student must contact the Registrar, Program Director, or Program Coordinator to officially withdraw from YTI. If a student withdraws or is dismissed from YTI, YTI and or the student may be required to return a portion of the federal financial aid received.

If a student leaves YTI prior to completing 60% of a payment period (quarter), YTI recalculates the student's eligibility for Title IV funds. Recalculation is based on the percentage of aid that has been earned using the Federal Return to Title IV Funds (R2T4) formula. This formula basically calls for proration of aid based on the time the student attended school. The last day of recorded attendance is the withdrawal date for this calculation. Once a student completes 60% of a term, all Title IV funds are earned, and no R2T4 calculation is required.

In the R2T4 formula, the percentage of the payment period completed is equal to the number of days completed in the quarter (up to the withdrawal date) divided by the total days in the quarter. Any break of five days or more is not counted as part of the days in the payment period. This percentage of the payment period completed is equal to the percentage of aid that has been earned. If the student earned less federal aid than the aid that was disbursed, YTI would be required to return a portion of the funds to the Federal government. The portion of funds the YTI would be required to return is equal to the lesser of: 1) institutional charges multiplied by the unearned percentage of the student's federal funds, or 2) the entire amount of unearned funds. Funds which YTI is required to return will be restored to the Title IV programs in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Federal Aid Programs

Unearned federal aid is returned within 30 calendar days of the date YTI is aware the student is no longer enrolled.

If the student received some Title IV funds as a stipend for living expenses, the student may be required to return a portion of the funds, in addition to what the school returns. Students will repay any loan funds required to be returned according to the terms of the promissory note. The amount of grant overpayment due from the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds which were disbursed or could have been disbursed. If possible, YTI will return grant overpayments on the student's behalf. If the student is required to return federal grant aid, the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid. YTI will notify a student who owes an overpayment within thirty days of determining the student withdrew.

If the student earned more federal aid than was disbursed, the student may be entitled to a post-withdrawal disbursement (PWD). Any grant PWD will be credited directly to the student's account to pay any outstanding charges any remaining amount will be offered to the student or parent borrower. But if the post-withdrawal disbursement consists of loan funds, students must accept or decline those funds. (It may be in the student's best interest to decline the funds, if they do not wish to incur additional debt.)

There are some FSA funds that a student might be scheduled to receive that they cannot earn because of eligibility requirements. For instance, if a first-time borrower, and has not completed the first 30 days of their program (before withdrawing) they will not earn any of the Direct Loan funds which they would have received if they had remained in school past the 30th day of the quarter.

Keep in mind that the requirements for returning FSA program funds (when you withdraw) are separate from the YTI refund policy. Also, funds will be returned to other financial aid programs in accordance with the funding source's refund policies or YTI's refund policy, whichever applies.

The Educational Funding office can research any questions you have and provide you with requirements and procedures to officially withdraw from school. A withdrawn or dismissed student receives a written notice of any loan funds returned by YTI and an invoice for any balance owed to YTI.

Copies of this policy, and examples of R2T4 calculations, are available from the campus Educational Funding office.

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Scholarships increments include:

- one full (100) tuition scholarships
- two half (50) tuition scholarships
- five quarter (25) tuition scholarships

Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

Scholarships - YTI Career Institute-York

YTI offers Beacon scholarships to high school seniors that have applied for any program offered at YTI Career Institute-York.

Scholarships increments include:

- one full (100) tuition scholarships
- two half (50) tuition scholarships
- five quarter (25) tuition scholarships

Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

YTI Career Institute-York also offers two half (50) tuition Trades Scholarships to high school seniors that have applied for any of the trades program offered at YTI Career Institute- York. Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

William D. Ford Federal Direct Loan Program

Federal loan funds must be repaid. If eligible, both the student and parent can borrow loan funds. While some loans are need-based, others are not, and can be awarded to otherwise eligible borrows regardless of income.

To be considered for Federal Direct Loans or Federal Direct PLUS Loans you must complete the Free Application for Federal Student Aid (FAFSA).

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are based on financial need as well as annual and aggregate loan limits. This type of federal self-help aid must be repaid with interest. To be eligible, students must be attending at least half-time, meet all basic federal eligibility criteria, have demonstrated financial need and must not be in default on any prior federal student loans or owe a repayment on a federal grant. The interest rate for Federal Direct Subsidized Loans is fixed and for new loans disbursed between July 1, 2024 and June 30, 2025, the interest rate is 6.53%. The U.S. Department of Education pays the interest.

Federal Direct PLUS Loan

The Federal Direct PLUS loan is a source of loan funding for the parent to borrow on behalf of their dependent students. This is a loan that must be repaid. Financial need is not required, but an acceptable credit history is, and this loan is unsubsidized. The interest rate is fixed and for new PLUS loans disbursed between July 1, 2024 and June 30, 2025 the interest rate is 9.08% and the Parent Borrower is responsible for all interest accrued on the loan. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed by YTI to the student's account, and the first payment is due within 60 days after the final disbursement. However, the parent borrower may opt to defer beginning repayment until their student graduates or leaves school.

Eligible students must:

- meet all basic federal eligibility criteria
- be enrolled at least half time
- not be in default on any prior federal student loans or owe a repayment on a federal grant

Eligible parents:

- Must be US citizens or permanent residents
- Must not be in default on a federal student loan
- Must have an acceptable credit history

The maximum amount that the parent may borrow under the Federal PLUS loan program, is Cost of Attendance minus any other aid (scholarships, grants, loans, waivers, etc.) received by the student.

Master Promissory Note

All student and parent borrowers must sign a Master Promissory Note (MPN). By completing and signing the MPN, the borrower is promising to repay all student loans made under the note. An MPN expires ten years after the note is signed, so most YTI student and parent borrowers will need to sign only one MPN for all federal loans received for attendance at YTI. An MPN is revoked if a disbursement is not made within one year of the MPN being signed.

Federal Student Loan Entrance Counseling

To help learn how to manage educational expenses, before receiving a student loan, borrowers must complete an entrance counseling session. The quick and easy interactive counseling session from the federal government provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. Visit www.studentloans.gov for more information about student loans and to complete Entrance Counseling.

Federal Student Loan Exit Counseling

The federal government wants students to understand their rights, responsibilities, and service obligations in regard to their student loans.

Prior to graduating or leaving school, Federal Direct Loan borrowers must complete exit counseling. Exit counseling is available on www.studentloans.gov or by meeting with an Educational Funding Specialist. Direct Loan Counseling will explain your rights and responsibilities as a Direct Loan borrower.

Federal Work-Study Programs

YTI is currently not participating in this Title IV program.

Other Sources of Assistance

There are many other sources of financial assistance available to students who meet specific eligibility criteria. Sources vary from year to year depending on the sponsor organization or agency. Credit based private education loans, including the PA Forward loans through PHEAA and the Nutmeg Education Loan, are also an option. YTI can provide the Private Education Loan Applicant Self-Certification form upon request. Additional information is available from YTI's Educational Funding Specialists.

Agency Funded Students

Students eligible for agency funding should be aware of and understand the requirements of complying with agency and YTI's policy regarding attendance and academic requirements in order to receive and maintain funding. Additional information can be obtained through the YTI Educational Funding Office or through the agency.

Veterans

Students eligible for Veterans educational benefits should be aware of and understand the necessity of complying with all school policies regarding attendance and academic achievement in order to continue receiving benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill>

Cost of Attendance

A key component in determining a student's financial need is the Cost of Attendance. For federal student aid purposes, postsecondary institutions must estimate a student's total cost of attending the institution for a specified period of time, as established by law. The Cost of Attendance budget is set by YTI and includes direct costs (tuition and fees - with books and supplies included in the fees) and indirect costs (an allowance for room and board,

transportation, dependent care (if applicable) disability related expenses (if applicable), and some miscellaneous personal expenses). Budgets are created for different categories of students based on program of study and living arrangements. Below is YTI’s estimate of a student’s cost of attendance, including estimated living expenses, for all programs at all campuses:

Expenses	Student Living with Parents	Student Not Living with Parents
Tuition and Fees	Actual (catalog page 60-64)	Actual (see page 60-64)
Books and Equipment	Included in the Materials Fee (catalog page 63-64)	Included in the Materials Fee (catalog page 63-64)
Room and Board	\$832 month	\$1448 month
Personal Expenses	\$212 month	\$324 month
Transportation	\$348 month	\$348 month
Loan Fees (other)	\$25 month	\$25 per month
Disability Costs	Actual	Actual

Definition of an Academic Year

YTI defines an academic year as one which contains a minimum of 30 weeks of instructional time (three 10-week quarters). The academic year requires that, during such minimum period of instruction, a full-time student is expected to complete at least 36 quarter credits. Full-time attendance is 12 or more credits, three-quarter time attendance is 9-11 credits, Half- time attendance is 6-8 credits and less than half-time attendance is less than 6 credits per quarter. For awarding aid in diploma programs, enrollment in federal credit hours is used.

Grade Level Progression

A student’s grade level is used to determine loan eligibility and is based on the number of credits the student has earned. The following chart is used to determine grade level progression:

- First Year Loan Eligibility 0-36 credits earned
- Second Year Loan Eligibility 37-72 credits earned
- Third Year Loan Eligibility 73 or more credits earned

Tuition Charge for Repeat Courses

A student shall be granted one free attempt of a failed course as long as there is no break in enrollment. If student should fail the course again, student will be charged for the credits for the third attempt. Repeat charges will be calculated as follows: total tuition of the

program as per the enrollment agreement divided by the total credits of the program times the number of credits for the repeated course.

No course may be attempted more than three times.

Students will be responsible for any additional books and supply charges associated with a course repeat.

Financial Progress

Students must satisfy all financial obligations to YTI prior to the last day of the term. It is expected that the student will comply by providing all necessary requested information and or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligations, he or she will receive a warning. If the financial situation is not satisfied, the student will be placed on Financial Probation. This could include suspension of the student's access to Canvas, the school's Learning Management System (LMS) and removal from on-campus labs. Should the terms and conditions of the probation not be met by the suspension deadline, the student will be dismissed. The student may appeal his or her dismissal by submitting a written request to the Financial Appeals Board.

Veteran's Benefits and Transition Act of 2018

YTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual* borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

A **Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.*

Covered individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. A certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs' (VA) website eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

ACADEMIC INFORMATION

Academic Calendar/Schedule *(See the Addenda for the EFDA Academic Calendar)*

YTI begins new classes in Winter, Spring, Summer I, Summer II, and Fall of each year. YTI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Hybrid programs have two lab shifts available (day and evening) and lecture and lab classes typically require 25-30 hours of educational work per week.

Online programs typically require 25-30 hours of educational work per week.

Residential programs (when offered) typically require 25-30 hours of educational work per week.

YTI Calendar

	Starting Dates	Ending Dates
Winter Quarter	January 6, 2025	March 14, 2025
Spring Quarter	March 17, 2025	May 23, 2025
Summer I Quarter	May 26, 2025	August 8, 2025
Summer II Quarter	August 11, 2025	October 17, 2025
Fall Quarter	October 20, 2025	January 2, 2026
Winter Quarter	January 5, 2026	March 13, 2026
Spring Quarter	March 16, 2026	May 22, 2026

YTI Break Schedule *(See the Addenda for the EFDA Break Schedule)*

Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	June 28, 2025 - July 6, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27-28, 2025
Holiday Break	December 20, 2025 - December 28, 2025
Martin Luther King Day	January 19, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	June 27, 2026 - July 5, 2026

Grading System

The following scale defines grades earned for all programs except HVACR, MBC, and Vet Tech. See the HVACR, MBC and Vet Tech program pages for the grading scales for those programs.

GRADE		DEFINITION
A	4 points	Excellent (90 - 100)
B	3 points	Above Average (80 - 89)
C	2 points	Average (70 - 79)
D	1 point	Passing (60 - 69)
F	0 points	Failure (less than 60)
I (Incomplete)	0 points	Interim grade while student completes missing work
W (Withdrawn)	0 points	Course grade assigned when a student withdraws from the Institute prior to completing the course

Grade Reports

A grade report is a current record of a student's academic progress. Grade reports are distributed to the student Portal after the conclusion of a term.

