



ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 7.3

(Published October 27, 2025)

Addendum Date: June 18, 2026

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

ADDENDUM

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**Addendum for Ultimate Medical Academy School Catalog V7.3
(Throughout Catalog)
Effective June 18, 2026**

Throughout Catalog (Deletion)

Ultimate Medical Academy is no longer offering enrollment to Colorado residents. All references to Colorado throughout this catalog should be considered removed as of June 18, 2026.

**Addendum for Ultimate Medical Academy School Catalog V7.3
(Throughout Catalog)
Effective February 18, 2026**

Throughout Catalog (Deletion)

Ultimate Medical Academy is no longer offering elective courses HI1050 ("Local, National and International Events") and SC1050 ("Ecology"). All references to HI1050 and SC1050 throughout this catalog should be considered removed as of February 18, 2026.

**Addendum for Ultimate Medical Academy School Catalog V7.3
(Throughout Catalog)
Effective February 2, 2026**

Throughout Catalog (Deletion)

Ultimate Medical Academy is no longer offering the Nursing Assistant program. All references to the Nursing Assistant program throughout this catalog should be considered removed as of February 2, 2026.

**Addendum for General Information
(A Letter from the President of Ultimate Medical Academy)
Effective May 15, 2026**

Page 2 (Replacement)

A LETTER FROM THE PRESIDENT OF ULTIMATE MEDICAL ACADEMY

Welcome to Ultimate Medical Academy (UMA), where we equip and empower students to excel in healthcare careers. As a nonprofit institution, it is our mission to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

There is a growing need for skilled healthcare professionals in the United States. According to the U.S. Bureau of Labor Statistics, the healthcare industry is projected to have about 1.9 million job openings each year, on average, from 2024 to 2034¹. UMA faculty and staff are dedicated to helping students meet this rising demand.

At UMA, we care about students and their goals, and we support them through every step of their journey, both inside and outside of the classroom. We offer academic programs that are designed to match workforce needs delivered through interactive, online/residential courses as well as blended learning at our campus in Clearwater, Florida. We also offer academic assistance, academic sessions, financial guidance and more to ensure students have the best chance at success, and our support continues after graduation with our career and alumni services.

By pursuing careers in healthcare, UMA students are not only helping to improve their own lives, they are helping to improve the lives of others, too. Whether you're a potential student, team member, business partner or supporter, I invite you to learn more about UMA by exploring our website or contacting us.

Best regards,



Alexandra Schaffrath
President & Treasurer

¹ Bureau of Labor Statistics. Occupational Outlook Handbook. Healthcare Occupations.
bls.gov/ooh/healthcare/home.htm

**Addendum for General Information
(History/Ownership)
Effective May 15, 2026**

Page 8 (Replacement)

HISTORY/OWNERSHIP

Ultimate Medical Academy (“UMA”) was founded in 1993 as Ultimate Learning Center, Inc., an institution serving the local Tampa community’s need to train healthcare professionals. In January 2005, the institution was acquired by Ultimate Medical Academy, LLC. In 2009, UMA expanded its offerings beyond on-campus programs and launched an online campus, expanding its student population footprint nationally. In March 2015, Clinical and Patient Educators Association (“CPEA”), a 501(c)(3) nonprofit organization, acquired UMA. In September 2025, CPEA changed its name to Vocate Education Solutions, Inc. (“Vocate”). UMA continues to focus on its mission to equip and empower students to excel in healthcare careers.

The Board of Trustees governing UMA consists of: Darlyne Bailey, Ph.D., Shelley Collins, M.D., Steve Burghardt, Ph.D., Sandra Wall Williams, Ed.D. (Chair), Terence L. Byrd, Hugh Campbell (Vice Chair), Karen Jones, Sheila McDevitt, Karen Mincey, Alexandra Schaffrath (President & Treasurer), Frank Rodriguez, and Kathleen Shanahan.

**Addendum for General Information
(History/Ownership)
Effective April 13, 2026**

Page 8 (Replacement)

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**Addendum for General Information
(History/Ownership)
Effective February 18, 2026**

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**Addendum for General Information
(History/Ownership)
Effective February 2, 2026**

Page 8 (Replacement)

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**Addendum for General Information
(History/Ownership)
Effective December 3, 2025**

Page 8 (Replacement)

HISTORY/OWNERSHIP

Ultimate Medical Academy was founded in 1993 as Ultimate Learning Center, Inc., an institution serving the local Tampa community’s need to train healthcare professionals. In January 2005, the institution was acquired by Ultimate Medical Academy, LLC. In 2009, UMA expanded its offerings beyond on-campus programs and launched an online campus, expanding its student population footprint nationally. In March 2015, Clinical and Patient Educators Association (“CPEA”), a 501(c)(3) nonprofit organization, acquired UMA. UMA continues to focus on its mission to equip and empower students to excel in healthcare careers.

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**Addendum for General Information
(Corporate Officers)
Effective May 15, 2026**

Page 8 (Replacement)

CORPORATE OFFICERS

Saundra Williams, Ed.D., Chair of the Board
Hugh Campbell, Vice Chair of the Board
Alexandra Schaffrath, President & Treasurer
Jeffrey Reese, Assistant Secretary

**Addendum for General Information
(School Licensure, Accreditation and Approvals)
Effective April 13, 2026**

Page 11 (Replacement)

FLORIDA BOARD OF DENTISTRY

The Dental Assistant with Expanded Functions and Health Sciences - Dental Assistant with Expanded Functions programs have been approved by the Florida Board of Dentistry to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code.

The Dental Assistant with Expanded Functions and Health Sciences - Dental Assistant with Expanded Functions programs at the Clearwater campus are approved by the Florida Board of Dentistry, 4052 Bald Cypress Way, Bin C-04, Tallahassee, FL 32399-3258, 850-245-4474.

**Addendum for General Information
(State/Territory Specific Information for UMA Programs)
Effective December 22, 2025**

Page 13 (Replacement for Mississippi)

Mississippi

- **Mississippi Commission on College Accreditation (MCCA)**
Ultimate Medical Academy is not licensed by The Mississippi Commission on College Accreditation (MCCA). Ultimate Medical Academy is currently not enrolling students in the State of Mississippi.
- **Mississippi Commission on Proprietary Schools and College Registration (CPSCR)**
Ultimate Medical Academy is not licensed by the Mississippi Commission on Proprietary School and College Registration (CPSCR). Ultimate Medical Academy is currently not enrolling students in the State of Mississippi.

**Addendum for General Information
(Sexual Harassment Prohibited by Title IX Policy)
Effective June 1, 2026**

Pages 17 - 19 (Replacement of Definitions Section)

B. Definitions

Below are key definitions relating to Sexual Harassment:

“Actual Knowledge” means Provision of notice of Sexual Harassment or allegations of Sexual Harassment to the Title IX Coordinator, or to another UMA or AI official with the authority to institute corrective measures on behalf of School. Those other officials with the authority to institute corrective measures on behalf of UMA are the Campus President of UMA’s Clearwater campus and the Vocate Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of UMA can be reached through TitleIX@vocate.org. Those other officials with the authority to institute corrective measures on behalf of AI are the Campus Presidents of the respective AI campus and the AI Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of AI can be reached through TitleIX@vocate.org. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only School official with knowledge.

“AI” means American Institute, as operated by AI Education, Inc. (“AI”).

“Associate Title IX Coordinator” A School team member appointed by the Title IX Coordinator who is responsible for assisting in the administration of this policy. The mailing address for all Associate Title IX Coordinators is 9309 N. Florida Ave., Tampa, FL 33612. The Associate Title IX Coordinators are:

- For UMAE team member issues: Wanda Torres Kim (wtorreskim@vocate.org or 813-466-1665), Tinita Wright (tihamilton@vocate.org or 813-388-4781), and Kayla Crouse (kcrouse@vocate.org or 813-283-6800)
- For UMA student issues, Lisa McClure (lmclure@vocate.org or 813-676-1653)
- For AIE team member issues, Christine Bry (cbry@vocate.org or 484-332-9516)
- For AI student issues, Christine Partite (cpartite@americaninstitute.edu or 848-207-7650)

“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires each School to compile statistics for (among other things) incidents of Sexual Harassment.

“Complainant” means an individual who is alleged to be the victim of Sexual Harassment. To file a Formal Complaint, a Complainant must be participating in or attempting to participate in School’s Educational Program or Activities.

“Consent” means words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the Incapacitation of another where the Respondent knows or reasonably should have known of such Incapacitation. Consent is also absent when the activity in question exceeds the scope of Consent previously given. Past Consent does not imply present or future Consent. Silence or an absence of resistance does not imply Consent. Consent can be withdrawn at any time by either Party by using clear words or actions. Intoxication due to use of alcohol or drugs may impair an individual's capacity to Consent freely and may render an individual incapable of giving Consent.

“Educational Programs or Activities” means a school-sponsored location or event, or other circumstance over which School exercised substantial control over both the context and the Respondent to an allegation of Sexual Harassment. School’s online course environment is explicitly included in this definition.

“Formal Complaint” means a document filed by and signed by either the Complainant or the Title IX Coordinator that alleges Sexual Harassment against a Respondent and requests that Vocate, UMA, or AI investigate the allegation. A Formal Complaint can be filed with the Title IX Coordinator, an applicable Associate Title IX Coordinator in person, via email, or via mail or to TitleIX@vocate.org An electronic submission that indicates that the Complainant is the one filing the formal complaint will be considered to be signed by the Complainant for purposes of this policy. Where the Title IX Coordinator files and signs a Formal Complaint, the Title IX Coordinator is not considered to be a Complainant.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. Incapacitation can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is Incapacitated is to be judged from the perspective of an objectively reasonable person.

