

# Apex Career School

## School Catalog *Certificate Programs*

January 1<sup>st</sup>, 2020 - December 31<sup>st</sup>, 2020



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## *A Message from the President*

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Welcome to Apex Career College. I am delighted that you have selected us to be your partner in your educational journey. At Apex we strive to offer relevant courses that help you in achieving your goals. Of course everyone's dreams, hopes and desires are different, but regardless of whether you are here to further your career, embark on a new one, or like me, simply love learning, we are honored to help.

Some of our courses may be fun while others may be fun but arduous. I encourage all of you to focus on the tasks at hand and be prepared to embrace what is before you. Hard work, dedication and a desire to succeed are powerful motivations and when properly applied can often help drive your academic success.

Welcome to the Apex family. I wish you all the best of luck and success in this exciting endeavor.

Sincerely,

Steven P. Appelbaum  
President, Director  
Apex Career School Inc.

## About Us

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Apex Career School (ACS) puts education first with a focus on our students' success and future careers within specifically targeted vocational industries. ACS is a subsidiary of Animal Behavior College (ABC) who has been a leader in vocational career training in the animal pet industry for over 2 decades. Since then ABC has graduated over 28,700 students.

Now, with Apex Career School, we are expanding our educational offerings and providing opportunities for students to pursue careers in all kinds of industries. After over 20 years of experience in vocational education, we know that the best and most educationally valuable programs are those that upon completion offer viable opportunities for graduates. This is why the two flagship programs for Apex are directly related to the medical industry. The medical field in the United States is growing, and thus providing exponential opportunities for people looking to forge a career in the industry. The United States has a population of over 329,000,000, people and everyone needs medical care. What's more, Baby Boomers, who make up 72.6 million of that population, are now reaching an age where increased healthcare demands are likely. All of this means the medical industry and opportunities within that industry are growing. With the medical domain in mind, Apex now offers two programs for people who desire to be a part of this growing career field. ACS programs are available to any online student and conveniently accessible to the working student looking to head down the path of a new educational future leading to a brighter career.

## Mission Statement

The mission of Apex Career School is to educate its students in a wide range of professional fields and promote a continuous quest for knowledge through its distance education programs. Through our mission, the institution fosters competence, professionalism, and encourages the preservation and sharing of knowledge.

## Institutional Goals

- Provide quality instruction and professional preparation by a faculty with extensive knowledge, skill, and concern for student achievement and success.
- Provide outstanding education and materials.
- Maintain an online environment where all students have the opportunity to succeed.
- Provide instruction to ensure the skills taught are applicable to current business needs and requirements.
- To promote on-going learning by evaluating and enhancing our educational programs on a continuous basis.

## Institutional Objectives

- Engage students in rigorous educational programs and provide an environment encouraging success.
- Integrate teaching and the exchange of ideas on a continual basis.
- Recruit and retain a highly-qualified staff and faculty.
- Provide ongoing training and learning for staff and faculty in institution's technology, policies and procedures and professional field of study.
- Recruit professionals within the field of study to review curriculum and any corresponding materials and videos on an annual basis to ensure content is topical.
- Review evaluations of programs on a quarterly basis to determine if delivery methods are effective.
- Develop an innovative outreach and simplified admissions system that enhances recruitment of qualified students.
- Provide an accessible, attractive and user-friendly online environment with a welcoming climate.
- Strive to ensure students will experience positive interactions with faculty members and staff.
- Assess student knowledge and continually use the data to improve programs.
- Achieve and retain national accreditation.

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- Offer supplementary short-term programs which enhance the education of the students' field of study.
- Maintain relationships with our alumni that optimize an ongoing commitment to education and the success of the institution.
- Involve alumni as valued participants in the ongoing life of the institution.

## Hours of Operation

Monday through Friday  
6:00 am - 5:30 pm PST

## Holidays

ACS Headquarters observes the following holidays. The office will be closed on:

New Year's Eve	Good Friday	Veterans' Day
New Year's Day	Memorial Day	Thanksgiving
Martin Luther King, Jr. Day	Independence Day	Christmas Eve
Presidents' Day	Labor Day	Christmas Day

## Contact Information

Apex Career School, Inc.  
25104 Rye Canyon Loop  
Santa Clarita, CA 91355

(888) 640-6223

email@apexcareerschool.com  
www.apexcareerschool.com

## Facility

Apex Career School's Headquarters is located in the beautifully landscaped Southern California Innovation Park in Santa Clarita Valley, approximately 35 miles north of Downtown Los Angeles. Our office building is a spacious, clean and professional environment which occupies approximately 20,000 square feet.



## Ownership, Administration, Advisory Members and Faculty

### Ownership

**Steven Appelbaum**

*President*

### Administration

**Debbie Kendrick**

*ABC Vice President*

**Candace Mason**

*Director of Admissions*

**Tom Tyo**

*Assistant Director of Admissions*

**Tiffany DuFoe**

*Director of Administration*

**Jennifer Woodward**

*Administration Operations  
Manager*

**Darya Taheri-Golvarzi**

*Finance*

**Angela Urbanoski**

*Administration Operations  
Assistant*

**Joel Jones**

*Shipping Manager*

## Programs of Study

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### Medical Coding Program

This program prepares the student for entry-level employment in the business of medical coding. Specific objectives include:

1. Learning a basic understanding of medical terminology and anatomy. Which includes the basic study of the Musculoskeletal system, cardiovascular system, etc.
2. Learning the basics the process of translating a healthcare provider's documentation of a patient encounter.
3. Learning the difference between the ICD-10-CM Codes and their descriptions of medical treatments.
4. Understanding the basics on radiology, anesthesia, endocrine system and nervous system
5. Preparing for the AAPC Medical Coding examination
6. Learn about CPT® (Current Procedural Terminology) Codes are provided by the American Medical Association (AMA)
7. Learning correct coding concepts, proper application of modifiers, diagnosis coding tips, and some applicable HCPCS Level II references

### Clock Hour Disclosure

Medical Coding Program					
Chapter	Title	Offline Time	Lab Hours	Online Time	Total Instructional Clock Hours
1	The Business of Medicine	2.93	0	3.5	6
2	Medical Terminology and Anatomy Review	5.66	0	3	9
3	Introduction to the ICD-1-CM	4.62	0	1.3	7
4	ICD-10-CM Coding Chapters 1-11	12.40	0	1.3	14
5	ICD-10-CM Coding Chapters 12-21	12.16	0	5.4	18
6	CPT®, Surgery Guidelines, HCPCS, and Modifiers	5.72	0	5	11
7	Integumentary System	9.82	0	9.25	19
8	Musculoskeletal System	8.80	0	8.2	17
9	Respiratory, Hemic and Lymphatic Systems	8.56	0	7.5	16
10	Cardiovascular System	10.80	0	9.25	20
11	Digestive System	8.57	0	7.5	16
12	Urinary System and Male Genital	10.00	0	6.85	17