If a student believes there is a discrepancy with a grade, he or she should see the instructor of the course in question within 21 days of the end of the term. If it is determined that a grade change is necessary, the instructor will forward a request for grade change to the Registrar's office. The Registrar will issue a corrected student grade report.

Honors & Awards

Student of the Term

Student of the Term will be selected by the faculty and awarded to a student in each class of every program at the end of each term. Criteria for the student of the term are as follows:

The student will adhere to the student policies, especially in regard to achievement, attendance, and dress.

The student will maintain a B' average or higher in his or her program.

The student will demonstrate a willing and enthusiastic cooperation towards others, motivate people, and be willing to assist fellow students.

The student will conduct himself or herself in a professional manner conducive to a work school environment and show respect to staff and peers.

The student will show enthusiasm in regards to YTI, the staff, and his or her peers.

The student believes that it is attitude not aptitude that will determine altitude.

Honor Roll

To be considered for the honor roll, a student must be active for at least two (2) terms, and have maintained a 3.7 GPA or higher and maintained a 95 or higher attendance rate.

Graduation Honors and Awards

Graduation Honors and Awards are acknowledged with recognition and a certificate at graduation. Academic Honors are earned by graduates who complete their education with a cumulative grade point average of 3.7 or above. Distinguished Academic Honors are earned by graduates who complete their education with a grade point average of 4.0.

President's Award

The President's Award is given to a graduate who has demonstrated superior commitment, enthusiasm, and leadership while attending YTI Career Institute.

Faculty Awards

Faculty Awards are awarded at graduation. The recipients are selected by the faculty. Award categories and selection criteria are dependent upon the campus and program.

Alpha Beta Kappa National Honor Society

YTI Career Institute- Altoona, YTI Career Institute- Lancaster, and YTI Career Institute- York hold a charter of chapter for Alpha Beta Kappa. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

Curriculum Content

A description of the content of the Program in which a student plans to enroll is contained in this catalog. This description is intended only as a characterization of the course materials the Program will contain. YTI Career Institute continuously improves its programs. This means specific course subject matter may be shortened, lengthened, added or completely replaced without prior notice.

Program Availability

Not all programs are taught at all campuses. Not all program shifts (Day, Evening) are available for all programs. Not all delivery methods (residential, hybrid, online) are available for all programs. YTI Career Institute reserves the right to add or discontinue programs, program shifts or delivery methods at any time, which could affect students needing to repeat failed coursework.

Credit Hour Calculation

The Accrediting Commission of Career Schools and Colleges (ACCSC) defines one quarter credit hour as equaling 30 units composed of the following academic activities:

- One clock hour in a didactic learning environment 2 units
- One clock hour in a supervised laboratory environment 1.5 units
- One hour of externship 1 unit
- One hour of out-of-class work and or preparation 0.5 unit

Class Size

Class size will vary throughout the programs. See individual program of study pages for specific program class sizes.

Minimum Outside Work

Students of all programs further their educational and training experience at YTI Career Institute through activities that take place outside of the classroom. Outside of class activities supplement the in-house activities to expose the students to the real world, reinforce application and concepts, and apply students' knowledge and applications. The minimum amount of Outside Work assigned is outlined on the course syllabi. Completion of these activities will be monitored and subject to periodic checks by the faculty.

These activities may include, but are not limited to:

- | | |
|--------------------------------|--------------------------|
| Field Projects | Informational Interviews |
| Independent Field Trips | Reading Assignments |
| Current Events | Homework |
| Research Projects | Simulation Projects |
| Study Guides Student Workbooks | Flashcards |
| Community Outreach Projects | Portfolio Projects |
| Independent Lab Activities | Study Review Activities |

Externship

Many programs require an externship experience prior to graduation. The Career Services Advisors are responsible for assisting with identifying appropriate businesses and offices for students' externship sites. However, students are also encouraged to investigate and identify prospective sites for their own externship experience. Externship sites may be located within a 60 mile radius of the school. All sites are approved by the Career Services Department and the Career Services Advisors work with students to coordinate this activity. Typically, students on externship assignments are not compensated. The externship assignment may entail a morning, afternoon or evening schedules that may include weekdays and or weekends. If a student is dismissed from an externship site for cause, or abandons their site without cause, they will fail the Externship course and be dismissed from their program.

Clinical for the Respiratory Therapy Program

YTI-Altoona is affiliated with various clinical sites. The institution will select and assign the clinical sites to the student. Each student will be required to travel to the various sites to participate and successfully complete various clinical functions. Clinical sites may be within a 60 mile radius of the school or student's location. The student will adhere to clinical rules, confidentiality policies, attendance, and other specific policies as designated by the sites. Students are responsible for their own travel expenses and transportation to and from clinical sites. The days of the week and amount of hours per day at clinical may vary, including the possibility of, but not limited to, 6, 8, or 12 hour shifts. Furthermore, some clinical rotation sites may require background checks, finger printing, drug tests, additional vaccinations and or medical insurance and proof of insurance must be submitted prior to rotation. Any and all healthcare expenses incurred while at a clinical site are the student's personal responsibility. Students will need to purchase scrubs, which meet their clinical site's requirements, and a stethoscope prior to beginning clinical rotations. Students on clinical assignments are not compensated.

Definition of Instructional Hour

An instructional hour is defined as a minimum of 50 minutes of instruction in a 60-minute period of time.

Instructor Scheduling

In order to expose students to a variety of experiences and teaching styles, students will have multiple instructors throughout their program.

Learning Resource Center

The mission of the Learning Resource Center is to provide the information, services, and resources required to meet the needs of the students, faculty, educational programs, and institutional objectives of YTI. The Learning Resource Center facilitates the educational goals and objectives by providing instructional support, resources and programs to enhance and supplement classroom instruction.

The LRC is an integral part of the total YTI learning environment and is committed to the development of literacy and information skills that foster lifelong learning. Professional staff is available to assist students and faculty in the use of information resources including print, multi-media, and electronic sources. The LRC provides access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. The collection includes databases from Proquest, Proquest eBook Central, Books in Print, and Proquest Nursing and Allied Health. Students can access all electronic resources at any YTI student computer or off campus via password authentication.

Education Support Services

Students needing assistance in basic academic skills such as reading comprehension, writing, computer basics, and note taking techniques, memory strategies, math, and successful test taking should contact the Learning Resource Coordinator through the link in the Learning Management System (LMS). Individual and small group tutoring is available prior to the start of school. The Learning Resource Coordinator is also available to provide help with basic skills while students are enrolled at YTI. Students may sign up for an appointment by visiting the LRS page in the Learning Management System (LMS). and filling out a tutoring request form.

Training Activities

Periodically, activities that supplement classroom instruction (plant tours, visits to trade shows, equipment demonstrations, guest speakers, etc.) are made available. Off-campus activities will require a signed liability waiver by students.

Career Awareness is a series of activities designed to heighten the student's awareness of the career field and the associated realities. These activities are incorporated into each term of the student's educational experience. Example activities may include, but are not limited to: shadowing, employer research reports, informational interviews, company visitations, and field trips.

Transcripts

A transcript is an official documented record of the educational work of a student. The transcript lists subjects studied, grades received, enrollment date range, and school status of the student. Official transcripts are issued by the office of the Registrar to third parties upon written request from the student. Only Unofficial transcripts are issued directly to students. Transcript requests may be made for the following reasons: submission to other institutions of higher education for the purpose of transfer of credits, certification to an employer summarizing a student's enrollment and academic progress, or replacing a lost transcript of the graduate.

To obtain a transcript, students or graduates must request it via the Transcript Request link under Career Services on the YTI Career Institute web site. The request must include the name and address of the third party to whom the transcript should be sent, the appropriate fee as indicated by the order web site (Parchment) and four weeks' processing time. No transcript, official or unofficial, will be released if the student owes paperwork to Career Services, owes a balance to the Institute or is delinquent on their institutional loan payments. Transcript response time could exceed four weeks if the student must first bring their account up-to-date.

Transfer of Credit Hours to Other Educational Institutions

All post-secondary, higher education institutions reserve the right to determine which credits they will accept from another institution. Other career education schools that are accredited by ACCSC or other national accrediting organizations are more likely to accept YTI credit hours for transfer. Post-secondary education institutions with regional accreditation for the issuance of academic degrees are less likely to accept YTI credits hours for transfer.

A credit hour is a unit of academic measure, not necessarily an indicator of transferability of credit. The receiving institute, rather than the training institution, decides whether to accept credits for transfer.

Tutoring

Faculty and staff are available for tutoring assistance. Arrangements for tutoring should be made with the instructor.

Leave of Absence

If the student encounters an emergency that will require being absent for more than 14 days (medical reasons affecting the student or a member of student's immediate family, military service requirements, work requirements or jury duty, etc.) the student must submit a written request for a Leave of Absence to the Campus Director of Operations and Education for consideration. Leaves of Absences cannot exceed 180 calendar days within a 12 month period, including if multiple leaves are approved.

Withdrawal

A student must contact the Program Director, Program Coordinator or Campus Director of Operations and Education (CDOE) to officially withdraw from YTI. If a student is absent for fourteen (14) consecutive calendar days, or fails to return from an approved Leave of Absence, he or she will automatically be processed as an unofficial withdrawal. Students will also be withdrawn if they have failed coursework which makes it impossible for the student to complete the program within 150% of the program length.

Military Withdrawal and Readmission

A student withdrawing because of military service will be assigned a status of military withdrawal. Upon seeking readmission, such students will be reinstated in the same program, in the same courses, with the same academic status they had at the time of withdrawal. (Students wishing to refresh on material prior to returning to their program may audit previously passed courses at no charge, until ready to reenter the term they were in when they withdrew.) Returning military withdrawal students will be charged the tuition rate that was in effect at the time that they were forced to interrupt their enrollment for military service.

STUDENT SERVICES

Advising

Academic

Faculty advises students regarding their academic standing in each course. The Program Director or Coordinator consults with students who do not achieve satisfactory academic progress for the term. The student is then placed on probation.

Attendance

Attendance advising is the responsibility of the instructors and the Program Director or Coordinator. Students are expected to attend all scheduled classes. In the uncontrollable event of being absent, it is expected, and the responsibility of the student, to contact their Program Director or Coordinator.

Career

Instructors and the Program Directors or Coordinators provide career advising as well as the Career Services Advisors. Successful job employment is the result of cooperative team effort between the graduate and the staff of YTI. The job search begins not on the day of graduation, but on the day of the student's enrollment.

Student Loan Management

The Educational Funding Specialist provides students the links to electronic entrance loan counseling, which reviews the rights and responsibilities of borrowing Federal Direct Loans and encourages responsible borrowing practices with the student. Prior to the completion of the student's program, YTI requires that students complete electronic and or in-person exit loan counseling. Exit counseling explains the repayment options and requirements of the Federal Direct Loan program or private loans if applicable. Post-graduation, the Loan Management Specialist is available to answer student's questions about their Federal loans and to help them reach their Loan Servicers for direct assistance with their loans.

Financial Aid

Each incoming student meets with an Educational Funding Specialist to complete a financial plan. If a student's financial or family situation changes, they are encouraged to meet with the Educational Funding department to determine if adjustments to their financial plan are warranted or possible. Students may meet with the Educational Funding Department, if needed, to submit a FAFSA for their second or third academic year or review their current financial plan.

Record Keeping

Students may access their attendance records and grades at any time via the Student Portal.

An electronic file is created for each student and includes, but is not limited, to the following: application for admission, enrollment agreement, and at least one of the following: high school transcript or diploma high school equivalency diploma or transcript (e.g. based on GED, HiSET or similar testing), home school credentials which meet state requirements, or college transcript or diploma showing the degree earned.

As the student progresses, any pertinent information is added to the file, including but not limited to, student information sheet, emergency information sheet, photo field trip release form, student contact sheets, Appeals Board results (including probation letters), student ledger card, student transcript, copies of student status verification letters, copies of items the student requests be included in the current file, and student advising notes.