“Parties” or “Party” means the Complainant and/or Respondent.

“Respondent” means an individual who has been reported to be the perpetrator of Sexual Harassment. To be a Respondent subject to this policy, an individual must be under School’s substantial control. If during an investigation or hearing into a Formal Complaint, a Respondent ceases being a School team member or student, School may dismiss the Formal Complaint.

“School” means UMA or AI as applicable to a student Complainant and/or Respondent and Vocate as to a team member Complainant and/or Respondent.

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following: (1) a team member conditioning the provision of an aid, benefit, or service from School on the Complainant’s participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to a School Education Program or Activity; or (3) the following crimes defined under the Violence Against Women Act: “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

“Supportive Measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to School’s Education Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the educational environment, or deter Sexual Harassment. Examples of Supportive Measures are: counseling, extensions of deadlines or other course-related or work-related adjustments, modifications of work or class schedules, escort services while on School premises, mutual restrictions on contact between the Parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. School will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair School’s ability to provide the Supportive Measures. The Title IX Coordinator and Associate Title IX Coordinators are responsible for coordinating the effective implementation of Supportive Measures.

“Title IX” refers to the federal statute and associated regulation promulgated by the U.S. Department of Education which govern the efforts of educational institutions to maintain campuses free from sex and gender discrimination, including Sexual Harassment.

“Title IX Coordinator” refers to the team member who is ultimately responsible for overseeing School’s compliance with Title IX. The Title IX Coordinator is Nadine Bailey (nbailey@vocate.org or 813-532-8054). The mailing address for the Title IX Coordinator is 9309 N Florida Ave #100, Tampa, FL 33612.

“UMA” means Ultimate Medical Academy, as operated by UMA Education, Inc.

“United States” means physical location within one of the fifty United States, the District of Columbia, or territories of the United States of America.

**Addendum for General Information
(Sexual Harassment Prohibited by Title IX Policy)
Effective May 15, 2026**

Pages 17 - 31 (Replacement)

A. Scope

This policy applies to conduct of which Vocate Education Solutions, Inc. “Vocate” entities have Actual Knowledge, and that:

- meets the definition of Sexual Harassment
- occurs in Ultimate Medical Academy’s “UMA” or American Institute’s “AI” Educational Programs or Activities **and**
- is against a person in the United States

Capitalized terms have the meaning assigned in this policy.

This policy is one component of Vocate’s commitment to a discrimination-free work and educational environment. Conduct that does not fall into the scope of this policy may fall under the scope of another policy, for example Vocate’s Non-Discrimination and Non-Harassment policy applicable to team members, or the Code of Conduct for Students policy, and may be subject to procedures associated with those other policies.

B. Definitions

Below are key definitions relating to Sexual Harassment:

“Actual Knowledge” means Provision of notice of Sexual Harassment or allegations of Sexual Harassment to the Title IX Coordinator, or to another UMA or AI official with the authority to institute corrective measures on behalf of School. Those other officials with the authority to institute corrective measures on behalf of UMA are the Campus President of UMA’s Clearwater campus and the Vocate Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of UMA can be reached through TitleIX@vocate.org. Those other officials with the authority to institute corrective measures on behalf of AI are the Campus Presidents of the respective AI campus and the AI Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of AI can be reached through TitleIX@vocate.org. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only School official with knowledge.

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- For UMA student issues, Lisa McClure (lmccclure@vocate.org or 813-676-1653).
- For AIE team member issues, Christine Bry (cbry@vocate.org or 484-332-9516)
- For AI student issues, Christine Partite (cpartite@americaninstitute.edu or 848-207-7650) for AI student issues.

“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires each School to compile statistics for (among other things) incidents of Sexual Harassment.

“Complainant” means an individual who is alleged to be the victim of Sexual Harassment. To file a Formal Complaint, a Complainant must be participating in or attempting to participate in School’s Educational Program or Activities.

“Consent” means words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the Incapacitation of another where the Respondent knows or reasonably should have known of such Incapacitation. Consent is also absent when the activity in question exceeds the scope of Consent previously given. Past Consent does not imply present or future Consent. Silence or an absence of resistance does not imply Consent. Consent can be withdrawn at any time by either Party by using clear words or actions. Intoxication due to use of alcohol or drugs may impair an individual's capacity to Consent freely and may render an individual incapable of giving Consent.

“Educational Programs or Activities” means a school-sponsored location or event, or other circumstance over which School exercised substantial control over both the context and the Respondent to an allegation of Sexual Harassment. School’s online course environment is explicitly included in this definition.

“Formal Complaint” means a document filed by and signed by either the Complainant or the Title IX Coordinator that alleges Sexual Harassment against a Respondent and requests that Vocate, UMA, or AI investigate the allegation. A Formal Complaint can be filed with the Title IX Coordinator, an applicable Associate Title IX Coordinator in person, via email, or via mail or to TitleIX@vocate.org An electronic submission that indicates that the Complainant is the one filing the formal complaint will be considered to be signed by the Complainant for purposes of this policy. Where the Title IX Coordinator files and signs a Formal Complaint, the Title IX Coordinator is not considered to be a Complainant.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. Incapacitation can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from

intentional or unintentional taking of alcohol and/or other drugs. Whether someone is Incapacitated is to be judged from the perspective of an objectively reasonable person.

“Parties” or “Party” means the Complainant and/or Respondent.

“Respondent” means an individual who has been reported to be the perpetrator of Sexual Harassment. To be a Respondent subject to this policy, an individual must be under School’s substantial control. If during an investigation or hearing into a Formal Complaint, a Respondent ceases being a School team member or student, School may dismiss the Formal Complaint.

“School” means UMA or AI as applicable to a student Complainant and/or Respondent and Vocate as to a team member Complainant and/or Respondent.

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following: (1) a team member conditioning the provision of an aid, benefit, or service from School on the Complainant’s participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to a School Education Program or Activity; or (3) the following crimes defined under the Violence Against Women Act: “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

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“Title IX” refers to the federal statute and associated regulation promulgated by the U.S. Department of Education which govern the efforts of educational institutions to maintain campuses free from sex and gender discrimination, including Sexual Harassment.

“Title IX Coordinator” refers to the team member who is ultimately responsible for overseeing School's compliance with Title IX. The Title IX Coordinator is Sue Edwards (sedwards@vocate.org or 813-387-6784). The mailing address for the Title IX Coordinator is 9309 N Florida Ave #100, Tampa, FL 33612.

“UMA” means Ultimate Medical Academy, as operated by UMA Education, Inc.

“United States” means physical location within one of the fifty United States, the District of Columbia, or territories of the United States of America.

C. Prohibition on Sexual Harassment

As required by Title IX, School expressly prohibits discrimination on the basis of sex, including Sexual Harassment, in its Educational Programs and Activities and is committed to fostering an environment for both students and team members where Sexual Harassment is promptly reported, Supportive Measures are offered as appropriate, and any Formal Complaints are resolved in a fair and timely manner.

Regardless of the definitions provided in this policy, those who believe they are victims of Sexual Harassment should seek immediate medical and/or safety assistance as appropriate and report the incident as soon as possible as described below. Information regarding resources and options available to victims can be found through the following resources:

- For team members:
 - Employee Assistance Program (confidential resources available) – <https://www.mutualofomaha.com/eap>; 800.316.2796
- For students:
 - UMA's Student Guidance Center (confidential resources available) – <https://www.ultimatemedical.edu/help>; (web id: UMASAP) or 866.797.1622 (open 24/7)
 - American Institute: If the residence-based information in this section below does not apply, please see the Campus Director/Director of Education for resources.
- For residents of the Tampa Bay area:
 - The Spring of Tampa Bay – <https://www.thespring.org>; 813.247.7233 (open 24/7)
 - CASA (Community Action Stops Abuse) of St. Petersburg - <https://www.casa-stpete.org>; 727.895.4912 (open 24/7)
 - Crisis Center of Tampa Bay – <https://www.CrisisCenter.com>; 813.694.1964 or 211 (open 24/7)
- For residents of the Cherry Hill area:
 - Camden County Domestic Violence Center 311 Market St. Camden, NJ 08102 (856) 227-1234
 - Jewish Family & Children's Service of Southern New Jersey SARAH Project 1301 Springdale Rd, Suite 150, Cherry Hill, NJ 08003 (856) 424-1333; ask for "Sarah"
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Women Against Abuse 866-723-3014 (PA)
 - Women In Transition 866-723-3014 (PA)
 - Domestic Abuse Project Delaware Co. 610-565-4590 (PA)
- For residents of the Clifton area:
 - Passaic County Women's Center- Shelter for Assault & Abuse (973) 881-1450
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211
 - Child Abuse Hotline 877-NJ-ABUSE Child Support Assistance 877-NJ-KIDS1
 - Strengthen Our Sisters, Ringwood- women's shelter (973) 728-0007
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Bergen County Alternatives to DV 201-336-7575
 - Shelter Our Sisters 201-944-9600
 - Family Violence Program 973-484-4446
 - The Rachel Coalition 973-740-1233
 - New Jersey Coalition Against Sexual Assault, 800-601-7200
 - East Orange Crisis Intervention Unit 973-672-9685
 - Edison Rape Crisis Intervention Center 732-452-5900
 - Hackensack Bergen County Rape Crisis Center 201-487-2227
 - Jersey City Medical Center 201-433-6161
 - Morristown Morris County Sexual Assault Center 973-829-0587
 - Newark Safe & Sound Rape Crisis Center 973-972-1325
 - Paterson Passaic County Women's Center 973-881-1450
- For residents of the Somerset area:
 - Post-Partum Depression Hotline (800) 328-3838
 - Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
 - Parent 24 Hr. Stress Line (800) 843-5437
 - Statewide NJ Coalition for Battered Women 800-572-7233
 - Battered Lesbian Hotline (NJ only) 800-224-0211