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	System				
13	Female Reproductive System	7.76	0	5.3	13
14	Endocrine System and Nervous System	9.63	0	7.05	17
15	Special Senses	9.40	0	6.7	16
16	Anesthesia	8.74	0	4.05	13
17	Radiology	8.68	0	5.05	14
18	Pathology & Laboratory	8.52	0	7.25	16
19	Evaluation & Management Services	10.10	0	7.75	18
20	Medicine	12.23	0	8.8	20
21	What Lies Ahead	.78	0	0	1
	Total	175.88	0	120.35	296

## Chapter Descriptions:

Chapter:	DESCRIPTION
1	<p><b>The Business of Medicine:</b>            Medical coding is the process of translating a healthcare provider's documentation of a patient encounter into a series of numeric or alphanumeric codes. These code sets are used to describe each patient encounter including things like diagnoses, medical and surgical services/procedures, and supplies. Here you will be introduced to the difference between hospital and provider services.</p> <p>Prerequisite: None, Instructional Method: Distance Learning</p>
2	<p><b>Medical Terminology and Anatomy Review:</b>            This chapter will introduce you to the inner workings of the human body. A comprehensive knowledge of human anatomy and the ability to understand medical terminology is crucial to your success as a professional medical coder.</p> <p>Prerequisite: The Business of Medicine, Instructional Method: Distance Learning</p>
3	<p><b>Introduction to the ICD-10-CM:</b>            In this section of your studies you will begin to understand how to use the ICD-10-CM, everything from the layout, how to look up a diagnosis code, and guidelines for coding and reporting. This section will prepare you to use the right code for any medical situation. Chapters 1-11 cover neoplasms, diseases of the blood and blood-forming organs, mental, behavioral and neurodevelopmental disorders, diseases of the circulatory, respiratory, and digestive systems. In coding chapters 12-21 you will come to understand the coding systems for diseases of the skin and subcutaneous tissues, musculoskeletal system, connective tissues, injury, poisoning and many more.</p> <p>Prerequisite: Medical Terminology and Anatomy, Instructional Method: Distance Learning</p>
4	<p><b>ICD-10-CM Coding Chapter Review: Chapters 1-11:</b> Review of Chapters 1-11 in the ICD-CM-10 Code book. This section will also include the common diagnostic found in each chapter, which include: infectious/parasitic diseases, neoplasms, blood and organ disease, immune mechanism, endocrine/nutritional/metabolic disease, mental/behavioral/neurodevelopment disorders, disease of the nervous system/eyes/adnexa/ears/mastoid process, disease of the circulator/respiratory/digestive system, and official coding guidelines.</p>
5	<p><b>ICD-10-CM Coding Chapter Review: Chapters 12-21:</b> Review of Chapters 12-21 in the ICD-CM-10 Code book. This section will include: diseased of the skin, subcutaneous tissues, musculoskeletal system, connective tissue, genitourinary system. In addition students will learn about symptoms, signs and abnormal clinical and laboratory findings, injury, poisoning and certain other consequences of external causes.</p>
6	<p><b>CPT®, Surgery Guidelines, HCPCS, and Modifiers:</b>            CPT® (Current Procedural Terminology) Codes are provided by the American Medical Association (AMA). CPT® codes are listed in 3 categories; services, performance measures, and emerging technologies. CPT® codes are also included in the Healthcare Common Procedure Coding System (HCPCS).</p> <p>Prerequisite: Introduction to the ICD-10-CM, Instructional Method: Distance Learning</p>
7	<p><b>Integumentary System :</b></p>

	<p>The integumentary system consists of the glands, hair, skin, nails, and nerves. Its job is to protect the body from the outside world, against disease, retain body fluids, eliminate waste products, and regulate body temperature.</p> <p>Prerequisite: CPT®, Surgery Guidelines, HCPCS, and Modifiers:, Instructional Method: Distance Learning</p>
8	<p><b>Musculoskeletal System:</b> In this chapter we'll focus on how muscles and bones work together to provide support, movement of the body, to maintain posture and circulate blood throughout the body. Here we will discuss the main procedures used to keep this system in shape.</p> <p>Prerequisite: Integumentary System, Instructional Method: Distance Learning</p>
9	<p><b>Respiratory, Hemic and Lymphatic Systems: Mediastinum and Diaphragm:</b> The respiratory system is comprised of organs responsible for carrying out the exchange of gases that we breathe. It is the role of your lungs to take in oxygen and expel carbon dioxide. The word "hemic," means blood, the hemic system includes organs involved in the production of blood. The <i>lymphatic system</i> is a network of tissues and organs that help rid the body of toxins, waste and other unwanted materials. Lymph nodes act as a blood filter and are invaluable in the storage of B and T cells, which are the frontline fighters of the immune system.</p> <p>Prerequisite: Musculoskeletal System, Instructional Method: Distance Learning</p>
10	<p><b>Cardiovascular System:</b> It is up to your heart, blood vessels, and blood to transport nutrients, oxygen, and hormones to cells throughout the body along with removal of metabolic wastes. Codes relevant to this system are found in several sections of the CPT codebook especially relating to surgery, radiology, and medicine. The cardiovascular system is also found throughout the ICD-10-CM and the HCPCS Level II codebooks.</p> <p>Prerequisite: Respiratory, Hemic and Lymphatic Systems: Mediastinum and Diaphragm, Instructional Method: Distance Learning</p>
11	<p><b>Digestive System:</b> In this section of the curriculum, you will learn the part your digestive system plays in the body. It is the role of your digestive system to digest and absorb everything you consume. Digestion is the breakdown of food into small molecules so that they can be readily absorbed into the body.</p> <p>Prerequisite: Cardiovascular System, Instructional Method: Distance Learning</p>
12	<p><b>Urinary System and Male Genital System:</b> The urinary system, urinary tract, or renal system contains the kidneys, ureters, bladder, and the urethra. The urinary system is responsible for eliminating waste from the body, controlling levels of electrolytes and metabolites, regulating blood volume and blood pressure, and regulating blood pH.</p> <p>Prerequisite: Digestive System, Instructional Method: Distance Learning</p>
13	<p><b>Female Reproductive System:</b> The female reproductive system includes internal and external sex organs that reproduce offspring. This chapter includes coding for labor, delivery, abortion, and infertility services. Here you will learn to describe the structures associated with the female reproductive system.</p>