Health Care

Students are responsible for decisions and cost regarding their own medical treatment. Medical claims should be submitted to their own insurance companies. YTI assumes no obligation or liability for medical expenses on behalf of students.

Childcare Services

Many students who attend YTI may need to find child care during school and work times. The Student Services Department offers resource assistance to students in helping them locate child care providers and programs in surrounding areas.

The Student Services Department serves as a referral agency only and does not approve or endorse child care providers or facilities.

Food Service

YTI offers snack and vending machines for student use in the student lounge. The lounge is additionally equipped with microwave ovens for student use, either with purchased items or items brought from home.

Housing Assistance

The Student Services Department provides resources to students seeking housing during their matriculation at YTI. Off-campus residences are designated as independent student housing. This designation means that YTI does not approve or recommend residences off-campus. The Student Services Department serves as a referral agency only, collecting data on independent student housing opportunities, preparing periodic lists, and providing other useful information to students. Students interested in receiving housing information should contact the Student Services Department.

Personal Counseling Services

YTI recognizes that a wide range of problems not directly associated with one's academic pursuits can have an adverse effect on a student's classroom performance and behavior. Many problems can be successfully treated if identified early, and a referral made to those skilled in dealing with them, whether the problem is one of physical illness, mental or emotional stress, finances, alcoholism, drug abuse, marital family stress, legal problems, or other difficulties. YTI maintains a contractual relationship with Virtual Counselor/College Telehealth Services to provide students with such assistance.

Members of the Student Services Department are available to meet with students who wish to take advantage of Virtual Counselor/College Telehealth services. Likewise, members of the faculty and staff are encouraged to provide referrals for students whom they perceive to be at risk or in need of assistance. Referrals and subsequent support for emotional or personal counseling are strictly confidential. No information is released to YTI. Access to College Telehealth Services is provided free of charge to enrolled YTI students for three sessions. Additional sessions may be available to the student at their own cost.

[Online Student Therapy](#) | [College Telehealth](#) | [Virtual Counselor](#)

Student Activities & Organizations

Students who participate in extracurricular activities are more likely to succeed at both personal and professional goals, develop leadership skills, form lasting friendships with peers, and learn more about a chosen career field. The Student Services Department works to deliver a comprehensive activities program that encourages student participation in events, clubs and organizations related to both their professional and personal interests.

Part-time Jobs

Part-time job search resources are available to students at YTI. The Student Services Department assists students by sharing appropriate employment opportunities within the surrounding areas. Part-time work can help students meet financial obligations and provide valuable work experiences.

The Student Services Department can be contacted in person, by telephone, or by email or via the link in the LMS.

STUDENT POLICIES - GENERAL

Address/Telephone Number Changes

Students are asked to notify the school when any information regarding their address or telephone number changes. Notification can be made either by completing a Change of Address form or by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to YTI by the United States Post Office with an address correction.

Annual Security Report

YTI Career Institute prepares the Annual Security Report to comply with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies. The policy statements address YTI's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in off-campus buildings or property owned or controlled by YTI and on public property immediately adjacent to the campus. Students may obtain a copy of this report by contacting the Campus Director of Operations and Education or on the YTI website under "About YTI" .

Conduct & Employability Traits

Appearance, attitude, and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance or attitude is in opposition to the career education goals to which YTI's academic and graduate employment assistance are dedicated, the student may be placed on conduct probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, including, but not limited to: leaving class early, arriving late to class, disrupting or impeding the learning process of other students, or is in opposition to policies and rules of the classroom and Institute, the student may be placed on conduct probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent or careless acts or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be placed on conduct probation or may be automatically dismissed.

Directory Information

Directory information is defined under FERPA (Family Educational Rights and Privacy Acts of 1974) as information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. YTI has designated the following as directory information: The student's:

Name

Program

Period of Enrollment

Graduation Date

Enrollment Status (e.g. Active, Withdrawn, Graduated, etc.)

YTI Student and Graduate Awards

Name Changes

Students who wish to make a name change must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a marriage certificate, divorce decree, certificate of naturalization or other legal document showing the name change. Requests for name changes should be submitted to the Front Office. If the documentation is complete, a name change will be processed, and a copy of the legal documents will be scanned into the student's documents in CampusVue.

Communicable Diseases

Students of YTI have an obligation to report if they are in an active status with highly-contagious communicable diseases including, but not limited to: Methicillin-resistant *Staphylococcus aureus* (MRSA), Methicillin-susceptible *Staphylococcus aureus* (MSSA), whooping cough (pertussis), chicken pox (varicella) and COVID 19. A student with any of these or other highly-contagious active conditions may not attend class until the student is able to provide a physician's return note. This note must state that either the student tests negative for the condition or the student's condition has been resolved. Students seeking treatment but still with active conditions may not attend class.

Disability Accommodations

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Student Services department or the Campus Director of Operations and Education (CDOE) to document the disability and begin the accommodations request process. This is best done during the enrollment period **prior** to the beginning of classes. Instructors, under the guidance of the CDOE, are able to provide reasonable accommodations to those students with documented disabilities.

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 DYDLODEORP 7 DQGPD EH REWDLQBG FRQWDFWWD DPSV LUHFWRU
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3HQQVOYDQLDIVLGHQWVWLRQRURFRQFHUQVHDUGLQV VDWLVILQWH
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GSDE 4055 COMPUTER SOFTWARE APPLICATIONS 4 Credits
This course covers computer software applications essential to function in the business environment. Students will begin with basic word processing, and then learn to incorporate more advanced word processing applications, as well as spread sheeting and navigation of the Intranet and Internet. Key topic areas include file management techniques and the integration of Word, Excel, and PowerPoint. Students will learn to edit using key functions, create mathematical formulas, and integrate spreadsheets with other software packages. Additional areas of focus include accessing databases and primary resources to gather facts and to conduct research. Prerequisites: None

GSDE 4045 APPLIED GEOMETRY 4 Credits
This course is designed to provide students with technical math skills with an emphasis on geometry related topics. These will include unit conversions, solving for missing components of various polygons, composite figures, and circles volumes, lateral surface area, and weights of solids. Prerequisites: GSDE 4015

DDDE 1240 MECHANICAL DRAFTING THEORY 4 Credits
Students will learn the aspects of mechanical drafting. Discussions include dimensioning and drawing standards, threads, forming process, industrial piping, and welding. Prerequisites: DDDE 1160

DDDE 1250 MECHANICAL DRAFTING CAD 4 Credits
This course will continue to build the technical skills necessary to achieve success in academic and professional settings. Topics include: drafting standards, threads, tolerances, manufacturing processes, welding, and industrial piping. Prerequisites: DDDE 1240

GSDE 4085 APPLIED TRIGONOMETRY 4 Credits
Students will learn to solve for missing angles and sides of triangles. Students will solve for angles with respect to quadrants of a compass, as used in civil engineering. Right trigonometry will be covered and used to solve many types of related problems. Oblique trigonometry will be employed to help in situations where the triangles have no right angles. Students will be introduced to stair calculations, conversion of units dealing with linear, square and cubic units of measure. Prerequisites: GSDE 4045

DDDE 2350 MECHANICAL DESIGN THEORY 4 Credits
Students learn to use various measuring devices such as calipers. Drawing principles and procedures are covered for engineering drawings and drawing revisions. Subjects discussed include molded and cast parts, surface finishes, geometric tolerancing, and drive train systems. Prerequisites: DDDE 1240

CDMDE 1007 SERVER FUNDAMENTALS 10 Credits
The study and application of Microsoft Windows Server Operating System, including installing, configuring, upgrading, diagnosing, and troubleshooting.
Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 1008 CLOUD COMPUTING 4 Credits
The study and application of cloud computing concepts including models and terminology, storage systems, virtualization components, security, and troubleshooting. This course will provide coverage of the CompTIA Cloud exam. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 2001 MODERN WEB DEVELOPMENT 10 Credits
This course introduces students to the fundamentals of modern web development and learning to build static and dynamic web content using HTML5, CSS3, JavaScript, and Content Management Systems. Graphics, hyperlinks, images, tables, frames, and forms will be discussed. Basics in layout and design for mobile websites as well as authoring web content and administering web sites through the use of Content Management Systems such as WordPress will be also covered. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 2002 DATA MANAGEMENT AND ANALYSIS 4 Credits
Students will learn the process of gathering, describing, categorizing, and analyzing data to create recommendations. The fundamentals of data mining, text, web, and social media analytics, and big data concepts will be discussed. Students will also learn about data analysis trends and privacy considerations. Prerequisites: CDMDE1002 and CDMDE 1003

GSDE 2811 ORAL COMMUNICATIONS 3 Credits
This course is an introduction to communication in the IT industry, including analyzing the audience, defining the purpose, and overcoming barriers when working with internal or external customers and clients. The student will develop effective listening, language, and non-verbal presentation skills, as well as the ability to communicate in teams for project work. Other topics include the etiquette and protocol of professional introductions conversations and meetings with coworkers, bosses, customers, and clients. Students will research, organize, and use information from credible primary sources to support presentations. Prerequisites: CDMDE1002 and CDMDE 1003

GSDE 2820 CRITICAL THINKING 7 Credits
This course prepares students and assists in developing their skills in reasoning, analysis, and the use of logical arguments to determine the validity and relevance of data. The course will improve the student's ability to analyze and evaluate arguments and assertions and apply inductive and deductive reasoning to complex problem solving, as is common in the IT field. Students will improve their own arguments and presentations by learning how

EETDE 2410 LOGIC AND PROBLEM SOLVING * 4 Credits
This course is designed to assist students develop their skills in reasoning, analysis, and the use of logical arguments. The course will improve the student's ability to analyze and technical problems, systems, and task requirements. Students will also learn to research, present, and justify logical rationales for the purposes of troubleshooting, problem solving, giving directions, or informing others about technical options or processes. Prerequisites: None

EETDE 3420 TELECOMMUNICATIONS THEORY * 3 Credits
Students will be introduced to the principles of wired and wireless voice data communication systems. They will study and analyze how the systems are installed, operated and maintained, and the regulations governing their operation. Students will learn the methods, materials, and tools used to install, terminate and repair copper, coaxial, and fiber optic communications cables. In addition, students will gain an understanding of various analog and digital communication protocols and their use in industry. Prerequisites: EETDE 3331

EET3430 TELECOMMUNICATIONS LAB ** 5 Credits
Students will apply concepts learned in Telecommunications Theory with hardware and test equipment used in the telecommunications industry. Students will terminate, connect and test twisted pair, coaxial and fiber optic cables and use them with telephone systems, multiplexers, and modulators to simulate real-world communication networks in a lab environment. Prerequisites: EETDE 3340

GSDE2866 PROFESSIONAL DEVELOPMENT * 4 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisites: None

GSDE 2876 ECONOMICS IN TECHNOLOGY INDUSTRIES * 3 Credits
This course covers fundamentals economics policies and policy decisions, and their effects on industry and the job market. Topics include pricing, supply and demand, and trade in a global economy. Also covered are the economic factors and forces that affect small businesses, such as inventory, taxation and finance. Prerequisites: None

EETDE 3511 NETWORKING SYSTEMS THEORY * 4 Credits
Students will gain an understanding of the concepts of the personal computer, peripherals and operating systems. Students will learn about the network architecture of LAN's, WAN's, and Wireless LAN's. Design and application of networks as they relate to voice data communications and Internet technologies will be explored.
Prerequisites: EETDE 3420

EET 3521 NETWORKING SYSTEMS LAB ** 5 Credits
The Networking Systems Lab will give students the opportunity to design, install, configure and secure a variety of computer networks. Students will build wired, fiber optic, wireless and hybrid networks to connect PC's and servers using current operating systems. Security solutions will be integrated into the networks in the lab.
Prerequisites: EETDE 3420, EET 3430

GSDE 2780 CUSTOMER RELATIONS * 4 Credits
In this course, students will learn and develop skills necessary to work with others in a professional environment. These competencies include identifying and developing one's professional skills, understanding the diverse workforce, recognizing and managing stress in the workplace, and contributing to a productive organizational teamwork. Students learn and develop interpersonal communications, as they pertain to working with customers in the industry environment. Students will research, learn, and apply theories of customer service, as they pertain to understanding the needs and expectations of both internal and external customers. Case studies provide the means to focus on real-life scenarios to learn to solve problems and increase customer satisfaction.
Prerequisites: None

GSDE 2839 ORAL COMMUNICATIONS FOR TECHNICIANS * 4 Credits
This course is designed to develop and reinforce the skills necessary for success in a variety of interpersonal communication and speaking situations. The student will develop effective listening, language, and non-verbal presentation skills. Other topics include the etiquette and protocol of business introductions, conversations, and meetings with customers in a technical environment. Students learn and present industry-related information such as instructions, directions, and detailed presentations of technical information in formal and informal environments. Students will research, organize, and use information from credible primary sources to support presentations.
Prerequisites: None

HVACR

YTI Career Institute - York offers a diploma in HVACR. This program intensively covers the service, installation and repair of heating, ventilation, air-conditioning and refrigeration systems. Students will develop an understanding of the electrical and mechanical principles related to gas and oil heating units, air-conditioning and refrigeration systems. Emphasis is placed on acquiring proficiency in the use of analytical instruments as well as the mastery of heating and cooling principles under which these systems function. Graduates are prepared for entry-level positions as air conditioning, heating, and refrigeration technicians diagnosing electrical and mechanical malfunctions and making the necessary repairs. Graduates may also install and replace heating, air conditioning, and refrigeration equipment.