- Child Abuse Hotline 877-NJ-ABUSE
- Child Support Assistance 877-NJ-KIDS1
- Manavi for South Asian Women 908-687-2662
- Bergen County Alternatives to DV 201-336-7575
- Northeast New Jersey Legal Services 201-487-2166
- Office of Victim-Witness Advocacy 201-646-2057
- Shelter Our Sisters 201-944-9600
- Alternatives to Domestic Violence 201-487-8484
- Essex County Council of Jewish Women 973-997-WISN
- Essex-Newark Legal Services 973-824-3000
- Family Violence Program 973-484-4446
- Office of Victim-Witness Advocacy 973-621-4707
- The Rachel Coalition 973-740-1233
- The Safe House 973-759-2154
- Hudson County Christ Hospital Mental Health 201-795-837
- 3 Northeast Legal Services 201-792-6363
- Office of Victim-Witness Advocacy 201-795-6400
- Women Rising Hotline (YWCA) 201-333-5700
- Women's Referral Central 800-322-8092
- Morris County Battered Women's Services 973-267-4763
- Care Program 973-971-4715
- Legal Services of Northwest Jersey 973-285-6911
- Office of Victim-Witness Services 973-285-6200
- Passaic County Northeast Jersey Legal Services 973-523-2900
- Office of Victim-Witness Advocacy 973-881-4887
- Strengthen Our Sisters 973-728-0007
- Women's DV Program 973-881-1450
- Union County Central Jersey Legal Services 908-354-4340
- Office of Victim-Witness Advocacy 908-527-4500
- Project Protect 908-355-4357
- New Jersey Coalition Against Sexual Assault, 800-601-7200
- East Orange Crisis Intervention Unit 973-672-9685
- Edison Rape Crisis Intervention Center 732-452-5900
- Hackensack Bergen County Rape Crisis Center 201-487-2227
- Jersey City Medical Center 201-433-6161
- Morristown Morris County Sexual Assault Center 973-829-0587
- Newark Safe & Sound Rape Crisis Center 973-972-1325
- Paterson Passaic County Women's Center 973-881-1450
- For residents of the Toms River area:
- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437
- Statewide NJ Coalition for Battered Women 800-572-7233
- Battered Lesbian Hotline (NJ only) 800-224-0211
- Child Abuse Hotline 877-NJ-ABUSE
- Child Support Assistance 877-NJ-KIDS1
- Catholic Charities Diocese of Trenton 732-244-8259
- Coalition Against Rape and Abuse 609-522-6489
- Dottie's House 732-262-2009
- For residents of the West Hartford area:
 - ABC Women's Ctr Incorporated: (860) 344-9292 180 E Main St, Middletown, CT
 - Alternative Living Center: (860) 714-3705, 56 Coventry St, Hartford, CT 06112

- Covenant to Care: (860) 243-1806, 120 Mountain Ave, Ste 212, Bloomfield, CT
- Jewish Family Services: (860) 236-1927 333 Bloomfield Ave, Ste A, West Hartford, CT
- Manchester Domestic Violence: (860) 645-4033, Manchester, CT
- My Sisters' Place: (860) 895-6629, 221 Main St, Hartford, CT 06106
- Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burritt St, #1, New Britain, CT
- Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
- Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burritt St, #1, New Britain, CT
- Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
- Connecticut Alliance to End Sexual Violence: (860) 282-9881, 96 Pitkin St, East Hartford, CT 06108
- Connecticut Domestic Violence Hotline 1-888-774-2900 English, 1-844-831-9200 Spanish
- Connecticut Coalition Against Domestic Violence (888) 774-2900
- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437
- For all:
 - RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization
 - The National Sexual Assault Hotline: 800.656.HOPE (4673) (open 24/7)
 - Online chat: <https://hotline.rainn.org/online>
 - State specific resources can be found at <https://www.rainn.org/state-resources>

D. How to Make a Report of Sexual Harassment Under this Policy

Any person may report Sexual Harassment or suspected Sexual Harassment to the Title IX Coordinator, an Associate Title IX Coordinator, or toTitleIX@vocate.org. Reports of conduct confirmed to be Sexual Harassment that are provided to any of these sources will give School Actual Knowledge of the report.

Aside from School's internal complaint process, team members and students may choose to pursue legal or administrative remedies, including with the United States Department of Education's Office for Civil Rights at <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>. Nothing in this policy prohibits a student or team member from reporting a crime directly to law enforcement, including the local police department.

E. Initial Assessment of the Report and Initiation of Formal Complaint

Upon receiving a report, School will determine whether the reported allegations fall within the scope of this policy, namely whether the allegations, if accepted as true:

- meet the definition of Sexual Harassment;
- occurred in School's Educational Programs or Activities; **and**
- are against a person in the United States.

If the allegations do not fall within the scope of this policy, School will consider the report according to the Team Member Complaint and Investigation Procedures in the Team Member Handbook (for team members) or the General Student Complaint Procedure/Grievance Policy or Code of Conduct for Students in the School Catalog (for students), and/or any other applicable School policies.

If the allegations do fall within the scope of this policy, the Title IX Coordinator will promptly (i.e., generally within seven days of receipt of Actual Knowledge) reach out to the Complainant, who may or may not be the person who made the report, and: (1) discuss any appropriate Supportive Measures, and (2) provide the process for filing a Formal Complaint. If the Complainant declines to file a Formal Complaint, the Title IX Coordinator may choose to initiate a Formal Complaint. No other person is eligible to file a Formal Complaint under this policy.

Upon the filing of a Formal Complaint, School will operate from a presumption that the Respondent is not responsible for the alleged conduct until a determination is made regarding violation of this policy is made at the conclusion of the investigation, hearing, appeal and/or informal resolution processes.

F. Notice of a Formal Complaint

If a Formal Complaint is filed, School will issue a written notice to the Complainant and the Respondent within 14 days of the filing of the Formal Complaint containing, at minimum:

- notice of the investigation and hearing procedure set out in this policy,
- notice of the allegations of Sexual Harassment, including sufficient details known at the time (including the identities of known Parties involved in the allegations) and with sufficient time to prepare a response before any initial interview,
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding violation of this policy is made at the conclusion of the process,
- a statement that the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney,
- a statement that School will, within a reasonable amount of time after a request from a Complainant or Respondent, provide an advisor to a Complainant or Respondent who does not identify their own advisor,
- a statement that even if a Complainant or Respondent does not request an advisor, one will be provided at the hearing if the Complainant or Respondent does not bring their own advisor to the hearing,
- a statement that the Complainant and Respondent may inspect and review evidence compiled during the investigation, and
- a statement that School's Business Ethics, Conduct and Compliance policy and School's Code of Conduct for Students policy prohibit knowingly making false statements or knowingly submitting false information during the process.

If, in the course of an investigation, School determines that it will investigate allegations about the Complainant or Respondent that are not included in the written notice provided at the outset of the investigation, School will provide written notice of the additional allegations to the Complainant and the Respondent.

In appropriate cases, School may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

G. Informal Resolution

Formal Complaints can be resolved by either informal resolution or by the investigation and hearing processes described in this policy. Informal resolution is voluntary and can be facilitated by School at any point before a determination is reached regarding whether the Respondent violated this policy. Once initiated, an informal resolution process will typically conclude within 45 days.

At any point during the informal resolution process prior to reaching an agreement, the Complainant and/or the Respondent are free to withdraw from the informal resolution process and resume the investigation, hearing, and appeal processes. However, once reached and agreed to by both the Complainant and the Respondent, an informal resolution is final, and precludes the Complainant and Respondent from pursuing a Formal Complaint arising from the same allegations.

Before engaging in informal resolution, School will provide the Complainant and the Respondent with written notice disclosing the allegations, the requirements of the informal resolution process (including the Parties' right to withdraw during the process and the final nature of any agreement reached), and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both the Complainant and the Respondent must consent in writing to participate in the informal resolution process. Participation in an informal resolution is not required as a condition of enrollment, continuing enrollment, employment, or continuing employment.

School does not offer or facilitate informal resolution to resolve allegations that a Vocate, UMA or AI team member Sexually Harassed a student at a School institution for which the team member was working; such allegations will be handled through the Formal Complaint process.

H. Dismissal of a Formal Complaint Short of a Resolution

If at any point during the investigation or hearing procedures School discovers that the conduct described in the Formal Complaint does not, even if proven, fall under the scope of this policy, School will dismiss the Formal Complaint or the

portions of the Formal Complaint that are out of scope. Such conduct may be evaluated under other School policies, as applicable.

School may, at its option, dismiss a Formal Complaint where:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled with or employed by School; or
- Specific circumstances prevent School from gathering evidence sufficient to reach a determination as to the Formal Complaint or specific allegations therein.

When School dismisses a Formal Complaint, it will promptly, i.e., generally within seven days of the dismissal, send written notice of the dismissal and the reason(s) therefor simultaneously to the Complainant and the Respondent.

I. Investigation

School will investigate all Formal Complaints that are not resolved through informal resolution or dismissed pursuant to subsection H of this policy.