	Prerequisite: Urinary System and Male Genital System, Instructional Method: Distance Learning
14	<p><b>Endocrine System and Nervous System:</b> Your objective will be to master anatomical concepts and understand the endocrine and nervous systems. The endocrine system releases hormones into blood and other body fluids, including chemicals important for growth, metabolism, water and mineral balance, and the response to stress. Hormones provide feedback to the brain to affect neural processing. The nervous system is comprised of two parts, the first being the brain and spinal cord, the second being the remaining network of nerves throughout the body.</p> <p>Prerequisite: Female Reproductive System, Instructional Method: Distance Learning</p>
15	<p><b>Special Senses (Ocular and Auditory):</b> Ocular is your sensory system for vision. Auditory is your sensory system for hearing. This chapter will cover eyes and ears according to the CPT and ICD-10-CM which treat these parts of the body as separate from the rest of the nervous system codes. These sense organs are vital to our overall well-being and deserve special concern.</p> <p>Prerequisite: Endocrine System and Nervous System, Instructional Method: Distance Learning</p>
16	<p><b>Anesthesia:</b> This section of your studies will include the necessary information to understand correct anesthetic coding.</p> <p>Prerequisite: Special Senses (Ocular and Auditory), Instructional Method: Distance Learning</p>
17	<p><b>Radiology:</b> This branch of medicine uses ionizing radionuclides, ultrasound, radiation and nuclear magnetic resonance. Physicians can use radiographs to visualize and identify structures inside of the body. X-ray technology includes a variety of sophisticated medical applications such as CAT scans, CT scans, MRI, ultrasound technology, nuclear medicine, and more.</p> <p>Prerequisite: Anesthesia, Instructional Method: Distance Learning</p>
18	<p><b>Pathology &amp; Laboratory:</b> Pathology is the study of the causes and effects of disease. These services include necropsies and autopsies. Studies relating to this field include cytopathology, cytogenetics and more. In this chapter we will discuss CPT, ICD-10-CM, and HCPCS Level II codes related to pathology and laboratory services.</p> <p>Prerequisite: Radiology, Instructional Method: Distance Learning</p>
19	<p><b>Evaluation &amp; Management Services:</b> Evaluation and management coding is a medical coding process in support of medical billing. The E/M services provide physicians with the opportunity to evaluate their patients' symptoms, illnesses and disease. Physicians in the United States must use Evaluation and Management coding to be reimbursed by Medicaid programs, Medicare, or private insurance.</p> <p>Prerequisite: Pathology &amp; Laboratory, Instructional Method: Distance Learning</p>
20	<p><b>Medicine:</b> The objective for this chapter is to introduce you to a diverse group of noninvasive</p>

	<p>or minimally invasive services. You will learn correct coding concepts, proper application of modifiers, diagnosis coding tips, and some applicable HCPCS Level II references.</p> <p>Prerequisite: Evaluation &amp; Management Services, Instructional Method: Distance Learning</p>
21	<p><b>What Lies Ahead:</b> The medical industry is ever changing with new treatment methods and medications being intruded every year. Students will learn the importance of continued education and learning new regulatory changes. In this section student will also review payment systems based on value healthcare, a physician's evolving role, technology advancement, fraud and abuse prevention, and mandatory compliance.</p>

## Medical Billing Program

This program prepares the student for entry-level employment in the business of medical coding. Specific objectives include:

1. To prepare graduates for Medical Billing positions.
2. To give graduates skills and confidence in interaction with providers and clients.
3. To provide student with a basic understanding of healthcare and healthcare models.
4. Allows graduated to understand the coding system for ICD-10-CM.
5. To allow graduates to understand and utilize medical necessity when warranted.
6. To prepare graduates to perform the administrative duties necessary for the smooth operation of a medical office, such as entering coding notes and handling billing and collections.
7. To provide graduates the knowledge necessary to meet high legal, ethical and professional standards.

### Clock Hour Disclosure

Medical Billing Program					
Chapter	Title	Offline Time	Lab Hours	Online Time	Total Instructional Clock Hours
1	Introduction to Healthcare	2.40	0	3.50	6
2	Health Insurance Models	2.53	0	3.25	6
3	Patient Registration Process and Data Capture	1.80	0	8	10
4	Introduction to ICD-10-CM	2.42	0	3.5	6
5	CPT® Concepts	3.36	0	5.75	9

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6	HCPCS Level II Concepts	1.68	0	5.5	7
7	Medical Necessity	2.11	0	8	10
8	Claims Forms	2.67	0	8.25	11
9	Billing	2.66	0	8.25	11
10	A/R and Collection Concepts	2.03	0	8.25	10
11	Government Carriers	3.52	0	6	10
12	Blue Cross Blue Shield	1.37	0	8	9
13	Commercial Insurance Carriers	1.44	0	6.5	8
14	Workers' Compensation	1.30	0	4.5	6
	Total	31.29	0	87.25	115.54

Chapter Descriptions

Chapter	DISCRIPTION
1	<p><b>Introduction to Healthcare:</b>                      The introduction to healthcare assists you in understanding the background of healthcare and how it has evolved over the last 80 years. You will be provided with instruction and a detailed explanation on the Health Insurance Portability Accountability Act (HIPAA) and regulations of healthcare information for patient and medical professions.</p> <p>Prerequisite: None, Instructional Method: Distance Learning</p>
2	<p><b>Health Insurance Models:</b>                      You will be instructed on the difference between HMO and PPO plans, and develop a full understanding of the differences between group insurance plans and individual health plans. Additionally, you will learn how to work with both client healthcare providers and insurance providers in order to address and satisfy a patients' medical needs.</p> <p>Prerequisite: Introduction to Healthcare, Instructional Method: Distance Learning</p>
3	<p><b>Patient Registration Process and Data Capture:</b>                      In this section of the curriculum, you will learn the chronological healthcare process commencing with the patient making an initial appointment through the final issuing of the medical bill. All facets of the appointment are important for a Medical Biller to understand. This will enable you to have a clear understanding of all codes entered into the billing system.</p> <p>Prerequisite: Health Insurance Models, Instructional Method: Distance Learning</p>
4	<p><b>Introduction to ICD-10-CM:</b>                      Medical coding and billing has experienced an explosive revolution over the last decade. Previously coders learned and practiced in ICD-9 (International Classification of Diseases, 9th edition) which listed around 13,000 various medical codes. But, with the launch of ICD-10 (International Classification of Diseases, 10th edition) the list of codes expanded to 63,000 and continues to grow. This makes coders who are proficient in ICD-10 far more marketable and in demand. In the following section you will learn the basics of understanding the ICD-10 coding system and later expand upon this knowledge.</p> <p>Prerequisite: Patient Registration Process and Data Capture, Instructional Method: Distance Learning</p>
5	<p><b>CPT® Concepts:</b>                      CPT® (Current Procedural Terminology) Codes are provided by the American Medical Association (AMA). This code platform provides professional healthcare industries with a universal code that all providers are able to understand. CPT® codes are listed in 3 categories; services, performance measures, and emerging technologies. In addition, CPT® codes are also included in the Healthcare Common Procedure Coding System (HCPCS).</p> <p>Prerequisite: Introduction to ICD-10-CM, Instructional Method: Distance Learning</p>
6	<p><b>HCPCS Level II Concepts:</b>                      The Healthcare Common Procedural Coding System (HCPCS) was developed by the Centers for Medicare and Medicaid. This system is a 3-level coding system which allows primary practices to understand codes provided from state funded medical faculties.</p>