All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the HVACR program, these percentages are:

90 to 100 (3.5-4.0) Excellent 80 to 89 (2.75-3.45) - Good 75 to 79 (2.0-2.7) Satisfactory Below 75 (0) Failure.

Prerequisite	Course Number	Course Name	Credits
	HVDE 1224	Electrical for Gas	7.5
	HVDE 1225	Mechanical for Gas	7.5
	HVDE 1124	Trade Skills	7.5
	HVDE 1324	Electrical for Oil	7.5
	HVDE 1325	Mechanical for Oil	7.5
	HVDE 1424	Hydronic and Control Systems	5
	HVDE 1524	Piping Principles	5
	HVDE 1425	Core Refrigeration	5
HVDE 1425	HVDE 1426	Advanced Refrigeration	5
	HVDE 1125	Design Principles	7.5
	HVDE 1517	Core Air Conditioning	5
HVDE 1517	HVDE 1518	Advanced Air Conditioning	5
		TOTAL QUARTER CREDITS	75

Length of Program: Twelve (12) months, consisting of five (5) ten - week quarters.

The HVACR program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, and hands-on labs occurring on campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size for this program is fifty (50) students for on-line lecture and eighteen (18) in lab.

All courses use a Hybrid delivery method, except courses indicated with * are fully online. Once COVID social distancing mandates end, this program may also be offered residentially (fully on campus).

HVACR Course Descriptions

All HVDE courses use a Hybrid delivery method, except courses indicated with * are fully online.
All HVACR courses will be delivered residentially.

HVDE1224 HVACR1224 Electrical for Gas 7.5. credits
The theory and practical application of electrical principles required to safely service gas burner ignition systems, thermostats, safety controls, limit controls and various control systems. This course covers electrical safety, National Electric Code awareness, troubleshooting skills, problem diagnosis, and wiring techniques for gas fired warm air furnaces and hot water boilers.

HVDE 1225 HVACR 1225 Mechanical for Gas 7.5. credits
The theory and practical application of gas properties including heating values, combustion properties, products of combustion, unit efficiencies, gas burner operation, problem diagnosis and installation, and operation of gas heating systems.

HVDE1124 HVACR 1124 Trade Skills 7.5. credits
Theory and practical application of basic trade math, shop safety, air flow, and sheet metal for installation and service apprentices, and OSHA 10 certification.

HVDE1324 HVACR 1324 Electrical for Oil 7.5. credits
Theory and practical application of electrical principles required to service oil burners, ignition systems, thermostats, and unit controls. Includes the different oil ignition systems, unit controls, their sequence of operation, wiring of these ignition systems and troubleshooting of these different oil heating systems.

HVDE1325 HVACR 1325 Mechanical for Oil 7.5. credits
The theory and practical application of oil pumps, nozzles, fuel lines, and tanks. Includes instruction on Combustion properties, combustion efficiency testing, furnace cleaning, and troubleshooting.

HVDE1424 HVACR 1424 Hydronic and Control Systems 5 credits
Theory and practical operation of hydronic system components including circulators, valves, aquastats and flow controls. Includes steam, hot water, and chilled water distribution systems. Introduction to DDC (Direct Digital Controls) including controllers, points, controlled devices, feedback loops, analog and digital signals. Applicable International Mechanical and NFPA codes are discussed.

HVDE1524 HVACR 1524 Piping Principles 5 credits
Theory and practical application of piping, pipe threading, various tubing, brazing, soldering and overall system installation.

HVDE1425 HVACR 1425 Core Refrigeration 5. credits
The course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab.

HVDE1426 HVACR 1426 Advanced Refrigeration 5 credits
The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair.
Prerequisites: HVDE1425 HVACR 1425

HVDE1125* HVACR 1125 Design Principles * 7.5. credits
Theory and practical application of Heat Loss and Heat Gain, system design principles, psychometrics, humidification, dehumidification, air distribution, measurement, air cleaning, and the practices and principles of Indoor Air Quality (IAQ).

HVDE1517 HVACR 1517 Core Air Conditioning 5. credits
The student course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab.

HVDE1518 HVACR 1518 Advanced Air Conditioning 5. credits
The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair.
Prerequisites: HVDE1517 HVACR 1517

Medical Assistant

YTI Career Institute York offers an Associate in Specialized Technology degree in Medical Assistant for those individuals interested in a diverse, entry-level career in an ambulatory healthcare field. The Medical Assistant program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program offers a complete range of administrative and clinical skills providing graduates with the necessary competencies to secure employment as a Medical Assistant in a general specialty practice, inpatient healthcare facility or clinic.

Prerequisite	Course Number	Course Name	Credits
	MEDE 1211		3.5
	MEDE 1231	Anatomy & Physiology I * Introduction	3
	GSDE 1995	to Healthcare * Computers for the	3
	MEDE 1240	Medical Assistant * Medical	3.5
	GSDE 1950	Terminology I *	3.5
MEDE 1211, MEDE 1240	MEDE 1236	Career Success Seminar *	3
MEDE 1231	MEDE 1350	Clinical Techniques I	3
MEDE 1240	MEDE 1343	Medical Office Administration * Medical	3.5
	GSDE 1916	Terminology II * Mathematics for Allied	3.5
MEDE 1211	MEDE 1311	Health * Anatomy & Physiology II *	3.5
MEDE 1236	MEDE 1436	Clinical Techniques II	5.5
GSDE 1916	MEDE 1445	Pharmacology I *	3
	GSDE 1936	Communications in Healthcare *	3.5
MEDE 1343	MEDE 1455	Diseases & Diagnostic Methods I *	3
	MEDE 2515	Medical Office Computer Applications*	2.5
MEDE 1436	MEDE 2536	Clinical Techniques III	5.5
	MEDE 2560	Coding Classifications*	2.5
MEDE 1445	MEDE 2545	Pharmacology II *	2.5
MEDE 1455	MEDE 2555	Diseases & Diagnostic Methods II *	2.5
MEDE 2536	MEDE 2635	Clinical Techniques IV	3
	GSDE 1986	Medical Law and Ethics *	3.5
MEDE 2555	MEDE 2645	Medical Laboratory	5.5
	GSDE 1960	Professional Development *	3.5
MEDE 2645	MEDE2800	Phlebotomy	5.5
	GSDE 1926	Introduction to Psychology *	3.5
	GSDE 1982	Critical Thinking *	3.5
MEDE 1350, MEDE 2635,	MEDE 2726	National Certification Review * Medical	3.5
All previous courses	EXDE3040	Assistant Externship ** TOTAL	2.5
		QUARTER CREDITS	12
			106

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty-four students (24) in lab.

The Medical Assistant program is offered in a Hybrid delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Medical Assistant Course Descriptions

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

MEDE1211 ANATOMY & PHYSIOLOGY I * 3.5 Credits

Introductory exploration and analysis of essential principles for the study of the structure and function of the human body, and the mechanisms for maintaining homeostasis within it as presented by body system. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Prerequisites: None

MEDE 1231 INTRODUCTION TO HEALTHCARE * 3 Credits

This course provides the students with an overview of a career as a medical assistant in different practice settings. Topics include the appointment scheduling, telephone techniques, interpersonal communication, patient customer service, and an introduction to electronic medical records. Prerequisites: None

GSDE 1995 COMPUTERS FOR THE MEDICAL ASSISTANT * 3 Credits

This course presents students with the basic computer and typing skills required in the Medical Assistant field. It includes correct touch-typing techniques as a basis for building, maintaining, and improving speed and accuracy. Emphasis will be placed on the mastery of the keyboard, including figures and symbols. Microsoft Office applications including Word, Excel, and Outlook are examined. Students demonstrate competency performing basic tasks within these applications. Prerequisites: None

MEDE 1240 MEDICAL TERMINOLOGY I * 3.5 Credits

This course introduces students to the language of medicine. Using a systematic approach, the student will learn roots, prefixes, and combining forms to build a medical vocabulary. Prerequisites: None

GSDE 1950 CAREER SUCCESS SEMINAR * 3.5 Credits

Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and job searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

MEDE 1236 CLINICAL TECHNIQUES I 3 Credits
This course provides students with basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include medical asepsis and infection control, infectious diseases blood borne pathogens, preparing the medical record, and taking measurements and vital signs.
Prerequisites: MEDE 1211, MEDE 1240

MEDE 1350 MEDICAL OFFICE ADMINISTRATION * 3 Credits
A continuation of the procedural steps in performing the administrative functions in a medical facility. Special attention is directed to the evolution of managed care and to the responsibilities of office management. Prerequisites: MEDE 1231

MEDE 1243 MEDICAL TERMINOLOGY II * 3.5 Credits
This course will continue to introduce students to the language of medicine. Combining forms, root words, prefixes and suffixes, along with abbreviations will be introduced.
Prerequisites: MEDE 1240

GSDE 1916 MATHEMATICS FOR ALLIED HEALTH * 3.5 Credits
The course acquaints students with logic and reasoning in mathematics. Skills developed include the conversion and usage of fractions, decimals, and percentages. Topics areas include problem-solving strategies algebra, functions and relations, dosage calculation, syringe calculations and the metric system. Students will use inductive and deductive approaches to solve problems and develop critical thinking skills, as they pertain to the application of mathematics. Prerequisites: None

MEDE 1311 ANATOMY & PHYSIOLOGY II * 3.5 Credits
Continuation as presented in Anatomy & Physiology I of exploration and analysis of essential principles for the study of the structure and function of the human body, and the mechanisms for maintaining homeostasis within it as presented by body system. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.
Prerequisites: MEDE 1211

MEDE 1436 CLINICAL TECHNIQUES II 5.5 Credits
This course provides the students with additional knowledge of clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include assisting with the patient examination, eye and ear assessment, disinfecting and sterilizing equipment, and assisting with surgical procedures. Prerequisites: MEDE 1236

MEDE 1445 PHARMACOLOGY I * 3 Credits
This course uses a systems approach in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions.
Prerequisites: GSDE 1916

GSDE 1936 COMMUNICATIONS IN HEALTHCARE * 3.5 Credits
This course is an introduction to communication in a medical office setting. Students will learn the basics of English grammar, punctuation, spelling, vocabulary, and writing, as needed for written communications. Emphasis is placed on preparing emails, memos, instructions, and letters, as used in the medical office. Other key areas of development include listening, language, verbal, and non-verbal communication skills necessary to communicate information to coworkers, supervisors, physicians, patients, and other health care professionals. Topic areas also include the etiquette and protocol of introductions, greetings, conversations, and meetings. Students will research, organize, and use information from credible primary sources to support their written and oral work. Prerequisites: None

MEDE 1455 DISEASES & DIAGNOSTIC METHODS I * 3 Credits
This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system. Prerequisites: MEDE 1343