The investigation will be completed by an individual trained pursuant to subsection R of this policy, who will not serve as a decision-maker during the hearing. The investigator's purpose will be to compile relevant information and documentation for consideration at the hearing. In conducting the investigation, School will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding violation of this policy rest on School and not on the Complainant or Respondent.
- Provide an equal opportunity for the Complainant and the Respondent to present witnesses (including fact and expert witnesses) and other inculpatory and exculpatory evidence.
- Not restrict the ability of either the Complainant or the Respondent to discuss, in the context of the investigation, the allegations under investigation or to gather and present relevant evidence.
- Where a Complainant or Respondent is invited or expected to participate, provide written notice of the date, time, location, participants, and purpose of investigative interviews or other meetings with sufficient time to prepare to participate.
- Allow the Complainant and the Respondent the same opportunity to have an advisor during the investigation. Advisors may attend interviews or meetings to which the Party whom they are advising is invited and may otherwise assist the Party during the investigation, provided that throughout the investigation phase, the advisor may speak only to the Party whom the advisor is assisting (i.e., either the Complainant or the Respondent), whether during interviews, meetings, or otherwise. Advisors may be, but are not required to be, attorneys.
- Provide both the Complainant and the Respondent an equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence upon which School does not intend to rely in reaching a determination regarding violation of this policy and inculpatory or exculpatory evidence (whether obtained from a Party or other source), so that the Complainant and the Respondent can meaningfully respond to the evidence prior to conclusion of the investigation.
- Not access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless School obtains that Party's voluntary, written consent to do so for use in the process described in this policy.

The inspector will compile an investigation report that fairly summarizes the relevant evidence. Prior to completion of the investigative report, and typically within 60 days of the date on which the written notice of allegations was provided to the Complainant and the Respondent, School will send to the Complainant and the Respondent (and, if applicable, their advisor(s)) the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will be given 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Upon completion of the report, the investigator will provide the Complainant and the Respondent (and their advisor(s), if applicable) a copy of the report at least 10 days prior to a hearing.

J. Hearing and Deliberation

No earlier than 10 days after the investigation report is completed and provided to the Complainant and Respondent, School will conduct a live hearing at which the Complainant, Respondent, and the decision-maker for School will have the opportunity to ask questions of the Parties and witnesses. The Complainant and Respondent will be given written notice of the date, time, location, participants, and purpose of hearing with sufficient time to prepare to participate. The parties will be asked to give School notice as to whether they plan to bring an advisor to the hearing.

Hearings will typically be held within 120 days of School's receipt of a Formal Complaint, subject to availability of the Parties, witnesses, and decision-makers, and barring legitimate circumstances that give rise to delay in the process.

The hearing shall be overseen by a panel of trained individuals who will collectively act as the decision-maker. The panel shall include an odd number of individuals, with, at minimum, representation from School's Compliance department and either School's Education department (where a student is the Respondent) or Vocate's People Team (where a team member is the Respondent). Neither the Title IX Coordinator nor the investigator who completed the investigation that is the subject of the hearing may participate as a decision-maker.

All hearings will be conducted via video conference in which the Complainant, the Respondent, and the decision-maker are located in separate rooms. The hearing will be conducted in a manner that allows the participants to simultaneously see and hear each other.

The decision-maker is responsible for conducting the hearing. The panel shall designate a chairperson to lead the hearing. The decision-maker will ensure that:

- School makes all evidence to be considered by the decision-maker available at the hearing and gives each Party equal opportunity to refer to such evidence during the hearing.
- The advisors for the Complainant and Respondent (but not the Complainant and Respondent themselves) are permitted to ask the other Party and any witnesses appearing at the hearing relevant questions and follow-up questions, including those challenging credibility. This questioning is permitted to occur directly, orally, and in real time.
 - If a Party does not have an advisor present at the hearing, School will provide an advisor of School's choosing to conduct cross-examination on behalf of that Party. Such an advisor will be provided without fee or charge to that Party and may be (but is not required to be) an attorney.
- Only relevant cross-examination and other questions are asked of a Party or witness. The decision-maker (for a panel, the chairperson) will first determine whether a question is relevant before a Complainant, Respondent, or witness answers a question posed by someone other than the decision-maker. If the decision-maker excludes a question, an explanation will be provided as to why the question is not relevant.
 - Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
 - The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- The decision-maker may not draw an inference about violation of this policy based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Credibility determinations are not based solely on a person's status as a Complainant, Respondent, or witness.

School will create an audio or audiovisual recording or transcript of any live hearing and make it available to the Complainant and Respondent for inspection and review. Recordings are the property of School and will be retained for seven years.

After the hearing, the decision-maker will deliberate in private and determine (by majority vote in the case of a panel) whether the Respondent has violated this policy. The decision-maker's determination will be made based on a preponderance of the evidence standard, i.e., whether it is more likely than not that the Respondent violated the policy. No Respondent may be found to have violated this policy solely because the Respondent failed to appear at a hearing; if the Respondent does not participate, the available evidence will be considered. Likewise, a Respondent may be found to have violated this policy even in instances where the Complainant has not participated in the hearing.

K. Written Notice of Determination

Following the hearing and deliberation, the decision-maker will issue a written notice of determination regarding whether or not the Respondent violated this policy, according to the preponderance of evidence standard. The written notice of determination will include, at minimum:

- The allegations considered during the hearing that potentially constitute Sexual Harassment;
- The procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, other evidence considered, and hearings held;
- Findings of fact supporting the determination;
- Identification of School policies that apply to the findings of fact;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding violation of this policy;
- Any disciplinary sanctions School imposes on the Respondent,
- Whether remedies designed to restore or preserve equal access to School's Educational Programs or Activities will be provided by School to the Complainant; and
- School's procedures and permissible grounds for the Complainant and Respondent to appeal.

School will provide the written determination to the Complainant and the Respondent simultaneously and within 14 days of the hearing. The determination regarding violation of this policy becomes final either on the date that School provides the Complainant and the Respondent with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

L. Sanctions and Remedies

Sanctions will not be imposed on a Respondent unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed. The sanctions that may be imposed on a Respondent for violation of this policy include:

For team members:

- Warning – A verbal or written notice that a team member has not met School's conduct expectations.
- Training – One or more sessions that a team member is required to complete to School's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the team member does not comply with School policies or otherwise does not meet School's conduct expectations during the probationary period.
- Unpaid leave – Unpaid leave from employment with School for a defined period of time, after which the team member may be eligible to return to active employment.
- Limiting order – Restriction on a team member's permission to be in the same proximity as another team member and/or others, with the parameters of the restriction to be defined by School.
- Termination of employment – Separation of a team member's employment with Vocate, UMA or AI.

For students:

- Warning – A verbal, written, or final notice that the student has not met School's conduct expectations.
- Training – One or more sessions that the student is required to complete to School's satisfaction on a required topic.

- Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the student does not comply with School policies or otherwise does not meet UMA’s conduct expectations during the probationary period.
- Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Suspension – Separation of the student from School for a defined period, after which the student may be eligible to return. Conditions for readmission may be specified.
- Suspension of Services – Ineligibility to receive specified services or all School services for a specified period, after which the student may regain eligibility. Conditions to regain access to services may be specified.
- Dismissal – Separation of the student from all School locations and eligibility to return at a specified date.
- Expulsion – Permanent separation of the student from all School locations and ineligibility to receive specified or all School services.
- Ineligibility for Services – Permanent ineligibility to receive specified or all School services.
- Limiting Order – Restriction on a student’s permission to be in the same proximity as the Complainant and/or others, with the parameters of the restriction to be defined by School.

If a Respondent is not a team member or a student, School may impose variations of the sanctions listed above that correspond to School’s relationship with the Respondent, e.g., termination of contract, ineligibility for future contracting or services.

More than one sanction may be applied to the same Respondent as a result of a single violation. The listing of the sanctions should not be construed to imply that Respondents are entitled to progressive discipline, or that the employment relationship between Vocate, UMA or AI and its team members is anything other than at-will. The sanctions may be used in any order and/or combination that School deems appropriate for the conduct in question.

The Title IX Coordinator may also implement remedies designed to restore or preserve equal access to School’s Educational Programs or Activities. Remedies include efforts similar to Supportive Measures, but when imposed as a remedy, a measure need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies will not be granted to a Complainant unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed.

M. Appeal

The Complainant and Respondent may appeal a determination regarding whether the Respondent violated this policy, and may also appeal School’s dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding violation of this policy or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The decision-maker for the appeal will be unbiased and appropriately trained, and will not be the same person as the investigator, the Title IX Coordinator, or any decision-maker at the hearing for the same matter.

All appeal procedures will apply equally to both Parties. Appeals must be filed with the Title IX Coordinator within 14 days of receipt of the written determination or notice of dismissal, as applicable. If either the Complainant or the Respondent files an appeal, School will notify the other Party in writing. Both the Complainant and the Respondent will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome, which must be received by the decision-maker for the appeal within 14 days of receipt of the notice that an appeal has been filed.

Within 30 days of the deadline for Parties to submit written statements in support of or challenging the outcome, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the result,

which will be provided simultaneously to the Complainant and the Respondent. The decision of the decision-maker for any appeal is final.

N. Emergency Removal and Administrative Leave

In appropriate cases, School may remove a Respondent who is a student from its Educational Programs or Activities on an emergency basis. School will not execute such an emergency removal without performing an individualized safety and risk analysis that supports that an immediate threat to the physical health or safety of the student or other individual arising from the allegations of Sexual Harassment justifies the removal. Where an emergency removal is executed, School will provide the student with notice and an opportunity to challenge the decision immediately following the removal.

In appropriate cases, Vocate, UMA or AI may place a team member who is a Respondent on an administrative leave during the pendency of an investigation and hearing process described under this policy. See the Administrative Leave policy in Vocate's Team Member Handbook for more information about administrative leaves.