	Prerequisite: CPT® Concepts, Instructional Method: Distance Learning
7	<p><b>Medical Necessity:</b>            Medical necessity is the level of care approved for a physician to treat within the realm of necessity to the patients' health and wellbeing. When reviewing this topic you will review what level of necessity the Social Security Act, or Medicare, and the AMA deem as important medical practice and those that are considered unnecessary. What this will determine is if a patient will receive a treatment or not, which depends on how serious the medical situation is.</p> <p>Prerequisite: HCPCS Level II Concepts, Instructional Method: Distance Learning</p>
8	<p><b>Claim Forms:</b>            Claim Forms are used to report medical procedures to a clients' insurance company. While studying this section you will learn the difference between critical documents that must be utilized to report the treatment that a patient has received.</p> <p>Prerequisite: Medical Necessity, Instructional Method: Distance Learning</p>
9	<p><b>Billing:</b>            The importance of proper billing cannot be stressed enough. In this section you will review the importance of comprising an accurate bill, making sure it is delivered to the appropriate parties and the necessity of proper documentation. While creating a bill seems simple enough, Medical Billers must have acute attention to detail and patience while navigating through the various codes listed by medical practitioners.</p> <p>Prerequisite: Claim Forms, Instructional Method: Distance Learning</p>
10	<p><b>A/R and Collection Concepts:</b>            Accounts receivable (A/R) is used to manage payments that must be made to the healthcare practice. In this section of study, you will learn how to verify insurance, check insurance availability, review authorization and process claims and billing submissions. In addition to learning about A/R, you will also study collections concepts.</p> <p>Prerequisite: Billing, Instructional Method: Distance Learning</p>
11	<p><b>Government Carriers:</b>            The following section reviews the various government carriers who supply medical care to individuals. These government carriers are known as Medicare, Medicaid and TRICARE. While this information has been explained previously, this section will review the various carriers and provide a more detailed explanation of the services. In this section you will learn how a patient may qualify for a carrier, what standard practices offer and the benefits that come with each carrier.</p> <p>Prerequisite: A/R and Collection Concepts, Instructional Method: Distance Learning</p>
12	<p><b>Blue Cross Blue Shield:</b>            Blue Cross Blue Shield is a nationwide insurance company who is able to work with Medicaid. In this section you will review the various services and benefits utilized with Blue Cross Blue Shield.</p> <p>Prerequisite: Government Carriers, Instructional Method: Distance Learning</p>
13	<p><b>Commercial Insurance Carriers:</b>            Commercial Insurance Carriers are private for-profit insurance companies. This means that the company is able to collect revenue from its clients while still providing an insurance break for those insured through the commercial carrier. In this section you will learn about the practices and necessary requirements for</p>



	<p>these services. In addition, you will learn the various methods to provide information and filing claims.</p> <p>Prerequisite: Blue Cross Blue Shield, Instructional Method: Distance Learning</p>
14	<p><b>Workers' Compensation:</b></p> <p>Workers compensation is used when an employee is injured while on the job. It is generally the responsibility of the company to pay for any lost wages and medical care for the injury. These companies are also able to hire an insurance agency who will take on the additional cost. During this section you will review and learn methods for billing either the company or insurance company that is in charge of the patients' care.</p> <p>Prerequisite: Commercial Insurance Carriers, Instructional Method: Distance Learning</p>

## Admission Policy

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### Admission Process

1. Request program information via ACS's website or by calling the toll-free phone number.
2. Participate in a personal interview with an Admissions Counselor to determine the possibility of success in the chosen program.
3. Complete financial arrangements. If applicable, Financial Aid applications must be completed.
4. Complete an Enrollment Agreement.
5. Submit high school diploma, GED or equivalent. If applicant does not possess a high school diploma, GED or equivalent, the applicant will be required to complete a proctored Ability-to-Benefit exam. See Ability-to-Benefit information.
6. If required by the institution, complete an entrance exam.
7. Once ACS has received and approved of all enrollment documentation, the applicant will receive notification of their acceptance or rejection of enrollment.

If an application is not accepted, any and all fees paid to the college will be refunded.

### Admissions Requirements

To qualify for enrollment in an ACS certificate program, an individual must:

- Possess a high school diploma, GED, high school equivalency or pass the Ability-to-Benefit Test
- Be at least 18 years of age
- If required by the institution, pass a computerized entrance exam covering basic English and Math skills
- Have a phone interview with an Admissions Counselor to determine eligibility for enrollment
- Be able to meet all physical requirements for the chosen program
- Disclose all past felony convictions, which includes, but is not limited to; animal, drug or alcohol-related incidents. Enrollment based upon this information will be at the sole discretion of ACS. Criminal convictions may have after-effects that extend beyond the admissions process. Past criminal convictions of any kind may impact your ability to successfully complete an ACS programs and/or pose difficulties in securing employment after graduation.

### Essential Skills: Minimum Skills Required

- **Reading:** Student must be able to read English at a High School equivalency level.
- **Writing:** Student must be able to write English at a High School equivalency level.
- **Communication:** Student must be able to communicate verbally in English and give both hand commands and voice directions.
- **Physical Demands:** See specific physical requirements below.

### Physical Requirements

#### Medical Coding Program

Medical Coders must have a basic understanding of the code system ICD-10-CM (the International Classification of Disease, Tenth Revision, Clinical Modification) and have a basic understanding of the human body. Medical Coders are expected to complete a large amount of repetitive motion, which includes keyboard use, hand writing and telephone communications. In addition, Medical Coders are

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expected to site for longer hours (up to an 8 hour shift 5 days a week). In addition, Coders will need to be able to review and read small scripts by computer monitor or hand written documents. This task will need to be complete with visual acuity with or without the assistance of corrective lenses.

Activity	Not Done (0%)	Occasional (1%-32%)	Frequent (33%-66)	Constant (67%-100%)
Sitting various positions				X
Standing		X		
Walking		X		
Bend/Stoop		X		
Squat		X		
Crawl	X			
Climb		X		
Reach above shoulder		X		
Reach below shoulder		X		
Crouch	X			
Kneel		X		
Balance		X		
Push/Pull up to 50lb		X		
Twist/Turn		X		
Lifting: Up to 50lb			X	
Carrying: 50-lb	X			

1. Student must be able to use both hands for
  - o Firm Grasp: Both Hands
  - o Fine Manipulation: Both Hands
  - o Hands are exposed to water or other liquids on a repetitive basis: No
  
2. Visual Requirements and Hearing Requirements:
  - o Does the program require a minimal visual acuity? Yes, student must be able to visually observe colors and small details in. Requires spatial and figure/ground differentiation. Must have good visual scanning abilities.
  - o Does the program require differentiation of color? Yes
  - o Can the student wear glasses/contacts? Yes
  - o Does the program require minimal hearing acuity? Yes, normal speech
  
4. Personality:
  - o Student must be able to work independently
  - o Student must enjoy working in a quiet sedentary environment with little to none in person interaction on a day to day basis.
  