MEDE 2515 MEDICAL OFFICE COMPUTER APPLICATIONS * 2.5 Credits
This learning course uses medical software that covers all aspects of computerized administrative and financial procedures performed in the medical office. Tasks include patient scheduling, service entries, payments and adjustments, and insurance claim management. Prerequisites: None

MEDE 2536 CLINICAL TECHNIQUES III 5.5 Credits
This course provides the students with additional knowledge of clinical skills. Topics to be covered include administering medication, injections and electrocardiography. Prerequisites: MEDE 1436

MEDE 2560 CODING CLASSIFICATIONS & REIMBURSEMENT SYSTEMS * 2.5 Credits
This course provides an overview of the reimbursement cycle in the healthcare field. Topics include group and private insurances, HMOs, PPOs, and government-sponsored medical insurance programs. Students will learn to apply CPT-4, HCPCS Level II, and current clinical coding systems. Accurate completion of the claim form and third-party payer reimbursement processes is discussed. Prerequisites: None

MEDE 2545 PHARMACOLOGY II * 2.5 Credits
This course is a continuation of Pharmacology I. It uses a systems approach in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisites: MEDE 1445

MEDE 2555 DISEASES & DIAGNOSTIC METHODS II* 2.5 Credits
This course is a continuation of Diseases & Diagnostic Methods I. It examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system.
Prerequisites: MEDE 1455

MEDE 2635 CLINICAL TECHNIQUES IV 3 Credits
This course provides the students with additional knowledge of clinical skills. Topics to be covered include physical agents to promote healing, assisting with specialty examinations and procedures, radiology, and diagnostic imaging. Prerequisites: MEDE 2536

GSDE 1986 MEDICAL LAW AND ETHICS * 3.5 Credits
This course provides essential legal and ethical principles for those pursuing a career in the healthcare field. It provides a foundation of all the essentials including the legal system, the patient/physician relationship, professional liability and medical malpractice prevention, workplace law and ethics, medical records, confidentiality, bioethical issues, ADA, and HIPAA. Prerequisites: None

MEDE 2645 MEDICAL LABORATORY 5.5 Credits
This course provides the students with knowledge of laboratory procedures. Topics to be covered include medical microbiology, introduction to the physician's office laboratory, and urinalysis. Prerequisites: MEDE 2555

GSDE 1960 PROFESSIONAL DEVELOPMENT * 3.5 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques.
Prerequisites: None

MEDE 2800 Phlebotomy 5.5 Credits
This course provides the students with additional knowledge of laboratory procedures. Topics to be covered include phlebotomy, hematology, blood chemistry, and serology.
Prerequisites: None

GSDE 1926 INTRODUCTION TO PSYCHOLOGY * 3.5 Credits
The primary goal of this course is to provide the student with basic psychological concepts and theories that will enhance their understanding of behavior and effective handling of problems. Areas of study include behavior neuroscience, sensation and perception, memory, motivation, emotion, childhood and adolescence, adulthood, social influences, psychological disorders and treatment, health and well-being. The course will bring relevance to psychology through real-world examples, practical applications, and discussions of the discipline's connection to health, education, business, law, and the environment. Prerequisites: None

GSDE 1982 CRITICAL THINKING * 3.5 Credits
This course is designed to assist students with developing their skills in reasoning, analysis, and the use of logical arguments. The course will improve the student's ability to analyze and evaluate the kinds of arguments and assertions commonly met in everyday life. Students will improve their own arguments and presentations by learning how to draw from sound conclusions from available evidence.
Prerequisites: None

MEDE 2726 NATIONAL CERTIFICATION REVIEW * 2.5 Credits
This course is designed as a review tool for the medical assisting student in preparation for medical assisting certification examinations. The course is designed to aid students in recalling clinical and administrative medical assisting principles and rules. Methods to improve test-taking skills and relieve test anxiety are included. Prerequisites: MEDE 1350, MEDE 2635, GSDE 1986, MEDE 2645

EXDE 3040 MEDICAL ASSISTANT EXTERNSHIP ** 12 Credits
Upon successful completion of all previous courses, students participate in a 360-hour externship during their final term. Typically, externs will be scheduled for a minimum of 30 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his or her externship activities and learning. The sponsoring employer will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations.
Prerequisites: All previous courses

Medical Billing and Coding

YTI Career Institute - York offers a diploma in Medical Billing & Coding. The Medical Billing & Coding program is designed to provide the educational training and skills necessary to assume entry-level employment in the healthcare administrative industry. Successful graduates of the program may be employed in government, public or private sectors. Prospective positions include Medical Receptionist, Medical Office Assistant, Medical Secretary, Medical Biller Coder and Medical Records Assistant Clerk. The curriculum is designed to give the students the hands-on working knowledge necessary to perform entry level diagnosis and procedural coding, analyze and record billing transactions, medical record abstractions and perform other EMR paper based administrative functions. Students also prepare to take the Certified Professional Coder (CPC) exam which is administered by the American Academy of Professional Coders (AAPC), or another coding certification exam of their choice.

Prerequisite	Course Number	Course Name	Credits
	MBCDE 101	Anatomy and Medical Terminology A	5.0
	MBCDE 103	CPT HCPCS Coding A	4.5
	MBCDE 102	Coding and Classification Systems A	4.5
	MBCDE 118	Anatomy and Medical Terminology B	5.0
	MBCDE 120	CPT HCPCS Coding B	4.5
	MBCDE 119	Coding and Classification Systems B	4.5
	MBCDE 138	Medical Office Administration	4.5
MBCDE 102, 103, 119, 120	MBCDE 139	Reimbursement Methods	5.0
MBCDE 102, 103, 119, 120	MBCDE 140	Case Study Coding	4.5
All previous courses, except MBCDE 210 and MBCDE 212	MBCDE 210	PCS Coding	4.0
All previous courses, except MBCDE 210 and MBCDE 212	MBCDE 211	Certification Review	4.0
All previous courses	MBCDE 212	Coding Simulation and Career Development	5.0
TOTAL QUARTER CREDITS			55

Program Length: Ten (10) months, consisting of four (4) ten-week terms.

The first two terms are independent of each other, and therefore the order in which they are offered to students may vary.

Certification Preparation: Many employers require a coding certification from the American Academy of Professional Coders (AAPC), the American Health Information Management Association (AHIMA) or the National Center for Competency Testing (NCCT).

The Medical Billing and Coding program is offered in a fully online format with both didactic instruction and lab simulations occurring online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size in this program is fifty (50) students.

The Institute employs a grading system based on one hundred percent. In the MBC program, these percentages are: A 90 to 100 (3.5-4.0) Excellent B 80 to 89 (2.75-3.45) - Good C 70 to 79 (2.0-2.7) Satisfactory Below 70 (0) Failure

Medical Billing & Coding Course Descriptions

MBCDE 101- Anatomy and Medical Terminology A: 5.0 credits

This course covers the structure and function as well as the medical terminology of the systems and organs of the human body and their interrelationships. Emphasis will be on the integumentary system, the skeletal, muscular and nervous systems and special senses. An overview of mental and behavioral disorders will be covered at the end of the course. This course also covers disease processes related to these organ systems that are commonly encountered in the medical fields including diagnostic procedures and management. Prerequisite - None

MBCDE 102 Coding and Classification Systems A 4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the integumentary system and the special senses as well as evaluation and management services coding. Legal as well as ethical issues related to outpatient coding practices are also covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 103 CPT HCPCS Coding A 4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the integumentary system and the special senses as well as evaluation and management services coding. The skeletal, muscular, and nervous systems as well as anesthesia and surgery guidelines in CPT coding are also covered. Legal as well as ethical issues related to outpatient coding practices are covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 118 Anatomy and Medical Terminology B 5.0 credits

This course covers the structure and function as well as the medical terminology of the systems and organs of the human body and their interrelationships. Emphasis will be on the integumentary system, the skeletal, muscular and nervous systems and special senses. An overview of mental and behavioral disorders will be covered at the end of the course. This course also covers disease processes related to these organ systems that are commonly encountered in the medical fields including diagnostic procedures and management. Prerequisite - None

MBCDE 119 Coding and Classification Systems B

4.5 credits

This course is designed to prepare students to assign *International Classification of Diseases 10th edition (ICD-10)* codes for diagnoses assigned by providers in a medical office and other outpatient and inpatient facilities with entry -level proficiency. Course topics include ICD-10 coding involving the cardiovascular, respiratory and immune systems including legal as well as ethical issues related to coding practices. In ury, poisonings and external causes are also covered in this course. The course also includes the digestive and genitourinary systems and pregnancy and childbirth and conditions in the perinatal period. The course also covers abnormal clinical and laboratory findings including legal as well as ethical issues related to coding practices. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 120 CPT HCPCS Coding B

4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the digestive, urinary, and reproductive systems as well as pathology and laboratory. The cardiovascular, respiratory and immune systems as well as legal and ethical issues related to outpatient coding practices are also covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 138 Medical Office Administration

4.5 credits

This course covers important concepts needed to prepare students to become efficient in managing a medical office or other healthcare facilities. This course covers basic skills to effectively perform the management of medical records, use of various systems used in organizing and maintaining medical records, understanding the Health Insurance Portability and Accountability Act and related federal regulations including legal and ethical concepts concerning healthcare and medical billing and coding. This course also provides students basic knowledge in the use of Electronic Health Records and better understanding about the organizational structure involving healthcare institutions and how to achieve a productive interaction between internal and external customers in a healthcare environment. Prerequisite - None

MBCDE 139 Reimbursement Methods

5.0 credits

This course covers concepts on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore basic reimbursement processes and methods of payment. Students examine forms, processes, practices and the roles of health information professionals and understand the role of coders in the healthcare system. Students discuss concepts in insurance, its various forms including third-party and prospective payments, and managed care organizations. Students explore issues commonly encountered in the reimbursement process as well as methods of payment. Students further examine various processes and requirements involving healthcare system reimbursement as well as related legal and ethical issues commonly encountered in a healthcare setting. Prerequisite - MBCDE 102, MBCDE 103, MBCDE 119, MBCDE 120

MBCDE 140 Case Study Coding

4.5 credits

This course places an emphasis on abstracting information from medical charts to code a patient case. Students will practice coding patient charts and correctly sequence codes for maximum reimbursement from the third-party payer. A review of coding guidelines will be provided in the course.

Prerequisite - MBCDE 102, MBCDE 103, MBCDE 119, MBCDE 120

MBCDE 210 PCS Coding

4.0 credits

This course is designed to prepare students to assign *International Classification of Diseases 10th edition (ICD-10-PCS)* codes for procedures assigned by providers in a medical office and other outpatient and inpatient facilities with entry -level proficiency. Course topics include procedure coding in ICD-10-PCS. The course contains outcomes that reflect certification preparation. Prerequisite - All previous courses, except MBCDE 211 and MBCDE

MBCDE 211 Certification Review

4.0 credits

This course provides students the opportunity to review medical billing and coding in preparation for the coding certification exam. Emphasis is placed on billing and reimbursement systems, competency of CPT procedure and ICD diagnosis coding, anatomy and physiology, and medical terminology. Prerequisite - All previous courses, except MBCDE 210 and MBCDE

MBCDE 212 Coding Simulation and Career Development

5.0 credits

This course provides practical application of the principles and application of coding systems, diagnostic and procedural groupings, and case mix analyses and indexes. Coding compliance strategies are examined in examples of real-life case studies taken from across the broad spectrum of healthcare specialties. Students learn to apply appropriate diagnosis and procedure codes, validate coding accuracy from information found in the health record, and resolve discrepancies between coded data and supporting documentation. Students will apply communication skills and time management to correctly code, bill, and apply reimbursement. This course includes modules designed to improve confidence of students in interacting with people and the ability to build productive relationship with others and develop skills in professional networking as well as techniques in handling job interviews. Students will also learn to create career plans that require them to research career options and potential employers, and prepare a developmental roadmap that will lead them success within the chosen profession. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare. Prerequisites: All previous courses

Veterinary Technician

YTI Career Institute York offers an Associate in Specialized Technology degree in Veterinary Technician. Graduates of this program will be proficient in animal anatomy and physiology, nutrition, breeding, husbandry, sanitation, behavior, handling, nursing, euthanasia, and necropsy for various animal species. Graduates of this program will be prepared for employment as a veterinary technician in veterinary practices, universities, research facilities, pharmaceutical companies, zoos, or other areas where veterinary technicians' skills are needed

The Veterinary Technician program has earned fully accredited status from the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). This accreditation qualifies graduates to sit for the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Examination (VTNE).