O. Exception to Timeframes Stated in Policy

The timeframes stated in this policy estimate adequate time to resolve a Formal Complaint where the Parties, witnesses, and evidence is readily available, and interviews, meetings, and hearings are able to be scheduled without delay. Circumstances in individual cases may cause temporary delays, necessitating limited extension of stated time frames for good cause, including but not limited to the absence or unavailability of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Where a timeframe requires a limited extension, School will send written notice to the Complainant and the Respondent of the circumstances giving rise to the need for the extension.

P. No Retaliation for Reporting Sexual Misconduct or Participating in Related Investigations

Team members have a duty to report Sexual Harassment they experience or observe. Retaliation against a team member for good faith reporting or participating in an investigation of Sexual Harassment is prohibited.

Specifically, it is a violation of this policy and of Vocate's Policy Prohibiting Retaliation (for team members) and School's Code of Conduct for Students policy to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or Formal Complaint, or testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Specifically, School does not threaten or bring charges of misconduct unrelated to Sexual Harassment but arising out of the same facts or circumstances as a report or Formal Complaint for the purpose of interfering with any right or privilege secured by Title IX.

Charging an individual with a Code of Conduct or other policy violation for making a materially false statement in bad faith in the course of a Formal Complaint, investigation, or hearing proceeding under this policy does not constitute retaliation; provided, however, that a finding that a Respondent did or did not violate this policy, alone, is insufficient to conclude that any Party made a materially false statement in bad faith.

A report of retaliation related to an investigation of Sexual Harassment will be treated as a report under this policy, which may be consolidated with the other report(s) or Formal Complaint(s) to which it is related.

Q. Confidentiality

Except as required by law, as permitted by the Family Educational Rights and Privacy Act and its regulations, or as appropriate to carry out School's responsibilities under Title IX (including but not limited to conducting investigations, hearings, and informal resolutions under this policy), School will keep confidential the identity of Complainants, Respondents, individuals who have made a report of Sexual Harassment, and witnesses involved in proceedings under this policy.

School reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual, or to otherwise comply with its obligations to maintain a safe and discrimination-free environment. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of Complainants or reporters, or information that could easily lead to a Complainant's or reporter's identification.

R. Training

School will ensure through appropriate training that its Title IX Coordinator, investigators, decision-maker(s), and any individuals facilitating informal resolution under this policy are free of conflict of interest or bias for or against Complainants or Respondents generally. Should a conflict of interest arise relating to a Complainant or Respondent in an individual case, conflicted School officials are required to recuse themselves from participation in the matter(s) in which the conflict arises.

School will provide training to Title IX Coordinators, investigators, decision-makers, and any individuals facilitating informal resolution under this policy on the following topics:

- the definition of Sexual Harassment under Title IX and this policy,
- the scope of School's Educational Programs and Activities,
- how to conduct investigations, hearings, appeals, and informal resolution processes (as applicable to the individual's role) that comply with Title IX and the requirements of this policy, and
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Additionally, School will provide targeted training as follows:

- to decision-makers on how to use technology to conduct live hearings under this policy, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- to investigators on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Training provided under this policy will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

S. Record-Keeping

School will retain the following records created pursuant to this policy for seven years:

- Documentation of outreach to Complainants in response to a report within scope for this policy
 - If no Supportive Measures are offered to a Complainant, School will maintain documentation as to why no such measures were appropriate.
- Formal Complaints
- Written notices of allegations
- Investigation reports (including any appended evidence)
- Notices regarding informal resolution
- Informal resolution agreements and/or other documentation evidencing the terms of an informal resolution
- Written notices of determination
- Appeals
- Written notices of appeal
- Written notices of appeal determination
- Hearing transcripts or recordings
- Documentation of Supportive Measures provided or offered (to the extent not contained in other listed documentation)
- Documentation of sanctions imposed on a Respondent (to the extent not contained in other listed documentation)
- Documentation of remedies provided to a Complainant (to the extent not contained in other listed documentation)
- Materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate an informal resolution process
 - School will also make current training materials available on its website.

T. Violence Against Women Act Notice

In compliance with the Violence Against Women Act (“VAWA”). School prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in this policy. School provides incoming students and new team members primary prevention programs (i.e., information and training designed to prevent) and awareness programs (i.e., information and training designed to help identify) regarding these sex crimes. School also provides ongoing prevention and awareness programs (i.e., information and training available throughout enrollment or employment) regarding these sex crimes. Such information and training include a description of safe and positive options for bystander intervention (i.e., strategies for witnesses to disrupt situations involving potential sex crimes), strategies for risk reduction (i.e., to reduce the likelihood of sex crime victimization), and direction to School’s policies and procedures after a sex offense occurs. School’s compliance with these VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Addendum for Admissions
(General Admissions Requirements)
Effective April 29, 2026**

Page 36 & 37 (Replacement)

GENERAL ADMISSIONS REQUIREMENTS

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

- Successfully completed a valid high school or equivalent, as described in additional detail below.
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance in the state in which the institution is located (Florida).
- Successfully complete an Identity Verification (IDV) Check.
- Interview with admissions prior to provisional or official registration, meet all necessary admission requirements, complete all required admission documents, participate in orientation prior to the start of the program, and attend a financial aid appointment.
- Students must successfully complete the Provisional Registration Period to officially register and be enrolled in their program.
- Satisfactorily complete a Level I background check by the eighth calendar day after the start or if an extension deadline is given, not to exceed the fifth week after the start except for students enrolled in the Patient Care Technician program. Whether the student has satisfactorily completed is in the sole discretion of UMA. Please refer to the Additional Admissions Requirements/Specific Program Information section in this catalog. Students may be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
 - Satisfactorily complete a Level II background check prior to the last day of the student’s provisional enrollment period for students enrolled in the Patient Care Technician program. Students will be cancelled/withdrawn if results are determined by UMA to be unsatisfactory.
 - Background check requirements may, at UMA’s discretion, be waived for students who are enrolled through an employer partner or students transferring programs unless listed in the Additional Admissions Requirements/Specific Program Information section in this catalog.

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

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

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

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. In addition, UMA will select students for a proof of high school verification and validation review. Selected students must submit proof of having earned a high school diploma or equivalent within 30 days of receiving a request for such documentation from UMA.

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

In addition to the general admission requirements and procedures, please refer to the UMA Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Students reentering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA’s Student Finance department by the end of the student’s first course in the reentered program. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective June 9, 2026

Pages 39 & 40 (Replacement – Emergency Medical Technician Section)

EMERGENCY MEDICAL TECHNICIAN (DIPLOMA – 14.0 CREDITS)

Employer Employment Eligibility Criteria: Students may not directly enroll in the Emergency Medical Technician (EMT) program. All EMT students will be enrolled in alignment with employer workforce training program partnership agreements. As such, students must be employed by the employer partner prior to enrollment and must maintain such employment for continued program eligibility.

Clinical Externship Requirement: A 20-hour hospital-based clinical externship (minimum 10 hours in Emergency Department) and 40 hours of pre-hospital emergency medicine field experiences resulting in patient transport (minimum of five) with an Advanced Life Support Agency is required in this program. Clinical hours may be scheduled with affiliate organizations Sunday through Saturday. All school rules apply to clinical externship hours. UMA does not guarantee the availability of specific clinical externship days or shifts. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: In addition to meeting employer employment eligibility criteria, facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Physical Demands: EMT students must be physically capable of performing the essential functions of the occupation, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Participation requires strenuous physical exertion, including without limitation, standing or sitting for long periods, bending, lifting and moving heavy equipment and patients in a variety of environmental and dangerous conditions, performing CPR and other lifesaving maneuvers.

Participation is not recommended for people with heart disease, back or spinal cord injuries, or other serious physical impairments. To work in and/or attend externship in partnering hospitals and basic life support providers, students are advised that they may be required to meet the vaccination requirements of these hospitals, basic life support providers, and/or the employer workforce training program partner through whom the externship is performed.

EMERGENCY MEDICAL TECHNICIAN (DIPLOMA – 21.0 CREDITS)

Employer Employment Eligibility Criteria: Students may not directly enroll in the Emergency Medical Technician (EMT) program. All EMT students will be enrolled in alignment with employer workforce training program partnership agreements. As such, students must be employed by the employer partner prior to enrollment and must maintain such employment for continued program eligibility.

Clinical Externship Requirement: A 49-hour hospital-based clinical externship (minimum 10 hours in Emergency Department) and a pre-hospital emergency medical field experience requirement of 70 hours with an EMS provider agency. The pre-hospital experience must include a minimum of five patient contacts that result in the student accompanying the patient to the hospital. Clinical hours may be scheduled with affiliate organizations Sunday through Saturday. All school rules apply to clinical externship hours. UMA does not guarantee the availability of specific clinical externship days or shifts. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: In addition to meeting employer employment eligibility criteria, facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Physical Demands: EMT students must be physically capable of performing the essential functions of the occupation, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Participation requires strenuous physical exertion, including without limitation, standing or sitting for long periods, bending, lifting and moving heavy equipment and patients in a variety of environmental and dangerous conditions, performing CPR and other lifesaving maneuvers.

Participation is not recommended for people with heart disease, back or spinal cord injuries, or other serious physical impairments. To work in and/or attend externship in partnering hospitals and basic life support providers, students are advised that they may be required to meet the vaccination requirements of these hospitals, basic life support providers, and/or the employer workforce training program partner through whom the externship is performed.

Addendum for Admissions (Additional Admissions Requirements/Specific Program Information) Effective April 13, 2026

Page 38 (Replacements for Dental Assistant with Expanded Functions/Health Sciences – Dental Assistant with Expanded Functions and Patient Care Technician Programs)

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (DIPLOMA)

HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (ASSOCIATE OF SCIENCE DEGREE)

Externship Requirement: A 175-hour externship is required in this program. Students are typically not paid for work performed during externship course activities. All school rules apply to externship course hours. Externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship course site assignments. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements. Additional externship course information can be found in the enrollment packet.