5. Other specific criteria:
  - o Must possess excellent hand-eye coordination
  - o Student must have good range of motion in joints; especially finger, wrists, and elbows,
  - o Student must have an acceptable range of dexterity in hands and fingers

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- o Student must be able to cope with silence through-out the work shift.

**Environmental Conditions**

<b>Extreme Temperatures</b>	None.
<b>Noise</b>	Quite setting
<b>Fumes, Dust, Odors</b>	None.
<b>Exposure to Chemicals</b>	None
<b>Other</b>	May be based in a basement of Healthcare facilities or Hospitals without any windows.

**Ability to Use Equipment**

- Students must have access to a computer and the internet.
- Students must have basic computer skills and know how to use the internet.

**Medical Billing Program**

Medical Billers are expected to handle a large variety of task while working in the medical billing industry. Such topics include patient registration process and data capture, claim forms, and understanding of government carriers. In addition Medical Billers are expected to site for longer hours (up to an 8 hour shift 5 days a week). In addition, Coders will need to be able to review and read small scripts by computer monitor or hand written documents. This task will need to be complete with visual acuity with or without the assistance of corrective lenses. Medical Billers will also experience a large amount of repetitive motion, which includes keyboard use, hand writing and telephone communications.

Activity	Not Done (0%)	Occasional (1%-32%)	Frequent (33%-66)	Constant (67%-100%)
Sitting various positions				X
Standing		X		
Walking		X		
Bend/Stoop		X		
Squat		X		
Crawl	X			
Climb		X		
Reach above shoulder		X		
Reach below shoulder		X		
Crouch	X			
Kneel		X		
Balance		X		
Push/Pull up to 50lb		X		
Twist/Turn		X		
Lifting: Up to 50lb			X	
Carrying: 50-lb	X			

2. Student must be able to use both hands for

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- Firm Grasp: Both Hands
  - Fine Manipulation: Both Hands
  - Hands are exposed to water or other liquids on a repetitive basis: No
3. Visual Requirements and Hearing Requirements:
- Does the program require a minimal visual acuity? Yes, student must be able to visually observe colors and small details in. Requires spatial and figure/ground differentiation. Must have good visual scanning abilities.
  - Does the program require differentiation of color? Yes
  - Can the student wear glasses/contacts? Yes
  - Does the program require minimal hearing acuity? Yes, normal speech
5. Personality:
- Student must be able to work independently
  - Student must enjoy working in a quiet sedentary environment with little to none in person interaction on a day to day basis.
6. Other specific criteria:
- Must possess excellent hand-eye coordination
  - Student must have good range of motion in joints; especially finger, wrists, and elbows
  - Student must have an acceptable range of dexterity in hands and fingers
  - Student must be able to cope with silence through-out the work shift.

### Environmental Conditions

<b>Extreme Temperatures</b>	None.
<b>Noise</b>	Quite setting
<b>Fumes, Dust, Odors</b>	None.
<b>Exposure to Chemicals</b>	None
<b>Other</b>	May be based in a basement of Healthcare facilities or Hospitals without any windows.

### Ability to Use Equipment

- Students must have access to a computer and the internet.
- Students must have basic computer skills and know how to use the internet.

### Ability-to-Benefit

All applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate are administered a nationally recognized standardized test that measures an applicant's basic educational knowledge. This test is administered by Wonderlic and the passing scores are as follows: Verbal = 200. Quantitative = 210. The cost of the test is the student's responsibility. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview.

Applicants are notified of their test results via telephone or email. If the applicant receives a passing score, he/she is now eligible to take the program. If the student does not receive a passing score, the student may take the test again after 7 days. If the student does not pass the second time, he/she must wait 60 days to retest a third time. If student does not pass the third time, he/she must wait 60 days to

retest a fourth time. Students are permitted to take the Ability-to-Benefit test a total of four times within 12 months.

## Entrance Exam

Some applicants to Apex Career School must pass a computerized entrance exam which covers basic English and Math skills and measures an applicant's potential for successfully completing the program. The entrance exam is required for potential students who have a high school diploma or equivalent that comes from another country and must be translated. If the student does not receive a passing score, the student may take the test again. Should the student not pass the online entrance exam twice, he/she will have the option to complete the entrance exam verbally with an ACS representative. If the student does not pass the verbal examination, he/she will have the option to retake the entrance exam verbally. Students who fail the second verbal entrance exam must then wait 30 days before they can attempt the exam process again (starting again from the online entrance exam).

## Technology Requirements

Operating System	PC - Windows 7 or greater Mac - OS X or greater
Browser	Mozilla Firefox Microsoft Edge Chrome 25.0 or greater Safari - 5.1 or greater
Other	Must have Adobe Reader installed. This can be downloaded for free at <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>

## Academic Calendar

Open Enrollment for all certificate programs.

## Acceptance to the School

Upon completion of a phone interview and the required documents for admission, the school administration will review the information and inform the applicant via e-mail whether or not they have been accepted for enrollment.

## Tuition and Fees

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### Program Fees

Tuition	
Medical Coding Program	\$2,292.11*
Medical Billing Program	\$1,927.11*
Study Materials	
Medical Coding Program	\$402.89
Medical Billing Program	\$367.89
Technology Fee	\$100.00
Taxes	9.50% of the total Study Materials <sup>#</sup>
Student Tuition Recovery Fund (STRF)	\$0.00 <sup>#</sup>

Additional shipping and handling fees may apply.

Information, application forms, and procedural requirements may be obtained from the Admissions Department.

### Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

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5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Student Loan Disclosure Statement**

Apex Career School currently does not provide educational loans through Financial Services. If you elect to secure a loan to help pay for your education, you will be responsible to repay the full amount of the loan plus interest, less the amount of any refund that may be due to you, and if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds. Refund will be deducted from the amount paid.

Apex Career School is not a public institution. Apex Career School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq).



## Refund Policies

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Student has the right to terminate their enrollment from a program of instruction at any time.

### Withdrawal

A Student is classified as a withdrawal, and will be refunded in full, when he/she elects to withdraw from the program by the withdrawal date. The withdrawal date extends until midnight of the seventh day following the password protected access to the Apex Career School, Inc., online Study Materials, which gives students access the first section of study.

A withdrawal shall occur when the Student gives written notice of withdrawal to ACS. Student understands a withdrawal must be done by email. The Student must submit the notice of withdrawal to ACS's Administration Department, email@apexcareercollege.com. Withdrawal will be effective on the date said email is submitted by the Student.

### Cancellation

A Student is classified as a cancellation when he/she elects to cancel from the program after the withdrawal date.

### Dismissal

A Student is classified as a Dismissal when ACS elects to terminate the Student's enrollment. Termination of enrollment may occur if the Student a) fails more than two stage exams, b) fails a retake exam of the same stage, c) neglects to meet probationary terms, d) is found in violation of any ACS student conduct policies or e) has failed to submit three consecutive stage exams or has failed to submit a completed stage exam within 60 days of its due date. For the purpose of item e), the date of the Student's dismissal shall be deemed to be the 61<sup>st</sup> day after the last completed stage exam.

