



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.3
(Published July 1, 2018)

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**(This addendum is an integral part of the catalog. Any data stated in the addendum
supersedes any contradictory information contained in the catalog.)**

ADDENDUM
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**Addendum for General Information
(Mission Purpose and Values)
Effective 10.25.18**

Page 9 (Revisions to “WORK AS ONE”; Insertion of Diversity Statement)

WORK AS ONE

We believe that diverse, inclusive teams produce breakthrough results. We strive to build and maintain positive relationships with colleagues from all types of backgrounds by showing respect and humility when interacting with each other and resolving conflicts in a constructive manner. By working together, we win together, ensuring that the goals of the institution are the focal point of our efforts.

DIVERSITY STATEMENT

At Ultimate Medical Academy, we recognize and value distinct life experiences and perspectives. UMA seeks to inspire our employees, and in turn our students, by creating a culture where diversity, inclusion, and respect for others are championed.

**Addendum for General Information
(School Licensure, Accreditation and Approvals)
Effective 10.25.18**

Page 10 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education)

COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM)

UMA’s Health Information Technology program awards an associate degree and is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact information for CAHIIM is:

Commission on Accreditation for Health Informatics and Information Management Education
Accreditation Services
233 N. Michigan Ave, 21st Floor
Chicago, IL 60601-5800
312-233-1100

**Addendum for General Information
(State/Territory Specific Information)
Effective 10.25.18**

Page 12 (Revisions to Indiana)

Indiana

- Ultimate Medical Academy is authorized by the Indiana Commission for Higher Education/Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

**Addendum for Admissions
(General Admissions Requirements)
Effective 10.25.18**

Page 28 (Revisions)

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet the following requirements:

- Provide acceptable, valid, and satisfactory proof of graduation from high school, as described in additional detail below.
- Satisfactorily (in UMA’s sole discretion) complete a Level I background check by the Friday before the start date (for new online students), or by the eighth calendar day after the start (for other students). (A satisfactory Level II background check is also required for students enrolling in the Health Sciences – Patient Care Technician, Patient Care Technician, and Nursing Assistant programs.) Students will be cancelled/withdrawn immediately if results are determined by UMA to be unsatisfactory.

- This enrollment requirement may, at UMA’s discretion, be waived for students who are re-entering or transferring programs unless listed in the Additional Admissions Requirements for Specific Programs section below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance recognized by the state where the student resides.
- Interview with admissions prior to provisional or official enrollment, meet all necessary admission requirements, complete all required admission documents and attend a financial aid appointment.

To satisfy the enrollment requirement regarding acceptable, valid, and satisfactory proof of graduation from high school, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or have been officially home-schooled. UMA does not accept special diplomas or non-standard state diplomas.
- Possess a General Education Development (GED) certificate
- Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student’s DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. Prospective students must submit proof of having earned a high school diploma, GED, or equivalent within 30 days of the student’s start date.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student’s start date.

In addition to the general admission requirements and procedures, please refer to the Online Orientation and Technical Requirements and Additional Admissions Requirements for Specific Programs sections in this catalog. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

Addendum for Admissions
(Additional Admissions Requirements for Specific Programs)
Effective 10.25.18

Page 33 - 35 (Revisions)

ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)

HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE DEGREE) – For graduates of corresponding diploma program only

Externship Requirement: A 240-hour externship is required in this program

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

- **State Residence:** Students must live and plan to work in an area in which, in UMA's sole discretion, there is a determined employment need in the field of Health and Human Services.
- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the fifth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.

Note: Although a drug screen is not an enrollment requirement, students enrolling in this program should be aware that they may be required to pass a drug screening to be employed in the field after graduation.

HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)

- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the fifth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.
- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.
- **Practicum Requirement:** A 180-hour practicum is required in this program consisting of 45 hours at an on-site practicum location and 135 hours in a virtual practicum setting. Due to state/territory regulations, students who reside in certain states/territories complete the practicum component in a 180-hour virtual practicum setting. Please refer to the Health Information Technology Program Enrollment States/Territories Chart at the end of the Admissions section of this catalog.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

MEDICAL ASSISTANT (DIPLOMA)

HEALTH SCIENCES – MEDICAL ASSISTANT (ASSOCIATE DEGREE) – For graduates of corresponding diploma program only

Externship Requirement: A 220-hour externship is required in this program.

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

NURSING ASSISTANT (DIPLOMA)

- **Background Check:** A satisfactory Level I and Level II background check are required. Students who do not pass the background check may be dismissed from the program.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students must pass drug screen or face dismissal from program.
- **Externship Requirement:** A 45-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

PATIENT CARE TECHNICIAN (DIPLOMA)

HEALTH SCIENCES – PATIENT CARE TECHNICIAN (ASSOCIATE DEGREE) – For graduates of corresponding diploma program only

- **Background Check:** A satisfactory Level I and Level II background check are required at the time of

enrollment and toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.

- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening to begin externship. Students must pass drug screen or face dismissal from the program.
- **Externship Requirement:** A 180-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Health Sciences - Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which UMA is currently enrolling students.
- **Background Check:** A satisfactory Level I background check is required. Students must have satisfactory results prior to beginning this program. Students are required to complete another satisfactory Level I background check toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Math Skills Assessment:** Each prospective student must take and pass a math skills assessment (one attempt only) with a successful score of 72% or higher. Students will not be scheduled for any Health Sciences - Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off. Students who have passed RX2010 or MA1015 or students who have transfer credit accepted by UMA for MA1015 or RX2010 are considered to have met the minimum requirement and are not required to take the math skills assessment.
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening prior to beginning the externship portion of the program, or they will be dismissed. Students may reenter at a later date once a drug screening has been passed and only in those states that are approved for reentry.
- **Externship Requirement:** A 180-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

PHLEBOTOMY TECHNICIAN (DIPLOMA)

Externship Requirement: An 80-hour externship is required in this program.

Note: In addition to a satisfactory Level 1 background check listed under the admissions requirements, facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student’s background.

Addendum for Admissions (Online Orientation and Technical Requirements) Effective 9.24.18

Pages 36 - 37 (Replacement of “Hardware” and “Software” Sections Only)

ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS

To ensure students’ on-line learning experience is satisfying, Ultimate Medical Academy (UMA) requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:

- Windows computer with a 1.8 GHz frequency CPU
 - Recommended 2.0 GHz frequency or above CPU
 - Mac computer (Intel Processor) with a 1.83 GHz frequency Recommended 2.0 GHz frequency or above CPU
- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 2 GB Memory (RAM) or above
- 1200 X 800 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)
*Chromebooks and mobile devices such as Tablets and Smart Phones are **NOT** fully compatible with all features within the online courseroom.

Software:

- Microsoft Office 2013 (Windows) or Microsoft Office 2011 (Macintosh) (most recent versions are recommended)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer*
*Most current browsers no longer support Flash Player
- Java Plugin** may be needed for some content at java.com/en/download/
**Certain browsers no longer support Java Plugins
- Some courses (especially computer and technology courses) may require additional software (detailed in each course)

**Addendum for Student Information
(General Student Complaint Procedure/Grievance Policy)
Effective 9.24.18**

Pages 75 - 77 (Insertion)

NEBRASKA RESIDENTS

Complaints from Nebraska residents should be directed to the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at:

301 Centennial Mall South
PO. Box 94987
Lincoln NE 68509-4987
402-471-4825

**Addendum for Student Records
(Textbooks)
Effective 9.24.18**

Pages 79 - 80 (Replacement)

TEXTBOOKS AND SUBSCRIPTION TO DIGITAL CONTENT

The UMA website includes a listing of required textbooks by course which may be found at:

Clearwater: ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf

Online: ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf

For UMA programs, the cost of textbooks and/or a subscription to access enhanced digital learning resources is included in the cost of tuition. Active duty military students are not charged for textbooks or the enhanced digital learning resources subscription.