Note: Facilities that accept students for externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Page 40 (Replacement)

PATIENT CARE TECHNICIAN (DIPLOMA)

Background Check: A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Another background

check will be run toward the end of the didactic/laboratory portion of the program prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

Drug Screening: Students accepted and enrolled into this program must pass a drug screening to begin clinical externship. Students who fail the drug screen may face dismissal from the program.

Clinical Externship Requirement: A 165-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: Facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective April 29, 2026

Page 41 (Replacements for Patient Care Technician and Health Sciences – Pharmacy Technician Programs)

PATIENT CARE TECHNICIAN (DIPLOMA)

Background Check: A satisfactory Level II background check is required. UMA generally uses the Agency for Health Care Administration (AHCA)'s background eligibility requirements to screen background checks at the point of admission. All eligibility decisions are made prior to the last day of the student's provisional enrollment period. Another background check will be run toward the end of the didactic/laboratory portion of the program prior to externship. Students who do not pass either background check may be cancelled/withdrawn from the program.

Clinical Externship Requirement: A 165-hour clinical externship is required in this program. Students are typically not paid for work performed during clinical externship course activities. All school rules apply to clinical externship course hours. Clinical externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend clinical externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making clinical externship course site assignments. Students are expected to complete clinical externship course hours within the grading period as outlined in the course description and requirements. Additional clinical externship course information can be found in the enrollment packet.

Note: Facilities that accept students for clinical externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE OF SCIENCE/ASSOCIATE OF APPLIED SCIENCE DEGREE)

Proof of Graduation: Prospective students choosing to enroll in the Health Sciences - Pharmacy Technician program must provide proof of high school graduation from an acceptable high school or its equivalent. Health Sciences - Pharmacy Technician prospective students initially complete an attestation, but they must provide proof of high school graduation or equivalent within 30 days from the date the student is selected and informed of proof of graduation or equivalent verification. If prospective students graduated from a foreign high school, once documentation is received UMA will send a translation and evaluation request to a third party to obtain the results within 60 days from the date the student is selected for verification. Students who do not have valid proof of graduation in the applicable time frames are cancelled and may not continue in the Health Sciences - Pharmacy Technician program.

Skills Assessment: Prospective students seeking to enroll in the Health Sciences – Pharmacy Technician program must complete a skills assessment while in their first course. Provisional students are allowed one attempt at the skills assessment.

- Provisional students that score within the Level 3 range in all areas are not required to complete remediation.
- Provisional students that score within the Level 2 range in any area will be required to complete 20 hours of remediation before the completion of their second module. If remediation hours are not successfully completed, the student will be cancelled.
- Provisional students that score within the Level 1 in any area will be cancelled from the Health Sciences - Pharmacy Technician program.

Skills Assessment Score	Math	Reading	Writing
Level 3	27 and above	80 and above	59 and above
Level 2	21 - 26	53 - 79	33 - 58
Level 1	20 or below	52 or below	32 or below

Externship Requirement: A 180-hour externship is required in this program. Students are typically not paid for work performed during externship course activities. All school rules apply to externship course hours. Externship course hours are offered during regularly scheduled business hours for the site. UMA does not guarantee the availability of night or weekend externship course hours. Although UMA cannot guarantee a particular office or location, a student's request is taken into consideration when making externship course site assignments. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements. Additional externship course information can be found in the enrollment packet.

State Residence: Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Health Sciences - Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which UMA is currently enrolling students. In addition, many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student's background.

Note: In addition to a satisfactory Level I background check required for admission, facilities that accept students for externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. UMA may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

**Addendum for Admissions
(Certification, State and National Board Examinations)
Effective November 13, 2025**

Pages 46 - 50 (Replacement)

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during a student's enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or employment. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as pharmacy technician and nursing assistant. Other states may have licensing requirements for several UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an clinical experience or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with

the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

UMA covers some programs' certification/licensure examination fees once certain requirements, as established by each location, have been met prior to sitting for the exam. Please contact the Program Director (Clearwater)/Certification Department (UMA Online) to inquire about program specific requirements.

The following programs, upon completion, are designed to meet educational requirements for professional licensure and/or certification or to sit for a professional licensure and/or certification examination that may be required for entry-level employment.

Programs	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>meets</u> the state/territory educational requirements for licensure or certification	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>does not meet</u> the state/territory Education requirements for license or certification Note: UMA does not enroll students from these states/territories	States/Territories for which Ultimate Medical Academy <u>has not made a determination</u> that its curriculum meets the state/territory education requirements for licensure or certification or where it has been determined that externship requirements cannot be fulfilled. Note: UMA does not enroll students from these states/territories	States/Territories for which there is not a licensure or certification requirement
Dental Assistant with Expanded Functions (DAEF) Health Sciences – Dental Assistant with Expanded Functions (HS-DAEF) Note: The DAEF and HS-DAEF programs are approved by the Florida Board of Dentistry (FL BOD) to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana,	N/A

16, Florida Administrative Code. Per Rule 64B5-9.011, Florida Administrative Code, graduates of a FL BOD approved program are not required to obtain the dental radiographer certification. UMA's DAEF and HS-DAEF graduates are eligible to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical. The RDA certification is not required by the FL BOD.			Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
Health Sciences - Pharmacy Technician (HS-PHT) In some states/territories, professional licensure and/or certification is required for entry-level employment as a Pharmacy Technician. UMA's HS-PHT graduates are eligible to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Within five years of graduation, UMA's HS-PHT graduates are also eligible to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Health Career Association (NHA).	Alabama, Alaska, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Missouri, Montana, Nebraska, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Connecticut, Massachusetts, Minnesota, New Mexico, New York, North Dakota, Ohio, Oklahoma, South Carolina, Utah, Washington	California, Guam, Louisiana, Maine, Maryland, Mississippi, Nevada, New Hampshire, North Carolina, Puerto Rico, Rhode Island, Tennessee, Texas, U.S. Virgin Islands, Virginia, Washington D.C., West Virginia	Hawaii, Pennsylvania, Wisconsin
Nursing Assistant (NA)	Florida	N/A	Alabama, Alaska, Arizona, Arkansas,	N/A

A Certified Nursing Assistant (CNA) license is required for employment as an entry-level Nursing Assistant in Florida. To obtain a CNA license in Florida, graduates must successfully complete the Certified Nursing Assistant (CNA) examination. Graduates of UMA's NA program are eligible to sit for the CNA exam as UMA's NA program is approved by the Florida Board of Nursing.			California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
Emergency Medical Technician (EMT) Upon completion of the EMT program at UMA, students are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT). Upon successfully passing this national examination, the students will be granted Florida certification.	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi,	N/A

			Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
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**Addendum for Admissions
(Certification, State and National Board Examinations)
Effective November 10, 2025**

Pages 46 - 50 (Replacement)

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside UMA and, as such, these requirements may change during a student's enrollment. Although UMA programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. UMA does not guarantee registration, certification, licensing or employment. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as pharmacy technician and nursing assistant. Other states may have licensing requirements for several UMA programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug testing before a student can be placed in an clinical experience or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

UMA covers some programs' certification/licensure examination fees once certain requirements, as established by each location, have been met prior to sitting for the exam. Please contact the Program Director (Clearwater)/Certification Department (UMA Online) to inquire about program specific requirements.

The following programs, upon completion, are designed to meet educational requirements for professional licensure and/or certification or to sit for a professional licensure and/or certification examination that may be required for entry-level employment.

Programs	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>meets</u> the state/territory educational requirements for licensure or certification	States/Territories for which Ultimate Medical Academy has determined that its curriculum <u>does not meet</u> the state/territory Education requirements for license or certification Note: UMA does not enroll students from these states/territories	States/Territories for which Ultimate Medical Academy <u>has not made a determination</u> that its curriculum meets the state/territory education requirements for licensure or certification or where it has been determined that externship requirements cannot be fulfilled. Note: UMA does not enroll students from these states/territories	States/Territories for which there is not a licensure or certification requirement
Dental Assistant with Expanded Functions (DAEF) Health Sciences – Dental Assistant with Expanded Functions (HS-DAEF) Note: The DAEF and HS-DAEF programs are approved by the Florida Board of Dentistry (FL BOD) to provide expanded duties and radiology courses for the purpose of meeting the formal training requirement as specified in Rule 64B5-16, Florida Administrative Code. Per Rule 64B5-9.011, Florida Administrative Code, graduates of a FL BOD approved program are not required to obtain the dental	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania,	N/A

radiographer certification. UMA's DAEF and HS-DAEF graduates are eligible to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical. The RDA certification is not required by the FL BOD.			Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
Health Sciences - Pharmacy Technician (HS-PHT) In some states/territories, professional licensure and/or certification is required for entry-level employment as a Pharmacy Technician. UMA's HS-PHT graduates are eligible to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Within five years of graduation, UMA's HS-PHT graduates are also eligible to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Health Career Association (NHA).	Alabama, Alaska, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Mississippi, Missouri, Montana, Nebraska, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Connecticut, Massachusetts, Minnesota, New Mexico, New York, North Dakota, Ohio, Oklahoma, South Carolina, Utah, Washington	California, Guam, Louisiana, Maine, Maryland, Nevada, New Hampshire, North Carolina, Puerto Rico, Rhode Island, Tennessee, Texas, U.S. Virgin Islands, Virginia, Washington D.C., West Virginia	Hawaii, Pennsylvania, Wisconsin
Nursing Assistant (NA) A Certified Nursing Assistant (CNA) license is required for employment as an entry-level Nursing Assistant in Florida. To obtain a CNA license in Florida, graduates must successfully complete the Certified Nursing	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine,	N/A

Assistant (CNA) examination. Graduates of UMA's NA program are eligible to sit for the CNA exam as UMA's NA program is approved by the Florida Board of Nursing.			Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
Emergency Medical Technician (EMT) Upon completion of the EMT program at UMA, students are eligible to sit for the National Registry of Emergency Medical Technicians (NREMT). Upon successfully passing this national examination, the students will be granted Florida certification.	Florida	N/A	Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio,	N/A

			Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming	
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**Addendum for Admissions
(Criminal Background Checks and Drug Testing)
Effective April 29, 2026**

Page 50 (Replacement)

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

Facilities that accept students for externships/PPEs associated with our programs and employment upon graduation may conduct criminal or personal background checks as well as random or pre-placement drug screening. UMA expects that students in its programs can meet the criminal background check and drug screening requirements of the healthcare sites. UMA may also request drug screens for any covered student when there is a reasonable suspicion of impairment while on campus, on UMA's property, or while participating in any UMA activity/event. (Covered student includes any person taking courses (either UMA Online or Clearwater and including but not limited to students who take time off between terms) or otherwise receive or are seeking to receive services from UMA.)