### Refund Policies

When a Student cancels or is dismissed from the program, he/she may be eligible for a refund. ACS will pay any refund due within 30 days of the Student's written notice. If the Student paid for the program, the refund will be paid to the Student. If an agency or third party paid for the program, the refund will be paid to the agency or third party.

Study Materials are charged separately and may be returned for a refund if they are in new, unopened condition and returned to ACS within 30 days following the date of Student's written request for cancellation or withdrawal or ACS's dismissal of Student. ACS shall refund the amount charged for the Study Materials upon receipt of the Study Materials in new, unopened condition. If the Student fails to return the Study Materials in new, unopened condition, within 30 days following the date of the Student's written request for cancellation or withdrawal or ACS's dismissal of Student, ACS may offset the tuition refund by the amount charged for the Study Materials.

The Student is obligated to pay for the educational services rendered.

## Calculation of Refund Amount

### *United States Students*

The refund shall be determined by a) the dollar amount paid for tuition, b) the dollar amount paid for the technology fee, c) the number of stages not yet completed and d) any amount owed for Study Materials never received or any amount owed for Study Materials returned in new, unopened condition. The eligible refund amount is calculated by taking the contracted tuition amount, then dividing that dollar amount by the total number of stages in the program, multiplying that amount by the total number of stages not yet completed, plus the contracted technology fee, divided by the total number of stages in the program, multiplied by the total number of stages not yet completed plus any money owed for Study Materials returned in new, unopened condition or never received.

No refund is required for any student who cancels or is dismissed after completing 60%\* of the potential stages of instruction.

\*The percentage applies to the majority of states; however, if a student's state (the state in which a student resides at the time of enrollment) is listed below, the corresponding verbiage will apply.

#### **Alabama**

A student's refund is pro-rated throughout the duration of the program.

#### **Arizona**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Georgia**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Idaho**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Kansas**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Kentucky**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Maryland**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Minnesota\***

No refund is required for any Student who withdraws or is dismissed after completing 75% of the potential lessons of instruction.

#### **Missouri**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **New Hampshire**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction. All refunds shall be paid within

30 days upon notification from a student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

#### **New Jersey**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **North Dakota**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Oregon**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Pennsylvania**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **Washington**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

#### **West Virginia**

No refund is required for any student who withdraws or is dismissed after completing 50% of the potential lessons of instruction.

*\*Minnesota Statutory Refund Policy*

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give withdraw notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of your withdrawal. If you do not withdraw or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

## Academic Policies

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### Instruction Methodology

Apex Career School's distance learning study materials are designed for self-directed independent study by the student with guidance provided by the Instructors through frequent evaluation of the student's exams. Each chapter consists of a comprehensive curriculum written by experienced professionals and faculty. The curriculum will provide clear directions of the learning assignments to be completed by the student. Demonstration of mastery of the subject is shown by the results of an exam at the end of each chapter, which enables the students to assess her or his academic process.

The exams are read carefully by experienced distance learning faculty and will be returned to the student within five (5) business days with constructive comments and a percentage grade. These questions and responses bring the faculty to the student, much the same manner as in a classroom environment. While some exam questions may be open to interpretation, the Instructor has the right to determine the student's grade.

Students study one chapter at a time, which will enable the student to focus on the subject being studied. On-going assistance is provided to each student whenever consultation is requested by the student.

### Academic Standards

All students are required to maintain the academic standards of ACS. These standards are monitored on a regular basis and consist of maintaining a Grade Point Average of 70%, or better, in every stage and maintaining satisfactory progress.

### Grading System

Student grades are based on written examinations given with each stage of learning. Written examinations are given at the completion of each stage and a comprehensive final exam is given.

Chapter Exams: Stage exams are given to assess the student's understanding of the material covered in each stage. The format of the questions on the exams is multiple choice and essay. All of the exams are based on material covered in the comprehensive curriculum. Stage Exams may be re-taken under the provisions of the Failed Exam Policy.

Final Exam: The Final Exam, also known as the CPC or CPB final examination is provided at the end of the program. It is a comprehensive examination designed to test a student's overall understanding of the program. The Final Exam is based upon chapter exams and materials given throughout the course. To take the final exam and become AAPC Certified, a student will need to turn in an exam voucher and travel to an approved examination location.

### Exam Policy

Students are assigned a chapter examination at the conclusion of all chapters of study. Examinations are based off of the reading assignments, practice exercises, audio and video lectures, and chapter review exams. Successful completion of a Chapter includes:

- Completion of all required assignments
- A passing score of 70% on all chapter examinations
- All assignments and examinations turned in by the specified due dates

## Failed Exam Policy

Students must obtain a passing score of 70% on each examination. If a student's overall score in any of the Apex Courses drops below the allowed percentile, then certification of completion will not be awarded. In order to ensure a student will receive certification, Apex encourages student to closely monitor their scores and points awarded in each chapter.

### Retake Policy

Students are allowed to have unlimited attempts on Chapter Quizzes. Apex Blackboards Learning Management System (LMS) will award a student the highest score possible between the various attempts. Students are asked to keep in mind that these exam questions come from a pool of two hundred (200) questions. Only ten (10) questions will be selected at a time and no repeat questions will be given on the next attempt.

Students are allowed to have two (2) attempts when taking the Chapter Review Examinations. Students must score 70% or higher on Chapter Review Examinations in order to receive a passing score. Students will need to complete a one hundred (100) multiple choice question examination within a two (2) hour period. Chapter Review Examinations cannot be paused or halted in any way. If a student does not complete the Examination within the specified time period, then all unanswered questions will be awarded zero (0) points.

Depending on the situation, students are allowed to petition Apex Administration for an additional retake. This request can be granted in the occurrence of:

- Medical Ailment
- Acts of Nature/Acts of God
- Family death
- Extenuating Circumstance on a case-by-case basis
  - Please speak with Administration to see if your circumstance will be considered.

## Chapter Repetition

Repetition of any Chapter does not affect the G.P.A. When calculating the GPA, the last evaluation is used (the highest review and quiz examination received). However, students must complete a program of instruction within 150% of the program length.

## Changes in Programs

The school has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed feasible due to industry changes, academic scheduling, or professional requirements.

When ongoing Federal, State, or professional changes take place that affect students currently in attendance, the school is required to make appropriate changes.

This will apply only to new students that enroll after notice has been given to existing student that they will not be affected by these changes. Existing students will continue in the program as per the enrollment agreement they signed. The only exception is if the change is required by Federal or State action and then the change will take effect as soon as possible after receiving notice from the appropriate agency.

## Credit for Previous Training

ACS does not accept credits earned at other institutions or through challenge examinations and achievement tests, nor has the school entered into an articulation or transfer agreement with any other college or university.

## Class Sessions

Apex Career School is a distance learning institution and its certificate programs do not include class sessions for the online stages.