Prerequisite	Course Number	Course Title	Credits
	VTDE801	Computers in Healthcare	3
	VTDE401	Career Success Seminar	3
	VTDE402	Introduction to Veterinary Technology	2.5
	GSDE201	Cellular Biology	4
	GSDE901	Introduction to Psychology	3
	VTDE501	Veterinary Anatomy & Physiology I	3
VTDE 402	VTDE403	Animal Husbandry and Breeds	2.5
	GSDE301	Fundamentals of Chemistry	3
	GSDE302	Mathematics for Allied Health	3
VTDE 501	VTDE502	Veterinary Anatomy & Physiology II	3
VTDE 403	VTDE601	Veterinary Nursing Techniques I	3
VTDE 502	VTDE602	Veterinary Diagnostic Imaging	3
GSDE 201	VTDE603	Veterinary Parasitology	3
	VTDE404	Veterinary Office Management	3
	VTDE604	Veterinary Hematology and Urinalysis	3
VTDE 603	VTDE605	Animal Health and Disease	3
VTDE 601	VTDE606	Veterinary Nursing Techniques II	4
VTDE 502, GSDE 301	VTDE607	Veterinary Pharmacology	2
VTDE 402	VTDE608	Laboratory Animal Science I	3
VTDE 606	VTDE609	Large Animal Practicum	3
VTDE 607, VTDE 606, GSDE 302	VTDE610	Veterinary Anesthesia	3
	GSDE405	Professional Development	3
VTDE 402	VTDE611	Animal Nutrition	3
All previous courses	VTDE 408	VTNE Mock Exam Preparation	3
	GSDE406	Communications in Healthcare	3
	VTDE 407	VTNE Preparation	3
GSDE201, GSDE301 VTDE502	VTDE613	Veterinary Microbiology and Immunology	3
GSDE 302, VTDE 502,VTDE 604, VTDE 603,VTDE 606, VTDE 607, VTDE 610 All Term 1-4 courses	VTDE 701	Veterinary Surgical Procedures	3
All previous courses	VTEX 1	Clinical Externship I**	12
	VTEX 2	Clinical Externship II**	12
		TOTAL QUARTER CREDITS	108

This course satisfies General Education requirements

Courses are delivered in an online format, except ** indicates course is fully on-ground.

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

the student learns to create, format, edit, save, and print documents and spreadsheets. The student also receives instruction and practice in creating attractive and effective business presentations. Upon completion students will be able to create a basic business document and professional business presentation. Students will also be able to discuss and demonstrate the use of spreadsheets in everyday business functions. Prerequisites: None

GSDE 201 CELLULAR BIOLOGY 4 Credits
Cell biology is the study of the structure and function of prokaryotic and eukaryotic cells. In this course we will examine many different areas of cellular biology including: the synthesis and function of macromolecules such as DNA, RNA, and proteins control of gene expression membrane and organelle structure and function bioenergetics and cellular communication. Prerequisites: None

VTDE 401 CAREER SUCCESS SEMINAR 3 Credits
Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and ob searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

GSDE 406 COMMUNICATIONS IN HEALTHCARE 3 Credits
This course is an introduction to communication in a medical office setting. Students will learn the basics of English grammar, punctuation, spelling, vocabulary, and writing, as needed for written communications. Emphasis is placed on preparing emails, memos, instructions, and letters, as used in the medical office. Other key areas of development include listening, language, verbal, and non- verbal communication skills necessary to communicate information to coworkers, supervisors, physicians, patients, and other health care professionals. Topic areas also include the etiquette and protocol of introductions, greetings, conversations, and meetings. Students will research, organize, and use information from credible primary sources to support their written and oral work. Prerequisites: None

VTDE 403 ANIMAL HUSBANDRY & BREEDS 2.5 Credits
This course introduces students to the basic care, management, and handling of common domestic animals. Various breeds of each species are highlighted. Animal behavior will also be presented in the course material. Prerequisites: VTDE 402

GSDE 301 FUNDAMENTALS OF CHEMISTRY 3 Credits
This is an introductory course stressing concepts and qualitative understanding of the principles of chemistry. Topics are both descriptive and mathematical and include acids

and basis, atomic structure, chemical equations, chemical language, gases, molecular structure, solution chemistry, and chemical mathematics. Prerequisite: None

GSDE 302 MATHEMATICS FOR ALLIED HEALTH 3 Credits
The course acquaints students with logic and reasoning in mathematics. Skills developed include the conversion and usage of fractions, decimals, and percentages. Topics areas include problem-solving strategies algebra, functions and relations, dosage calculation, syringe calculations and the metric system. Students will use inductive and deductive approaches to solve problems and develop critical thinking skills, as they pertain to the application of mathematics. Prerequisites: None

VTDE 502 VETERINARY ANATOMY & PHYSIOLOGY II 3 Credits
This course is the continuation of the study of anatomy and physiology in common domestic species including the cardiovascular system, respiratory system, digestive systems, sense organs, the endocrine system, the urinary system, and reproductive system including pregnancy and lactation. Prerequisites: VTDE 501

VTDE 611 ANIMAL NUTRITION 3 Credits
This course focuses on fundamental animal nutrition for domestic species, including caloric and nutrient requirements, and feeding techniques. The student will learn to educate clients on the nutritional needs of various animal species and explain the necessity and purpose of veterinary prescription diets in the management of diseases. The student will also participate on the online Hill's Veterinary Nutritional Advocate certification program. Prerequisites: None

VTDE 603 VETERINARY PARASITOLOGY 3 Credits
Clinically significant internal and external parasites of domestic animals mites, lice, ticks, fleas, flies, nematodes, cestodes, trematodes and protozoans parasite life cycles, host infection and pathology prevention and treatment of parasitic infections diagnosis via sample collection methods discussed . Prerequisite: GSDE 201

VTDE 613 VETERINARY MICROBIOLOGY & IMMUNOLOGY 3 Credits
This course is a study of the history, classification, and nomenclature of bacteria, fungi, and viruses. The course will include discussions on sample collection and handling, bacteriology, mycology, virology, and immunology procedures. Prerequisites: GSDE 201 GSDE 301, VTDE 502

VTDE 404 VETERINARY OFFICE MANAGEMENT 3 Credits
This course provides students with the basic understanding of veterinary office and managerial duties such as client communication, admitting and discharging patients, scheduling, ordering, and inventory control will be presented. Course content will also focus on teamwork dynamics and compassion fatigue in regards to the veterinary profession. General cleaning and maintenance protocols of various clinical settings will also be presented. Prerequisite: None

VTDE 601 VETERINARY NURSING TECHNIQUES I UES I 3 Credits
This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields of dogs and cats. Techniques emphasized will include physical examinations, patient record keeping, grooming and husbandry techniques, medication administration, wound management, bandaging, and sample collection and handling. Prerequisites: VTDE 403

VTDE 604 VETERINARY HEMATOLOGY & URINALYSIS 3 Credits
This course introduces and develops knowledge and skills necessary to perform hematology and urinalysis. Study of blood formation including: recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of the CBC is discussed. Prerequisite: None

VTDE 605 ANIMAL HEALTH & DISEASES 3 Credits
Provides students with a broad-based understanding of animal medicine and disease pathogens, host pathology, diagnosis, treatment and prevention for large and small animal species provides the necessary context in which to understand the why of doing diagnostic and therapeutic procedures. Principles of disease in large and small animal species clinical symptomology, diagnosis, therapy, epidemiology, prevention of common diseases toxicology, zoonotic diseases and medical emergencies course organized around body systems and associated pathologic conditions. Prerequisite: VTDE 603

VTDE 606 VETERINARY NURSING TECHNIQUES II UES II 4 Credits
This course is a continuation of nursing skills and techniques begun in Veterinary Nursing Techniques I. Emphasis will be placed on advanced nursing procedures including venipuncture, blood vessel catheterization, fluid therapy, emergency and critical care, dentistry, surgical preparation, asepsis and surgical instrumentation. Prerequisites: VTDE 601

VTDE 607 VETERINARY PHARMACOLOGY 2 Credits
Use of drugs in veterinary medicine introduction to drug testing methodology and the use handling of prescriptions calculations of dosages and administration techniques drug actions, interactions, and adverse reactions will be discussed. Prerequisites: VTDE 502, GSDE 301

VTDE 901 LABORATORY ANIMAL SCIENCE 3 Credits
This course is a comprehensive and integrated program designed to equip students with the necessary skills and knowledge for a wide range of career opportunities that involve working with laboratory and exotic animals. It builds upon foundational principles of laboratory animal medicine and extends into the realm of exotic animal

medicine and disease, covering critical topics such as disease diagnosis, treatment, prevention, ethical care practices, animal welfare regulations, biology, management, anatomy, physiology, nutrition, breeding, husbandry, sanitation, behavior, nursing, euthanasia, and necropsy. The course also emphasizes the importance of ethical considerations and compliance with animal welfare laws. Prerequisite: VTDE402

VTDE 602 VETERINARY DIAGNOSTIC IMAGING 3 Credits

In this course students learn the basic principles of x-ray production, radiographic positioning, x-ray machine operation, radiographic technique, and film processing. Radiation safety and proper use of protective equipment is emphasized. Special radiographic procedures and technique evaluation are thoroughly explored. Prerequisite: VTDE 502

VTDE 609 LARGE ANIMAL PRACTICUM 3 Credits

This course covers topics relevant to the medical, nursing and surgical techniques for the common domestic large animal species (bovine, caprine, equine, ovine, and swine). Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, dentistry, and lameness. Emphasis will include preventive medicine, large animal nutrition and feedstuffs, large animal medical and surgical procedures. Prerequisite: VTDE 606

VTDE 610 VETERINARY ANESTHESIA 3 Credits

Pharmacology of commonly used anesthetic agents, patient induction, monitoring and recovery, Anesthetic equipment and procedures, dose calculations, and anesthetic emergencies. Prerequisites: VTDE 607, VTDE 606, GSDE 302

GSDE 405 PROFESSIONAL DEVELOPMENT 3 Credits

This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisite: None

GSDE 901 INTRODUCTION TO PSYCHOLOGY 3 Credits

The primary goal of this course is to provide the student with basic psychological concepts and theories that will enhance their understanding of behavior and effective handling of problems. Areas of study include behavior neuroscience, sensation and perception, memory, motivation, emotion, childhood and adolescence, adulthood, social influences, psychological disorders and treatment, health and well-being. The course will bring relevance to psychology through real-world examples, practical applications, and discussions of the discipline's connection to health, education, business, law, and the environment. Prerequisites: None

VTDE 701 VETERINARY SURGICAL PROCEDURES

3 Credits

In this course students learn the fundamentals of routine veterinary surgical procedures, including patient preparation, identification of instruments, preparation of surgical packs, methods of sterilization, suture materials, and suture patterns. Pre-anesthetic laboratory testing, postoperative patient care, and client follow-up instructions are discussed. Techniques covered include advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Prerequisite: GSDE 302, VTDE 502, VT 604, VTDE 603, VTDE 606, VTDE 607, VTDE 610

VTDE408 VTNE Mock Exam Preparation

3 Credits

Building upon the foundational knowledge gained from prior VTNE Preparation Course, this mock exam preparation course is designed to further refine and solidify your understanding of veterinary technology concepts essential for success in the Veterinary Technician National Exam (VTNE). Through a series of comprehensive mock exams and targeted weekly review sessions, you will engage in rigorous practice to enhance your test-taking skills and reinforce key subject areas. Prerequisite: All previous term's courses

VTDE 407 VTNE PREPARATION

3 Credit

This course provides students with a comprehensive review to assist the student in preparation for state and national certifying examinations for the veterinary technician reviews basic science, clinical practices, diagnostics, and ethical concerns. Prerequisite: None

VTEX 1 CLINICAL I **

12 Credits

Upon successful completion of all previous Term 1-4 courses, students participate in a 300-hour clinical externship at a site of their choosing. In order to complete the first half of their required essential skills. During the clinical experience, students work with their chosen mentor to complete the remaining essential skills covered in the previous courses. Skills required during this experience include husbandry, nursing I and nursing II, hematology, and pharmacology. Students must submit proof of skill completion which includes, but is not limited to, video evidence and signed skill sheets. The clinical experience is supervised by the student's YTI assigned mentor as well as their chosen mentor at their site. Weekly reports will be submitted by the student to document his/her externship activities and learning. In addition, evaluations are made by the extern supervisor based on evaluation of proof of skill completion submitted. Prerequisites: All Term 1-4 courses.