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those facilities for externships/ professional practice experiences or employment.

Drug screening may be required by healthcare facilities before acceptance and/or during the externship/professional practice experience. If at any time a student tests positive on a drug test, the student will be removed from, or may not be allowed to start at, the site and may be subject to withdrawal from the program.

Students who have questions regarding how these issues may affect their externship/professional practice experience placement, ability to graduate, or potential employment should discuss this with the Program Director or Career Services staff. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed at (or is involuntarily released from) an externship/professional practice experience site due to an adverse result on either a criminal background check or random or pre-placement drug test may be dismissed from the program. Please see the General Admissions Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog for additional background check information.

**Addendum for Admissions
(Pharmacy Technician State/Territory Requirements)
Effective November 13, 2025**

Pages 54 - 58 (Replacement)

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

It is important that the students are aware of their pharmacy technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work as a pharmacy technician in any state/territory other than those in which UMA is actively enrolling/reentering for the Health Sciences - Pharmacy Technician program

(a “non-enrollment state/territory”). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program.

The chart below outlines various states/territories and whether UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Health Sciences - Pharmacy Technician program:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician program.
- **Non-Enrollment State/Territory** – a state/territory where UMA is currently not enrolling/reentering students in the Health Sciences - Pharmacy Technician program.

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM’S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	NON-ENROLLMENT STATES/TERRITORIES
Alabama	California
Alaska	Connecticut
Arizona	Guam
Arkansas	Louisiana
Colorado	Maine
Delaware	Maryland
Florida	Massachusetts
Georgia	Minnesota
Hawaii	Mississippi
Idaho	Nevada
Illinois	New Hampshire
Indiana	New Mexico
Iowa	New York
Kansas	North Carolina
Kentucky	North Dakota
Michigan	Ohio
Missouri	Oklahoma
Montana	Puerto Rico
Nebraska	Rhode Island
New Jersey	South Carolina
Oregon	Tennessee
Pennsylvania	Texas
South Dakota	U.S. Virgin Islands
Vermont	Utah
Wisconsin	Virginia
Wyoming	Washington
	Washington D.C.
	West Virginia

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional pharmacy technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in. Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. State/Territory contact information is available at the following link:

<https://nabp.pharmacy/boards-of-pharmacy/>

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Guam, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due to regulatory requirements.
Alabama, Alaska, Arizona, Arkansas, Georgia, Idaho, Illinois, Indiana, Iowa, Michigan, Missouri, Montana, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	Additional Pharmacy Technician Information for Graduates
Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Arkansas, Georgia, Kentucky, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alabama	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Within the first six months after registration, pharmacy technicians must: 1. Complete a board-approved training program - OR 2. Pass a board-recognized pharmacy technician certification exam Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is approved by the Alabama Board of Pharmacy.
Alaska	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee – Technician Trainee Licenses cannot be renewed. Prospective pharmacy technician trainees must register with the Arizona State Board of Pharmacy. Graduates may not apply for a Pharmacy Trainee Registration if they previously held a Pharmacy Technician Trainee License OR 2. Certified Technician (must provide evidence of PTCB)
Colorado	Beginning on 3/30/2020, graduates must obtain from the State Board of Pharmacy: 1. Provisional Certification – valid for no more than 18 months, during which time the applicant must obtain certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians. - OR 2. Certification – submit application with evidence of active certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.
Delaware	Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days. Certified Pharmacy Technicians must provide evidence of PTCB.

Florida	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Florida residents begin this process after graduation.
Idaho	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training - obtain certification prior to the end of second renewal - OR 2. Certified Technician (must provide evidence of PTCB or ExCPT)
Illinois	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure - AND 2. Copy of pharmacy technician program certificate or diploma
Indiana	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Technician-In-Training - obtain certification prior to the end of first renewal - OR 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal - OR 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.
Michigan	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Full Licensure – submit proof of passing the PTCB or NHA exams - OR 2. Limited License – requires verification of employment and is only valid during employment listed on application - OR 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Missouri	Graduates may begin working as a pharmacy technician after they have submitted a completed pharmacy technician application to the Board along with proof of fingerprinting. Graduates must be fingerprinted and submit a completed application to the Board along with the application fee BEFORE THEY START WORKING. A copy of their completed application and fingerprint receipt must be kept at their place of employment until they receive their registration certificate.

Montana	Graduates must be employed at a Montana pharmacy to apply for a provisional certified pharmacy technician license: 1. After Approval, graduates have 12 months to successfully pass the ExCPT or PTCB exam and convert their license to a certified pharmacy technician license OR 2. Pharmacy Technician – certified by PTCB or ExCPT
Nebraska	Graduates must be registered with the State Board of Pharmacy to be eligible for work as a pharmacy technician in the state. 1. Pharmacy Technicians who register for the first time after January 1, 2016 shall be certified by a state or national certifying body approved by the board within one year from the registration date in order to be employed as a pharmacy technician in a healthcare facility.
New Jersey	Graduates must apply for a pharmacy technician license within 10 days of employment at a pharmacy. Graduates have 180 days to receive an approved license.
Oregon	Graduates residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified by passing a national certification exam through PTCB or the ExCPT and apply for/obtain the Board's Certified Oregon Pharmacy Technician License. Graduates must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.
South Dakota	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 2. Certified Technician - submit copy of certification from PTCB or ExCPT
Wyoming	Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

**Addendum for Admissions
(Pharmacy Technician State/Territory Requirements)
Effective November 10, 2025**

Pages 54 - 58 (Replacement)

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

It is important that the students are aware of their pharmacy technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work as a pharmacy technician in any state/territory other than those in which UMA is actively enrolling/reentering for the Health Sciences - Pharmacy Technician program (a “non-enrollment state/territory”). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program.

The chart below outlines various states/territories and whether UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Health Sciences - Pharmacy Technician program:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician program.

- **Non-Enrollment State/Territory** – a state/territory where UMA is currently not enrolling/reentering students in the Health Sciences - Pharmacy Technician program.

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM’S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	NON-ENROLLMENT STATES/TERRITORIES
Alabama	California
Alaska	Connecticut
Arizona	Guam
Arkansas	Louisiana
Colorado	Maine
Delaware	Maryland
Florida	Massachusetts
Georgia	Minnesota
Hawaii	Nevada
Idaho	New Hampshire
Illinois	New Mexico
Indiana	New York
Iowa	North Carolina
Kansas	North Dakota
Kentucky	Ohio
Michigan	Oklahoma
Mississippi	Puerto Rico
Missouri	Rhode Island
Montana	South Carolina
Nebraska	Tennessee
New Jersey	Texas
Oregon	U.S. Virgin Islands
Pennsylvania	Utah
South Dakota	Virginia
Vermont	Washington
Wisconsin	Washington D.C.
Wyoming	West Virginia

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional pharmacy technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in. Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. State/Territory contact information is available at the following link:

<https://nabp.pharmacy/boards-of-pharmacy/>

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Guam, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due to regulatory requirements.

