



Master Training Agreement

Training Provider: **Kaplan Career Institute**

Address: **7142 San Pedro Ave, Suite 100**

City, State, ZIP: **San Antonio, TX 78216**

Provider Contact: **Laurene Hammermeister, Regional Director**

This Agreement sets forth the roles and responsibilities of the parties named above in providing training to customers eligible for Non-Workforce Investment Act programs administered by Workforce Solutions Alamo.

- Parties:** Workforce Solutions Alamo Career Center Operators (**Contractor**), as sub-recipient for Workforce Solutions Alamo (**WSA**), agrees to pay the cost of tuition, books, supplies and/or other required costs to provide training to eligible customers enrolled at **Kaplan Career Institute, 7142 San Pedro Ave, Suite 100**, hereinafter known as the **Provider**.
- Time of Performance:** The period of this Agreement shall begin: **9/18/2009** and end on **June 30, 2010**. WSA may, at its own discretion, extend this agreement for subsequent one-year periods. The extension of this agreement will depend on demand occupations, training outcomes, and workforce funding.
- Approved Programs:** Individual training programs approved under this agreement (Attachment B), along with tuition and fees, estimated length of training, and program requirements, are delivered in compliance with applicable State law and/or **Provider's** regulatory body. If the cost of the training specified on the WSA vendor list is less than the amount listed in the **Provider's** catalog, the vendor list will prevail. Any changes in program costs, program information, program location or requests for additional programs must be submitted to **WSA** for inclusion on the vendor list.
- Customer Referral and Recruitment:** The **Provider** understands that only customers referred by **Contractor** may be enrolled into approved training programs. The **Provider** may not enroll any customer into training without proper referral from a **Contractor** representative. The **Provider** also understands those potential customers, who are recruited and referred to the **CONTRACTOR** for eligibility, may select other training.

<p>Kaplan Career Institute List of Approved Training Programs</p>

<u>Course</u>	<u>CIP</u>	<u>Cost</u>	<u>Duration</u>
Dental Assistant	51.0601	\$13,000.00	720 Hours
Medical Assistant	51.0801	\$13,000.00	720 Hours

Dental Assistant Diploma

The objective of the Dental Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in a dental office, clinic, or lab environment. The program concentrates on helping students acquire knowledge and develop skills in treatment room care of the dental patient, how to assist the dentist, infection control and sterilization, medical emergencies, taking dental X-rays, making impressions, using various dental instruments, oral evacuation, fixed prosthodontics, pharmacology and pain control, preventative dentistry, assisting with oral surgery, and tray setups. Duties for graduates of this program may include providing essential and vital auxiliary services for the dentist at chairside, in the business office, and in the office laboratory. Instruction occurs in classroom, laboratory, and clinical settings.

Students enroll in this program to seek post-graduation employment in positions such as dental assistant.

Effective September 1, 2006, to apply to become a registered dental assistant a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE Web site: <http://www.tsbde.state.tx.us>. By Texas law, a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office. The School cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance.

The Dental Assistant program is 720 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 43.5 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 160 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Dental Assistant Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