For courses that utilize the enhanced digital learning resources, digital readings and interactive content is embedded in the course. In addition, textbooks are issued to students in loose leaf format. Students have the ability to access the enhanced digital content continuously throughout their enrollment at UMA. Students enrolled in courses that do not utilize enhanced digital learning resources will receive traditional textbooks rather than loose leaf versions. Traditional and loose leaf textbooks are mailed to online students; Clearwater students receive traditional and loose leaf textbooks at their campus.

Students have the option to opt-out from receiving textbooks and the enhanced digital learning resources subscription and may purchase textbooks on their own. If a student chooses to opt-out, UMA will adjust the tuition for each course based on the UMA price for the textbook and also provide a prorated adjustment for the subscription. To opt-out from receiving textbooks and/or the subscription, a request must be made to UMA's fulfillment department by emailing fulfillment@ultimatemedical.edu. Some courses require the use of custom textbooks which are only available directly through UMA. Students are not able to opt-out of receiving custom textbooks.

**Addendum for Academic Standards
(Veterans' Attendance Policy for Continued Eligibility)
Effective 9.24.18**

Pages 94 - 95 (Replacement)

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

Clearwater

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. Due to much of the education at UMA's Clearwater campus being "hands-on," attendance is critical to master skill sets necessary for employment.

Clearwater students utilizing VA education benefits at UMA must demonstrate consistent classroom attendance. Clearwater students who miss more than five scheduled class days within a grading period are placed on VA eligibility probation for the following grading period.

If at the end of the following grading period, a student has again missed more than five scheduled class days, the student's VA education benefits are terminated through notification to the Veterans Administration. If a student maintains satisfactory attendance during the VA eligibility probation period, the student is removed from VA eligibility probation.

To regain eligibility for VA education benefits, a Clearwater student must complete a subsequent grading period with no more than five absences. Once the student completes a subsequent grading period with no more than five absences, that student may be recertified for the next grading period.

Online

Regular attendance is expected for students to develop the skills and attitudes required in the workplace. In the online environment, attendance is based on completion of academically-related activities such as discussion boards, submission of assignments and taking tests. Online students utilizing VA education benefits at UMA must participate in class activities on at least a weekly basis.

- A student who does not participate in any of the online events as stated above for any week during a grading period is placed on attendance probation for the remainder of the grading period.

- A student who is on attendance probation who does not participate in any of the online events as stated above for any other week during that grading period will have VA education benefits terminated for unsatisfactory participation effective the last date the student participated in class activities as defined above.
- Students who are enrolled in multiple courses in a grading period must meet the attendance requirements for each course. In the event the student does not maintain satisfactory attendance in a course, the student will be placed on attendance probation. If the student fails to participate for another week in the same course, the student's VA education benefits will be terminated for that specific course only if all attendance requirements are met for all other courses within the grading period.

Any student utilizing VA education benefits whose benefits have been terminated for unsatisfactory participation may be certified again for the education benefits the next grading period on a probationary status. Should that student not participate in any of the online events, as stated above, for any week during that grading period and for any course in the grading period, that student will again have benefits terminated for all courses in that grading period. This termination is for unsatisfactory participation effective the date the student last participated in a class activity as defined above. That student then must satisfactorily participate for the next grading period (in which that student enrolls) without using VA education benefits. Should that student successfully participate, then (s)he may again be certified for benefits for the next grading period.

**Addendum for Programs
(Health Information Technology)
Effective 10.25.18**

Page 108 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education Paragraph)

The Health Information Technology – Associate of Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information.

Page 110 (Revisions to Commission on Accreditation for Health Informatics and Information Management Education Paragraph)

The Health Information Technology – Associate of Applied Science program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for additional information.