## Transfer of Credit to Other Schools

It is the responsibility of students who plan to transfer to other institutions to acquaint themselves with the requirements of the selected institution. Institutions of higher learning vary in the nature and number of credits that are acceptable, and it is at the discretion of that institution to accept previous experience at ACS.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

## Access to Student Records

Students have the right to inspect their academic, financial, or general records. The only exception is the confidential student guidance notes maintained by faculty members and staff. Students may not have access to financial data separately submitted by their parents or guardians.

Students can access their educational records via the Student Portal. Should a student wish to obtain hard copies of their education records via ACS, they will be charged \$5.00. All charges from ACS will show as 'Animal Behavior College Inc.' Apex Career Schools sister location.

## Academic Freedoms and Student Responsibilities

Students have certain rights and responsibilities. These rights and responsibilities establish a student code of professional conduct. Primary to this code is the access to an environment free from learning interference.

- Students have the right to an objective evaluation of their progress. Students shall receive, at the beginning of each course, information outlining the method of evaluating student progress.
- Students will be treated in a manner conducive to maintaining their worth and dignity.
- Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process (see Grievance Procedures).
- When confronted with injustices, students may seek redress through grievance procedures established in accordance with the ACS's non-discrimination policy. Such procedures will be available to those students who make their grievances in a timely manner.

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- Students may take reasoned exception to the data or views offered in any course of study and may reserve judgment about matters of opinion, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligations to ACS.
- Students have the right and responsibility to participate in program and instructor evaluations and give constructive criticism of the services provided by ACS.
- Students have the right to quality education. This right to high-quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students are expected to conduct all relationships with Apex Career School's staff and faculty, and their peers with honesty and responsibility.
- Students have the responsibility to maintain communication and be responsive as appropriate with either his/her ACS representative.
- Students are to comply with directions by Apex Career School's faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.

## Student Conduct Guidelines

Professionalism is important to success in whatever endeavor one undertakes. It encompasses appropriate behavior, credibility, reliability, responsibility and excellent work ethics.

In today's competitive job market, professional conduct is a crucial factor in obtaining and maintaining employment. For this reason, Apex Career School has established Student Conduct Guidelines. Each student is expected to maintain the highest level of professionalism at all times during his or her course of study. It is for these reasons that the following behaviors will not be tolerated. Any violation of the below standards may result in probation, suspension, or termination from the college.

- Any conviction of a crime.
- Cheating on any examination.
- Inappropriate, disruptive, or profane language, whether via telephone, email or in person, towards ACS staff.
- Lack of communication with either ACS representative. Students are expected to be responsive and to maintain communication as appropriate.
- Lateness and/or frequent absenteeism (that is not approved).

### Immediate Termination

Students who are found to have engaged in any of the following infractions will be immediately terminated from the program. These behaviors may also result in civil and criminal charges being filed.

- Theft or damage done to school.
- Fighting and any physical, verbal altercations, to include [but not limited to] written or verbal threats towards any facility ACS locations.



**IMPORTANT:** Student Conduct Guideline violations are only a partial list of unacceptable behaviors. A single infraction of any rule or any behavior perceived by Administration or class Instructor as inappropriate, unsafe or threatening may result in disciplinary actions and/or dismissal from the program.

## Smoking Policy

Smoking is not permitted in any ACS enclosed facility.

## Drug Abuse Awareness / Prevention Program

To promote drug abuse awareness and prevention, the school supports the national Drug Abuse Awareness/Prevention Program and follows the United States Department of Education guidelines. Faculty and staff assist students by referring them to local or state agencies.

## English as a Second Language

Apex Career School does not provide instruction in any language except English. Additionally, the school does not provide instructing or courses on the English language.

## Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which cannot exceed 1.5 times the maximum time frame.

Program	Normal Duration	Maximum Time Frame
Medical Coding Program	9 Months	12 Months
Medical Billing Program	9 Months	12 Months

## Satisfactory Academic Progress (SAP)

Pending

## Probation Conditions

A student will be placed on probation if they do not meet the requirements for Satisfactory Academic Progress. Probation will be for no longer than thirty (30) days. Students placed on probation will receive special instructions by an Apex Career School designee. If by the end of this period the probation conditions are met, then the probation will be lifted. If by the end of this period the probation conditions are not met, then the student will be terminated from the program.

## Termination

Students may be suspended or terminated by an ACS Instructor for any of the following reasons:

- Failure to maintain satisfactory academic progress
- Failure to comply with probationary conditions
- Cheating
- Conduct that reflects poorly upon the college or staff
- Failure to meet financial obligations
- Any other determined infraction of the Student Conduct Guidelines



At the end of the termination period, students may be eligible for re-entry into the program. Please see “Re-entry Policy” for more information.

Students who feel they have been terminated unjustly may appeal in writing to the Student Services Department. Please see “Appeals” for further information.

## Leave of Absence

Apex Career School’s online programs are set to be completed within a 9 month period with an additional 3 months of allowed hold time for students. Student are able to complete assigned chapters at their own pace, but once the 12 month enrollment period has expired, students will need to pay an extension fee to continue with their studies.

An extension fee of \$30.00 can be paid online through the Apex Student Portal ([myapexlogin.com](http://myapexlogin.com)). The Extension fee will give students an additional 1 month period (30 days), to complete the remaining chapters of study. No refunds are issued for extension payments. Students are responsible for completing their coursework within a timely manner.

All charges from ACS will show as ‘Animal Behavior College Inc.’ Apex Career Schools sister location.

## Re-entry policy

A student should be counseled by the ACS Administration Department, or designee, prior to being allowed to re-enter the program after an extended Leave of Absence or termination. If the school official determines at this meeting that the cause for the training interruption has been resolved, then the student will be reinstated at whatever level is deemed fit by ACS. If the school official determines at this meeting that the cause for the training interruption has not been resolved, then the student will be denied re-entry into the program. The fee for re-entry is \$250.

## Final Appeals

Students who wish to appeal their termination must submit an appeal within five (5) days from the date of termination. Send appeals to Apex Career School, Attn: Vice President, 25104 Rye Canyon Loop, Santa Clarita, CA 91355. The appeal letter should describe any circumstances that the student feels deserve further consideration. An appeal decision will be made within 10 (ten) days by the Vice President and the student will be notified accordingly. If the appeal decision is in favor of the student, then the student’s termination will be lifted. If the appeal decision is not in favor of the student, then the student’s termination will stand.

## Graduation Requirements

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### Documents Received and Requirements

The candidate for a certificate of completion must meet all of the following criteria:

1. Complete all chapters of the program with a grade of 70% or better and all other curriculum requirements for their course of study.
2. Fulfill all financial obligations to the school.
3. Complete the training program within a time period which cannot exceed a maximum of one and half times the established program length.

### Honors Policy

A student may graduate with Honors if they meet specific criteria. The student must:

- Pass each Chapter with a 90% or greater score on the all submission.
- Not have received extensions for their course of study.
- Not receive any disciplinary marks on their records, including: being placed on academic probation or found to not be following ACS's Student Conduct policy.

If a student has questions about what exemplary measures are needed or if they qualify for Honors status, the student should contact ACS Administration Department.