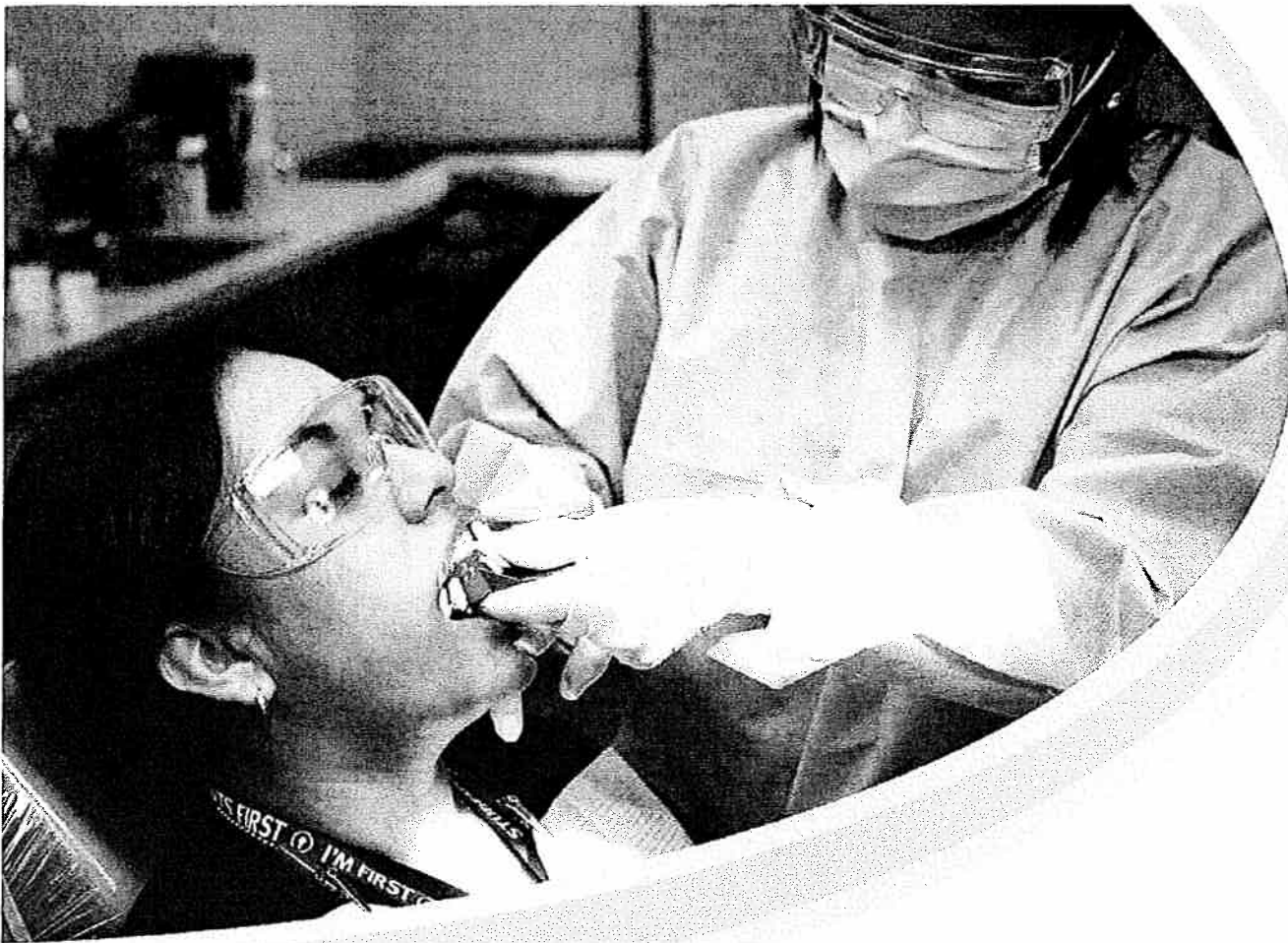
Class Schedule

MorningsMonday through Thursday
8:00 a.m. to 1:00 p.m.

AfternoonsMonday through Thursday
1:00 p.m. to 6:00 p.m.

EveningsMonday through Thursday
5:45 p.m. to 10:45 p.m.

BreaksAll classes break for
10 minutes each hour.



Curriculum

Course Number	Course Name	Contact Hours			Quarter Credits
		Lect.	Lab	Ext. Total	
DAB170	Radiology	23	57	80	4.5
DAG151	Patient Interaction	57	23	80	6.5
DAO170	Operative Assisting	20	60	80	5.0
DAP170	Dental Materials	35	45	80	5.5
DAQ150	Dental Assistant Overview	47	33	80	6.0
DAR170	Chairside Specialties	48	32	80	6.0
DAX190	Dental Assistant Externship			160	5.0
DAY151	Diagnostic Assisting	34	46	80	5.0
Total		264	296	160 720	43.5

Medical Assistant Diploma

The objective of the Medical Assistant Diploma program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the medical assistant field or in a related area. The program concentrates on helping students acquire knowledge and develop skills in performing routine administrative and clinical tasks to keep health care delivery settings running efficiently and smoothly. Duties for graduates of this program may include answering telephones, greeting patients, calling in prescriptions to a pharmacy, scheduling appointments, taking medical histories, recording vital signs, preparing patients, assisting the physician during examinations, collecting and preparing laboratory specimens, performing basic laboratory tests, sterilizing medical instruments, instructing patients about medications and special diets, preparing and administering medications as directed by a physician, authorizing drug refills as directed, drawing blood, preparing patients for x-rays, taking electrocardiograms, removing sutures, and changing dressings. Instruction occurs in classroom, laboratory, and clinical settings.

Students enroll in this program to seek post-graduation employment in positions typically including medical assistant, patient care assistant, and medical office receptionist.

This program is intended, among other things, to help eligible students prepare for the Registered Medical Assistant Exam sponsored by the American Medical Technologists (AMT) or the Nationally Registered title of Certified Medical Assistant (NRCMA) sponsored by the National Association of Health Professionals (NAHP). However, the School cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of high school (or its equivalent), not having a criminal record, meeting other licensure or certification requirements, or the program or School itself having appropriate accreditation or licensure. Externship sites may themselves require a criminal background check or medical examination. Please refer to the Certification, State Board, and National Board Exams section of this catalog for further guidance. In addition, county, city, or local governmental bodies may have certification, licensure, or registration requirements that a graduate may need to satisfy before being able to practice.

The Medical Assistant program is 720 contact hours over a period of 36 weeks. All students must complete the program with a minimum of 44.5 quarter credit hours. Prior to graduation, students are required to complete an externship for a total of 160 contact hours. Please refer to the Externship or Clinical requirements contained within the Academic Information section of the catalog. Upon successful completion of the program, graduates will be awarded a Medical Assistant Diploma.

This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title or described above. Although the School will assist students with job placement, finding a job is the individual responsibility of the student. The School does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course Number	Course Name	Contact Hours			Total	Quarter Credits
		Lect.	Lab	Ext.		
AHK102	Allied Health Industry and Fundamentals	52	28		80	6.0
AHW102	Allied Health Careers and Communication	45	35		80	6.0
MAB150	Medical Front Office	38	42		80	5.5
MAG150	Musculoskeletal, Digestive, and Respiratory	38	42		80	5.5
MAP150	Nervous, Sensory, and Endocrine	38	42		80	5.5
MAR150	Circulatory, Immune, and Lymphatic	38	42		80	5.5
MAX150	Medical Assistant Externship			160	160	5.0
MAY150	Integumentary, Urinary, and Reproductive	38	42		80	5.5
Total		287	273	160	720	44.5

Class Schedule

Mornings	Monday through Thursday 8:00 a.m. to 1:00 p.m.
Midmornings	Monday through Thursday 9:30 p.m. to 2:30 p.m.
Afternoons	Monday through Thursday 1:00 p.m. to 6:00 p.m.
Evenings	Monday through Thursday 5:45 p.m. to 10:45 p.m.
Breaks	All classes break for 10 minutes each hour.