VTEX II CLINICAL II **

12 Credits

Upon successful completion of all previous courses, students participate in a 300-hour final term clinical externship experience at a site of their choosing. Students work with their chosen mentor to complete the remaining essential skills covered in the previous courses. Skills required during this experience include lab animal, surgery, large animal, and microbiology. During this clinical experience, students will have the opportunity to come to campus for a 3-4 day large animal lab at the various sites used by YTI. Students must submit proof of skill completion which includes, but is not limited to, video evidence and signed skill sheets. The clinical experience is supervised by the student's YTI assigned

mentor as well as their chosen mentor at their site. Weekly reports will be submitted by the student to document his/her externship activities and learning. In addition, evaluations are made by the extern supervisor based on evaluation of proof of skill completion submitted. Prerequisites: All previous term's courses.

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YTI Career Institute - Altoona

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

YTI Career Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12-month reporting period as the denominator, and as the numerator, uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field, has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The Respiratory Therapy paused enrollment during this time frame for curriculum revisions, so there were no applicable students to report on. The graduation and employment/placement rates for programs from the 202 ACCSC annual report are:

Graduation and Employment Cohort Start Date: 10/20-8/21				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Respiratory Therapy	40%	42%	131	53

Licensing Rates

When graduates from a particular program must pass a licensing or certification exam prior to being able to work in the field, the Accrediting Commission for Career Schools and Colleges (ACCSC), our accrediting agency, requires that schools publish a licensing exam pass rate for those programs. YTI Career Institute - Altoona calculates a Licensing Rate for the Respiratory Therapy program using a formula specified by ACCSC. The formula uses a cohort of students who began school during a given 12 month reporting period, graduated, and took the licensure exam as the denominator, and as the numerator uses the number of students from that group who passed the exam.

Because of the enrollment pause, the licensing rates for Respiratory Therapy start cohorts included in the ACCSC 2024 Annual Report are:

Campus	Program	Number of Graduates	Pass	Fail	Did not take exam	Pass Percentage
Altoona	Respiratory Therapy	53	25	19	9	57%

YTI Career Institute - Lancaster

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

YTI Career Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12-month reporting period as the denominator, and as the numerator, uses the number of students from that group who graduated within 150% of the program length.

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Graduation and Employment Cohort Start Date: 10/2021-8/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Medical Billing and Coding	N/A	N/A	N/A	N/A
Pastry Arts	44%	71%	16	7
Graduation and Employment Cohort Start Date: 10/2020-9/2021				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Criminal Justice & First Response	N/A	N/A	N/A	N/A
Culinary Arts/ Restaurant Management	26%	89%	35	9
Health Information Management	N/A	N/A	N/A	N/A
Medical Assistant	N/A	N/A	N/A	N/A

YTI Career Institute - York

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

YTI Career Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12-month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2024 ACCSC annual report are:

Graduation and Employment Cohort Start Date: 1/2022-12/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Dental Assisting	58%	73%	45	26
Electrical Technology	61%	72%	49	30
Graduation and Employment Cohort Start Date: 10/2021-9/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
HVACR	69%	70%	55	38
Graduation and Employment Cohort Start Date: 10/2020-9/2021				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Business Administration-Business Operations Management	N/A	N/A	N/A	N/A
Computer Aided Drafting and Design	N/A	N/A	N/A	N/A
Computer and Data Management	61%	73%	18	11
Electronics Engineering Technology	64%	100%	11	7
Medical Assistant	32%	71%	75	24
Veterinary Technician	45%	70%	101	45

Regarding Licensure and Certification

All applicants should be aware that YTI Career Institute's courses are designed to give our graduates the education and skills necessary for entry-level positions in their chosen field. In some instances, further education, training or work experience may be required for advanced positions, or to fulfill voluntary certification requirements or to obtain state licensure. Requirements will vary from state to state and Requirements will vary from state to state and even county to county or town to town, and may change over time. Students are encouraged to research licensing and certification requirements for the location in which they intend to work.

HVACR

There are no state-based licensing requirements in PA or MA for general HVACR work. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work. The program meets CT related instruction hours, and graduates can apply to the apprenticeship board as candidates with out-of-state education. We have not made a determination about licensing requirements in any other state. As part of their program, YTI Career Institute students have the opportunity to earn their OSHA 30 certification and their EPA Section 608A certification.

Computer Aided Drafting and Design (CADD)

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability.

Computer and Data Management

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. YTI Career Institute students are able to sit for the following credentialing exams as part of their program:

- CompTIA A Certification Exams 1001 and 1002
- CompTIA Network Certification test
- CompTIA Cloud Certification Exam

Cybersecurity

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. YTI Career Institute students are able to sit for the following credentialing exams as part of their program:

- CompTIA Security
- CompTIA CySA

Culinary Arts/Restaurant Management

There is no license or certification required for entry-level employment in PA. We have not made a determination about licensing requirements in any other state. Graduates of the Culinary Arts Restaurant Management program are eligible to apply for certification as a Certified Culinarian (CC) through the American Culinary Federation (ACF) as long as they are a member of ACF prior to graduation.

Dental Assisting

There is no license or certification required for entry-level employment in PA or CT. A license is required in MA, and the Dental Assisting curriculum meets licensure requirements. We have not made a determination about licensing requirements in any other state. Certain industry-recognized credentials can enhance employability. YTI students are able to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety exam and Infection Control exam as part of their program. Both certificates can be applied toward the Certified Dental Assisting (CDA) credential.

YTI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (or approximately 2 years). The DANB exam applications ask about any criminal records. Students with a record will need to provide copies of their court records to the DANB board which will make the decision as to whether or not the student may sit for any of the certification exams.

Electrical Technology

There are no state-based licensing requirements in PA for general electrical work. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work. This program does not meet the related instruction requirements for licensing in CT or MA. We have not made a determination about licensing requirements in any other state.

Electronics Engineering Technology

There are no state-based licensing requirements in PA for general electronics work. We have not made a determination about licensing requirements in any other state. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work.

Medical Assisting

There is currently no license or certification requirement for entry-level employment or practice in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability or may be required by the employer. YTI graduates are able to sit for the Certified Clinical Medical Assistant (CCMA) with the National Healthcareer Association (NHA). Candidates must sit for the NHA exam within 5 years of completing the Medical Assisting program to be eligible.

Medical Billing and Coding

There is currently no license or certification requirement for entry-level employment or practice in PA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability or may be required by the employer. YTI graduates are able to sit for a credentialing exam as part of their program. The Medical Billing and Coding program prepares students for the Certified Professional Coder (CPC) exam which is administered by the American Academy of Professional Coders (AAPC). Prior to testing the student must acquire membership to AAPC. The Medical Billing and Coding program also prepares students for the National Certified Insurance and Coding Specialist (NCICS) exam which is administered by the National Center for Competency Testing (NCCT).

Pastry Arts

There is no license or certification required for entry-level employment in PA. We have not made a determination about licensing requirements in any other state. Graduates of the Pastry Arts program are eligible to apply for certification as a Certified Pastry Culinarian (CPCC) through the American Culinary Federation (ACF) as long as they are a member of ACF prior to graduation.

Respiratory Therapy

Graduates must be licensed by the Commonwealth of Pennsylvania prior to working as a Respiratory Therapist in Pennsylvania. In order to apply for licensure, candidates must earn a minimum of an associate's degree through a respiratory therapy program accredited by the Commission on Accreditation for Respiratory Care (CoARC) and pass the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) examination. The Respiratory Therapy program at YTI Career Institute - Altoona has earned Continuing Accreditation from the Commission on Accreditation for Respiratory Care (CoARC). YTI Career Institute-Altoona's Respiratory Therapy program is recognized by the National Board for Respiratory Care (NBRC) and graduates are eligible to sit for the TMC Examination. YTI graduates meet the educational requirements to apply for licensure in Alabama, Delaware, Florida, Georgia, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, New York, Nebraska, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia and West Virginia. We have not made a determination about licensing requirements in any other states.

Veterinary Technician

There is currently no license or certification requirement for entry-level employment or practice in PA. However, some employers may require applicants to be licensed as a veterinary technician. Individuals applying for a state Certified Veterinary Technician (CVT) license must first pass the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Examination (VTNE). In order to sit for the VTNE in Pennsylvania, one must have graduated from a veterinary technology program accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). We have not made a determination about licensing requirements in any other state.

The Pennsylvania State Board of Veterinary Medicine (the Board) requires a sworn statement submitted by each individual applying for a state Certified Veterinary Technician (CVT) license attesting that the individual has not been convicted of a felony under The Controlled Substance, Drug, Device and Cosmetic Act or convicted of a felony relating to a controlled substance within the last 10 years. State licensure as a Certified Veterinary Technician will not be conferred to an individual with such a conviction within the last 10 years. Additional documentation is required to be submitted to the Board for review if an individual has been convicted of such an offense and greater than 10 years have elapsed since the date of conviction.

The Board may refuse to certify an applicant who has been convicted of a felony or misdemeanor related to the profession or a crime of moral turpitude, or convicted of any violation of the The Controlled Substance, Drug, Device and Cosmetic Act including misdemeanors or is addicted to the habitual use of intoxicating liquors, narcotics or stimulants.

ADDENDUM – Distance Education

Distance Education Delivery at YTI Career Institute

There are multiple components to the delivery of education in an online format.

Synchronous Learning:

This is distance learning happening in real time, live, using conferencing applications or software. Learners login at a designated time and participate in live demonstrations and lecture at the same time as the instructor. At YTI Career Institute, all fully Online and Hybrid programs schedule synchronous sessions during the first week of the term and periodically throughout the course for question and answer periods and exam review. Sessions are recorded so all students have access to the material regardless of whether or not they attend the live session. These occasional, synchronous meetings for most programs are intermixed with the primarily asynchronous learning.

Asynchronous Learning:

This type of learning occurs when a course is delivered through an online format without live instruction. All fully Online and Hybrid programs deliver lecture material primarily in an asynchronous fashion. Faculty post a weekly announcement to guide learners through their course objectives, and each assignment has a designated due date. Assignments are usually due on a weekly basis, with the week running Monday through Sunday, and assignment for the week due by 11:59 pm on Sunday. Learners login at their convenience and have the flexibility to attend class at any time access to course materials is available 24 hours per day, 7 days per week, through the school's Learning Management System (LMS), Canvas. A syllabus is provided which outlines the learning objectives to be accomplished for the course. Weekly discussion boards, where students interact with the instructor and their classmates on designated topics, ensure that learners are examining the necessary subject matter and help to facilitate conversation, foster collaboration, and assist in developing high order thinking to better prepare learners for the demands of their career choice. Faculty post available office hours, so learners can reach out for assistance with course content and materials and can schedule appointments for tutoring or additional educational support. Instructors monitor each learner's progress through the online environment, and contact students to offer additional assistance, when it appears needed.

Fully Online Delivery:

The Computer Aided Drafting and Design (CADD), Medical Billing and Coding (MBC), Computer and Data Management (CDM) and Cybersecurity programs are offered 100% through distance education. All courses are primarily asynchronous (with the occasional synchronous meeting as described above) and lab requirements are met through a combination of recorded demonstration and simulation activities. These programs offer learners the highest level of flexibility while ensuring that the necessary skills set is developed through the close collaboration and mentoring of faculty who have spent years in the industry.