### Track Record Disclosure Statement

Program	Completion Rate	Placement Rate
Medical Coding Course*	N/A	N/A
Medical Billing Course*	N/A	N/A

\* THIS PROGRAM IS NEW. Therefore, the number of students who graduate, the number of students who are placed, and the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. Apex Career School does not guarantee employment or any level of wages.

Disclosure of "Rates passing licensing examinations" is not required since no course offered by ACS requires licensure.

Additional certification with AAPC will require graduates to take a certifying examination with AAPC, which may come at an additional charge. Graduates are responsible for setting up (locating a facility and remitting all necessary paperwork) on their own at the time of eligibility.

## Student Services

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Apex Career School staff and faculty are available to assist or advise students regarding academic situations. In cases where the college does not have the expertise to assist with a particular situation, referrals to appropriate agencies will be made.

### Student Academic Advisement

In order for students to achieve their goals, ACS's Coaches and administrative staff are available to advise the student on any academic problems, and, if necessary, provide referral to special counseling services when required. However, advance appointments may sometimes be necessary.

### Personal Property

The school assumes no responsibility for loss or damage to a student's personal property or vehicle, or loss by theft of any vehicle or its contents, at any time during the program.

### Student Housing

Apex Career School does not provide, find or assist a student in finding housing as all programs are completed via distance education. If you are interested in local housing information, please visit local real estate websites for up-to-date pricing. At this time, average rental market range is \$1600 - \$2500 per month in the Santa Clarita Valley. (<https://www.zillow.com/santa-clarita-ca/apartments>)

### Library

Apex Career School does not have an online library, nor are students required to use a public library in order to complete their studies. ACS provides all necessary resources to successfully complete the certificate programs.

### Student Records and Transcripts

Students have the right to inspect their academic, financial, or general records. The only exception is the confidential student guidance notes maintained by faculty members and staff. Students may not have access to financial data separately submitted by their parents or guardians.

Students can access their educational records via the Student Center. Should a student wish to obtain hard copies of their education records via ACS, they will be charged \$5.00.

All transcripts will be maintained by the Institution for a period of five years on campus. Digital copies will be maintained permanently and accessible within 48 hours of request.

### Non-Discrimination Policy

Apex Career School does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, non-disqualifying disability, sex, marital status, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or in the implementation of its programs, policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

### *Apex Career School: Course Catalog*

Information pertaining to an applicant's handicap is voluntary and confidential; if supplied it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. Qualified disabled students accepted by Apex Career School will be able to access all of the ACS's educational and vocational programs.

ACS is subject to the following seven laws and regulations, within limitation:

4. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulation 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
5. Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR, Part 105 (barring discrimination on the basis of sex);
6. The Family Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
7. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
8. The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90;
9. The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992); and
10. The Family and Medical Leave Act of 1993.

## Handicapped Facilities

Persons who have special needs are invited to contact ACS to determine if the program meets their requirements.

## Notification of Title IX Grievance Procedure

It is the policy of Apex Career School not to discriminate on the basis of sex in its education programs, activities, or employment as required by Title IX of the 1972 Education Amendments. Students and employees are protected from sexual discrimination and/or sexual harassment. Students may not be discriminated against on the basis of sex in:

- Admission to schools
- Access to enrollment in courses
- Access to and use of school facilities
- Advisement and guidance materials, tests, and practices
- Vocational education
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Financial Assistance

If a student believes they have been discriminated against on the basis of sex, the student can make a claim that their rights have been denied. This claim or grievance may be filed with the Title IX Coordinator.

The student will be asked to write down the actions, policies, or practices, which they believe are discriminatory. If they are not comfortable writing the grievance in English, the student may write the grievance in their native language. Students may obtain help from the Title IX coordinator, Steven P. Appelbaum, 25104 Rye Canyon Loop, Santa Clarita, CA 91355; FAX (866) 844-1531, or anyone they believe is knowledgeable. Once the grievance is filed, the student will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that are believed to be discriminatory. If there is agreement that the student discriminated against, corrective action will be taken to restore the student's rights. If there is not agreement, the student may appeal the grievance to a person with higher authority and obtain a hearing.

### *Apex Career School: Course Catalog*

Students may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, at the time the grievance is filed, during or after use of the grievance process, or without using the grievance process at all. If the student files the Title IX complaint with the Office for Civil Rights, the student must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing a grievance, students should give thought to the following:

- The exact nature of the grievance—how they believe they may have been discriminated against, and any persons the student believes may be responsible,
- The date, time and place of the grievance,
- The names of witnesses or persons who have knowledge about the grievance,
- Any available written documentation or evidence that is relevant to the grievance, and
- The actions that could be taken to correct the grievance.

If a student wishes to obtain a copy of the full Title IX grievance procedures or to obtain help in filing a grievance, they should contact the Title IX Coordinator.

## Licensure and Approvals

Pending

## Privacy Policy/Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act was legislated by Congress in 1974 and is also known as the Buckley Amendment. The basic highlights of the act are:

Student records are maintained for a minimum of five years at the campus. Students have the right to inspect their personal academic, financial, or general records, by appointment, during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the Department Head, or the Administrative Operations Manager.

Apex Career School (ACS) respects the privacy of all its students. Information collected by ACS is solely for the purpose of enrollment, personal identification, maintenance of student records, state and federal requirements, and marketing purposes.

If the student wishes to share their educational records with a specific third party, the student must provide written consent. Under certain circumstances, ACS may disclose a student's education record without their consent. These circumstances include disclosure:

- to a parent of a dependent student (a student whose parents claim them as a dependent on their most recent years' tax form)
- due to a health or safety emergency
- to other school officials with an educational interest (e.g. reviewing student's education record to ensure all graduation requirements have been fulfilled)
- of demographic information
- to school officials of another school where the student seeks to enroll
- in connection with a disciplinary proceeding
- to adhere to a judicial order or subpoena

Outside of these exceptions, ACS will not share student records, excluding emails (see Email Privacy Policy) outside of these purposes.



***New Hampshire***

NH Department of Education  
Division of Educator Support and Higher Education  
Office of Career School Licensing  
101 Pleasant St  
Concord, NH 03301  
Telephone: (603) 271-6443

***New Mexico***

*New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
Telephone: (505) 476-8400*

***Wisconsin***

Educational Approval Board  
431 Charmany Dr, Ste 102  
Madison, WI 53719  
Telephone:(608) 266-1996

\*\* Animal Behavior Inc, Apex Career School sister location, is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

## *Catalog Disclaimer*

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Specific information regarding the programs offered and start dates may be acquired by contacting the school directly.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

ACS reviews and updates the catalog on an annual basis. ACS reserves the right to change policies, practices, and the contents of this catalog any time without prior notice. The student shall be entitled to services noted in the catalog at the time of their enrollment. However, a copy of the most current catalog will be provided to any present or potential student. The request for the same should be made to ACS Headquarters, by telephone, email, fax, or by mail.