Hybrid Delivery.

All programs other than CADD, CDM, CYB, MA and MBC are delivered in a Hybrid format (Blended Learning), with lecture and other didactic activities delivered online, labs delivered on-campus and Externships or Clinical rotations delivered off-campus at approved sites. The Respiratory Therapy (RT) program delivers all lecture online, with lab occurring on campus or clinical sites, and Clinical Rotations occurring off campus. The Veterinary Technician (VT) program delivers all lecture and lab components online, with Clinical Externships occurring off campus.

Some COURSES within a hybrid program may be delivered fully online, while other courses combine on-campus labs with online lecture material. All lecture delivery is primarily asynchronous. Synchronous sessions may be scheduled, but are recorded so that students who are not available at the designated times can later watch the recording and benefit from the information shared during the synchronous meeting or review session.

For all programs except RT and VT, labs are scheduled on-campus and attendance is required. Lab schedules are provided prior to each term start and may vary by program, by course and by term within a program.

These hybrid courses require students to manage their time and complete their online work in a timely fashion, so as to be prepared for their hands-on lab experience. While the asynchronous portion of the course is available 24/7, students should plan and structure their time to ensure that they are prepared for lab and have reviewed all necessary content to make the most of their laboratory experience. Scheduled labs facilitate hands-on learning and give students the opportunity to put into practice the lessons they have been studying in the online environment. Practical application of a learned skill is an important part of preparing for a successful career and the hybrid programs offer training in industry modeled laboratories allowing learners the opportunity to develop, practice, and master the required skills expected for an entry level position. Externship and clinical assignments are conducted in person, off-campus, at an approved clinical or externship site.

Student Support in Distance Education Programs

Academic Advising:

For general academic questions regarding schedules, shifts, labs or leaves of absence, students should contact their Campus Director of Operations and Education via the links in Canvas.

Course Assistance:

For content questions or extra help sessions, students should contact their instructor via the instructor page in the course in the Canvas LMS. Students should take note of their instructor's office hours and plan their studies accordingly. Night Owls who like to do their school work while others sleep, should not leave new material until midnight the day it is due, as that does not give an instructor with office hours from 10-1 and 6-9 sufficient time to respond prior to the work needing to be submitted.

Financial Issues:

Students who experience a change in their financial situation should contact the Educational Funding department via the links in the Canvas LMS.

Learning Resource Center:

For information on library services, study skills, tutoring and other general educational support tips students should access the LRC page through the Student Services course in the Canvas LMS.

Student Services:

Students should access the Student Services course in Canvas for information on student support services including resources regarding child care, housing, food pantries, shelters, transportation and other issues impacting the student's ability to manage their coursework.

Technical Difficulties:

Students should contact the student helpdesk using the instructions in the Student Support Guide handout which came with their laptop, or in the Technical Support page of the Canvas LMS, for any difficulties accessing or using the LMS.

Addendum-Expanded Function Dental Assistant Program

Expanded Function Dental Assistant

YTI Career Institute - York offers a five-month diploma program in Expanded Function Dental Assistant. The Expanded Function Dental Assistant program focuses on placing dental restorations, matrices, rubber dams, and sealants. Students will understand the basic concept of contouring dental anatomy and proper occlusal relationships.

Prerequisite	Course Number	Course Name	Credits
	EFDE 1200	Expanded Function Dental Assisting*	5
EFDE1200	EF 2001	Externship **	4
		TOTAL QUARTER CREDITS	9

The EFDA program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, and hands-on labs occurring on campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled every other week. Students will need to reserve approximately 12 hours per week for educational activities and study

* indicates a hybrid course and ** indicates course is fully on-ground.

Length of Program: Five (5) months, consisting of two (2) ten-week quarters.

Maximum class section size in this program is five (5) students.

Students attend labs either on Wednesday AND Thursday evenings or Fridays or Saturdays (days).

The Expanded Function Dental Assistant program at YTI Career Institute- York is approved by the Pennsylvania State Board of Dentistry.

The Expanded Function Dental Assistant program is included in the grant of Accreditation from the Accrediting Commission of Colleges and Career Schools (ACCSC) but is not approved for federal Title IV financial aid.

Expanded Functions Dental Assisting Course Descriptions

EFDE 1200 EXPANDED FUNCTION DENTAL ASSISTING 5 Credits

This course provides the knowledge, skills, and responsibilities of an Expanded Function Dental Assistant. Skills include: placing amalgam and composite restorations, fluoride application, coronal polishing, placing and removing dental matrices, and fabricating provisional restorations. Prerequisites: None

EF 2001 EXTERNSHIP 4 Credits

Upon successful completion of EFDE 1200, students participate in a 120-hour externship during their final term. Typically, externs will be scheduled for a minimum of 12 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Students are required to obtain an externship site. Learning takes place on the job as students experience firsthand the day-to-day operations of the business. Supervised externship is customized to each student's abilities and capabilities. Weekly reports will be submitted by the student

to document his her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern coordinator based on a visit and observations. Prerequisites: EFDE 1200

Admissions Requirements

Expanded Function Dental Assistant Program

- submit a verification letter from employer stating that they have worked as a chairside assistant for a minimum of 2 years or provide proof of current CDA certification.
- submit proof of current CPR certification (Health Care Providers)
- submit proof of current Radiology certification
- submit verification of Hepatitis B vaccination. Proof of Immunization from a facility supervised by an appropriate medical professional must be provided. certify that they have a personal device and internet access which meet the technology requirements outlined in the catalog in order to complete the online portion of their classes.
- Take the Wonderlic Scholastic Level Exam (SLE), and obtain a passing score.
- Take an EFDA entrance assessment to demonstrate basic dental competencies in the following areas: infection control, radiation safety, tooth numbering, and chairside procedure. Applicants need to achieve a minimum score of 80 .

Financial Information YTI Career Institute-York

Tuition Schedules as of June 1, 2023:

York Program	Quarters in Program	Tuition Per Quarter	Total Tuition for Program
Expanded Functional Dental Assistant (EFDA)	2	\$1,600	\$3,200

York Program	Lab/Externship Fee per term	Total Lab/Externship Fes
Expanded Functional Dental Assistant (EFDA)	\$10	\$20

York Program	Materials Fee 1	Materials Fee 2	Materials Fee 3
Expanded Function Dental Assistant (EFDA)	\$570	n/a	n/a

York Maximum Program Completion Time

Program	Normal Credit	Maximum Attempted Credits	Normal Terms	Maximum Terms
Expanded Functional Dental Assistant (EFDA)	9	13.5	2	3

Academic Calendar/Schedule

YTI begins new classes in Winter, Spring, Summer I, Summer II, and Fall of each year. YTI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

YTI Break Schedule

Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	June 28, 2025 - July 6, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27-28, 2025
Holiday Break	December 20, 2025 - December 28, 2025
Martin Luther King Day	January 19, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	June 27, 2026 - July 5, 2026

Addendum-Medical Assisting

Medical Assisting

YTI Career Institute - York offers a diploma program in Medical Assisting. The program intensively covers both the administrative and clinical functions performed by medical assistants. Students will develop an understanding of anatomy and physiology, disease processes and prevention, medical terminology, billing and records management, and the skills involved in vital signs, charting, lab work and specimen collections, examinations, CPR and first aid. Emphasis is placed on day-to-day operational skills along with the personal, professional and customer service skills needed to be a contributing member of a medical practice. Graduates receive a diploma in Medical Assisting and will have sufficient knowledge and skills for entry-level employment as a medical assistant in medical offices, hospitals, clinics and other allied health environments.

Prerequisite	Course Number	Course Name	Credits
	MADE101	Intro To Medical Assisting*	2.5
	MADE102	Intro to Anatomy, Physiology and Medical Terminology *	2.5
	MADE103	Intro to Infection Control and Safety Precautions *	2.5
MADE101, MADE102,MADE103	MADE201	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE202	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE203	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE301	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE302	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE303	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE401	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE402	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE403	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE501	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE502	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE503	Clinical Procedures	2.5
All previous courses	MADE601	Certification Review*	6.5
All previous courses	MADE606	Externship **	10
All previous courses	MADE 700	Professional Readiness*	2.0
TOTAL QUARTER CREDITS			56

First term course pre-requisite to all other courses

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

Length of Program: Ten (10) months, consisting of four (4) ten-week quarters. The first three terms each contain two 5-week modules. After the first module, the courses taught within each of the next 3 modules are independent of each other, and thus the sequence in which they are offered to students may vary.

Certification review is always the last module, and Externship occupies the full, final term.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty-four students (24) in lab.

The Medical Assisting program is offered in a Hybrid delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

- MADE402 ANATOMY & MEDICAL TERMINOLOGY *** 2.5 Credits
This course is an introduction to the structure, cells, tissue, physiology, and mechanisms of disease in the Skeletal, Muscular, and Digestive systems, the common diseases related to those systems, Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation, and prevention of those diseases. The course will include Instruction and practice in building, defining, and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Prerequisites: MADE101, MADE102, MADE103
- MADE403 CLINICAL PROCEDURES** 2.5 Credits
This course is an introduction to the practice of completing medical histories; proper charting including several methods of documentation. Preparation of patients and exam rooms for routine and specialty exams; theory of physical therapy modalities, pain management. Prerequisites: MADE101, MADE102, MADE103
- MADE501 ADMINISTRATIVE MEDICAL ASSISTING*** 2.5 Credits
This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better. Prerequisites: MADE101, MADE102, MADE103
- MADE502 ANATOMY & MEDICAL TERMINOLOGY *** 2.5 Credits
This course is an introduction to the structure, cells, tissue, physiology, and mechanisms of disease in the Endocrine, Lymphatic and Hematology, the common diseases related to those systems, Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation, and prevention of those diseases. The course will include Instruction and practice in building, defining, and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information on Psychiatry and the study of Oncology will be presented. Prerequisites: MADE101, MADE102, MADE103
- MADE503 CLINICAL PROCEDURES** 2.5 Credits
This course is an introduction to dosing, administering, and understanding the actions of medications. Collecting, handling, and documenting venous, capillary specimens. Prerequisites: MADE101, MADE102, MADE103
- MADE601 CERTIFICATION REVIEW *** 6.5 Credits
This course is designed as a review tool for medical assisting student in preparation for medical assisting certification examinations. The course is designed to aid students in recalling clinical and administrative medical assisting principles and rules. Methods to improve test-taking skills and relieve test anxiety are included. Prerequisites: All previous courses

MADE606

EXTERNSHIP**

10 Credits

Upon successful completion of all previous courses, students participate in a 340-hour externship during their final term. Typically, externs will be scheduled for a minimum of 34 hours per week. The externship assignment may entail a day or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Externships are generally unpaid. Students should be aware that some Externship sites will require background checks, drug tests and or updated immunizations, including COVID, all of which would be the student's financial responsibility. Externship sites are generally within a sixty (60) mile radius of campus.

Supervised externships are customized to each student's abilities and capabilities. Weekly online discussions will take place with students sharing their externship experience with classmates. The sponsoring employer will also evaluate the student. In addition, evaluations are made by the externship coordinator (practicum coordinator) based on a visitation and observations. Prerequisites: All previous courses

MADE700

Professional Readiness*

2.0 credits

This course is designed as a review tool for the Medical Assisting student while on externship. The course will aid students in recalling clinical and administrative medical assisting principles and rules in preparation for the national exam.

At the conclusion of this course, the student will be able to use their knowledge and understanding of administrative and clinical procedures to be well prepared for the national certification. Prerequisites: All previous courses.

Financial Information YTI Career Institute-York Tuition Schedules as of February 1, 2025:

York Program	Quarters in Program	Tuition Per Quarter	Total Tuition for Program
Medical Assisting (diploma)	4	\$4,596	\$18,384

Materials Fee 1	Materials Fees 2	Lab/Externship Fee per term	Total Lab/Externship Fees
\$1,896	n/a	\$50	\$200

York Maximum Program Completion Time

Program	Normal Credit	Maximum Attempted Credits	Normal Terms	Maximum Terms
Medical Assisting (Diploma)	56	84	4	6