Alabama, Alaska, Arizona, Arkansas, Georgia, Idaho, Illinois, Indiana, Iowa, Michigan, Mississippi, Missouri, Montana, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	Additional Pharmacy Technician Information for Graduates
Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Arkansas, Georgia, Kentucky, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alabama	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Within the first six months after registration, pharmacy technicians must: 3. Complete a board-approved training program - OR 4. Pass a board-recognized pharmacy technician certification exam Ultimate Medical Academy's Health Sciences – Pharmacy Technician program is approved by the Alabama Board of Pharmacy.
Alaska	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 3. Pharmacy Technician Trainee – Technician Trainee Licenses cannot be renewed. Prospective pharmacy technician trainees must register with the Arizona State Board of Pharmacy. Graduates may not apply for a Pharmacy Trainee Registration if they previously held a Pharmacy Technician Trainee License - OR 4. Certified Technician (must provide evidence of PTCB)
Colorado	Beginning on 3/30/2020, graduates must obtain from the State Board of Pharmacy: 3. Provisional Certification – valid for no more than 18 months, during which time the applicant must obtain certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians. - OR 4. Certification – submit application with evidence of active certification from a board-approved, nationally-recognized organization that certifies pharmacy technicians.
Delaware	Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days. Certified Pharmacy Technicians must provide evidence of PTCB.
Florida	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Florida residents begin this process after graduation.
Idaho	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 3. Technician-In-Training - obtain certification prior to the end of second renewal - OR 4. Certified Technician (must provide evidence of PTCB or ExCPT)

Illinois	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 3. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure AND 4. Copy of pharmacy technician program certificate or diploma
Indiana	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 3. Technician-In-Training - obtain certification prior to the end of first renewal OR 4. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 3. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR 4. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 2. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.
Michigan	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 4. Full Licensure – submit proof of passing the PTCB or NHA exams OR 5. Limited License – requires verification of employment and is only valid during employment listed on application OR 6. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.
Missouri	Graduates may begin working as a pharmacy technician after they have submitted a completed pharmacy technician application to the Board along with proof of fingerprinting. Graduates must be fingerprinted and submit a completed application to the Board along with the application fee BEFORE THEY START WORKING. A copy of their completed application and fingerprint receipt must be kept at their place of employment until they receive their registration certificate.
Montana	Graduates must be employed at a Montana pharmacy to apply for a provisional certified pharmacy technician license: 3. After Approval, graduates have 12 months to successfully pass the ExCPT or PTCB exam and convert their license to a certified pharmacy technician license OR 4. Pharmacy Technician – certified by PTCB or ExCPT
Nebraska	Graduates must be registered with the State Board of Pharmacy to be eligible for work as a pharmacy technician in the state. 2. Pharmacy Technicians who register for the first time after January 1, 2016 shall be certified by a state or national certifying body approved by the board within one year from the registration date in order to be employed as a pharmacy technician in a healthcare facility.

New Jersey	Graduates must apply for a pharmacy technician license within 10 days of employment at a pharmacy. Graduates have 180 days to receive an approved license.
Oregon	Graduates residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified by passing a national certification exam through PTCB or the ExCPT and apply for/obtain the Board's Certified Oregon Pharmacy Technician License. Graduates must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.
South Dakota	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 3. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 4. Certified Technician - submit copy of certification from PTCB or ExCPT
Wyoming	Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 3. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 4. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

Addendum for Admissions
(Health Information Management Program Enrollment States/Territories)
Effective November 13, 2025

Pages 58 & 59 (Replacement)

HEALTH INFORMATION MANAGEMENT PROGRAM ENROLLMENT STATES/TERRITORIES

Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the Health Information Management program. Students are required to notify UMA in the student portal (Puma Den) and request authorization if they plan to move to or intend to work in any other state/territory.

HEALTH INFORMATION MANAGEMENT PROGRAM STATES/TERRITORIES ENROLLMENT CHART	
All Enrollment	Do Not Enroll
Alabama	Connecticut
Alaska	Guam
Arizona	Louisiana
Arkansas	Massachusetts
California	Maine
Colorado	Mississippi
Delaware	Nevada
Florida	New Hampshire
Georgia	New York
Hawaii	North Dakota
Idaho	Oklahoma
Illinois	Puerto Rico
Indiana	Rhode Island
Iowa	Tennessee
Kansas	U.S. Virgin Islands
Kentucky	Washington
Maryland	Washington D.C.

Michigan	
Minnesota	
Missouri	
Montana	
Nebraska	
New Jersey	
New Mexico	
North Carolina	
Ohio	
Oregon	
Pennsylvania	
South Carolina	
South Dakota	
Texas	
Utah	
Vermont	
Virginia	
West Virginia	
Wisconsin	
Wyoming	

**Addendum for Cancellation and Refund Policies
(Withdrawal or Dismissal Procedure)
Effective June 15, 2026**

Page 67 (Revision)

Clearwater Students: Contact the Registrar's Office in person, by telephone (877-241-8786), mail or email officialWD@ultimatemedical.edu to notify UMA of your intent to withdraw from your program.

**Addendum for Academic Standards
(Satisfactory Academic Progress)
Effective June 9, 2026**

Page 108 (Replacement of Maximum Time Frame Chart)

MAXIMUM TIME FRAME		
DIPLOMA PROGRAMS	CREDIT HOURS REQUIRED	MAXIMUM CREDIT HOURS ATTEMPTED
Clinical Medical Assistant	34.50 Credits	51.75 Credits
Dental Assistant with Expanded Functions	26.00 Credits	39.00 Credits
Emergency Medical Technician	14.00 Credits	21.00 Credits
Emergency Medical Technician	21.00 Credits	31.50 Credits
Medical Administrative Assistant	38.00 Credits	57.00 Credits
Medical Assistant	42.50 Credits	63.75 Credits
Medical Billing and Coding	39.00 Credits	58.50 Credits
Medical Office and Billing Specialist	38.00 Credits	57.00 Credits
Patient Care Technician	31.50 Credits	47.25 Credits
Phlebotomy Technician	8.00 Credits	12.00 Credits
ASSOCIATE DEGREE PROGRAMS	CREDIT HOURS REQUIRED	MAXIMUM CREDIT HOURS ATTEMPTED
Health and Human Services	64.00 Credits	96.00 Credits
Health Information Management	63.00 Credits	94.50 Credits

Health Sciences – Clinical Medical Assistant	61.50 Credits	92.25 Credits
Health Sciences - Dental Assistant with Expanded Functions	62.00 Credits	93.00 Credits
Health Sciences - Medical Administrative Assistant	62.00 Credits	93.00 Credits
Health Sciences - Medical Assistant	60.50 Credits	90.75 Credits
Health Sciences - Medical Office and Billing Specialist	62.00 Credits	93.00 Credits
Health Sciences - Pharmacy Technician	61.50 Credits	92.25 Credits
Healthcare Accounting	65.00 Credits	97.50 Credits
Healthcare Management	66.00 Credits	99.00 Credits
Medical Billing and Coding	63.00 Credits	94.50 Credits

**Addendum for Programs
(Health Sciences – Clinical Medical Assistant)
Effective November 24, 2025**

Page 124 (Revision to Course Names for MH1100 and MH2100)

MH1100	Mental Health Foundations	3.0
MH2100	Trauma and Trauma Informed Care	3.0

**Addendum for Programs
(Clinical Medical Assistant/Health Sciences – Clinical Medical Assistant)
Effective November 10, 2025**

Pages 122 & 123 (Revision to Course Number for ME2250 and ME1100)

ME2255	Wellness, Pathophysiology, and Pharmacology	4.5
ME1105	Medical Assistant Foundations	4.0

**Addendum for Admissions
(Dental Assistant with Expanded Functions)
Effective April 13, 2026**

Page 125 (Insertion)

**DENTAL ASSISTANT WITH EXPANDED FUNCTIONS
(EFFECTIVE AS OF 5.26.26 START DATE)**

Program Type: Diploma

Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology, and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS, and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. The didactic portion of courses is delivered via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative

dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a diploma in Dental Assistant with Expanded Functions. Total Program: 1,480 total clock hours - 720 clock hours/760 recognized outside clock hours/26.0 semester credits. Classification of Instructional Program Code: 51.0601

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination. While graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the position chosen.

UMA's Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
DA1115	Introduction to Dental Assisting	3.0
DA1125	Dental Assisting Fundamentals	3.0
DA1135	Preventive Dentistry, Pharmacology & Chairside Assisting	3.5
DA1145	Dental Materials and Techniques and Expanded Functions	3.5
DA1155	Dental Specialties	3.0
DA1165	Radiology	3.5
DA3045	Externship	3.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		26.0

Page 125 (Discontinuation)

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

(NO LONGER ENROLLING BEYOND 4.20.26 START DATE)

Program Type: Diploma

Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a diploma in Dental Assistant with Expanded Functions. Total Program: 1,440 total clock hours – 720 clock hours/720 recognized outside clock hours/26.0 semester credits. Classification of Instructional Program Code: 51.0601

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination. While graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the position chosen.

UMA's Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
Total Program		26.0

Addendum for Admissions (Health Sciences – Dental Assistant with Expanded Functions) Effective April 13, 2026

Page 126 (Insertion)

HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS (EFFECTIVE AS OF 5.26.26 START DATE)

Program Type: Associate of Science

Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology, and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS, and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology, and supplementary electives to complete the Associate of Science requirement. The didactic portion of courses is delivered via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Dental Assistant with Expanded Functions Associate of Science degree. Total Program: 3100 total clock hours - 1260 clock hours/1840 recognized outside clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination. While

graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the position chosen.

UMA's Health Sciences - Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: 77 weeks

Normal Time: 83 weeks

Required Courses		
Course #	Course Title	Semester Credits
Core Courses (26.0 Credits)		
DA1115	Introduction to Dental Assisting	3.0
DA1125	Dental Assisting Fundamentals	3.0
DA1135	Preventive Dentistry, Pharmacology & Chairside Assisting	3.5
DA1145	Dental Materials and Techniques and Expanded Functions	3.5
DA1155	Dental Specialties	3.0
DA1165	Radiology	3.5
DA3045	Externship	3.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
PS1000	Psychology	3.0
Elective Courses (21.0 Credits)		
HT1000	Introduction to U.S. Healthcare Delivery	3.0
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communication	3.0
ME1130	Patient-Centered Communications	3.0
PS2150	Patient Relations	3.0
MG2150	Introduction to Leadership and Management	3.0
MH1100	Mental Health Foundations	3.0
Total Program		62.0

Page 126 (Discontinuation)

**HEALTH SCIENCES – DENTAL ASSISTANT WITH EXPANDED FUNCTIONS
(NO LONGER ENROLLING BEYOND 4.20.26 START DATE)**

Program Type: Associate of Science

Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Health Sciences - Dental Assistant with Expanded Functions program is to prepare students to become a professional who can seek entry-level employment in a dental office as a dental assistant and/or in other dental auxiliary positions. The program concentrates on dental and medical terminology, anatomy and physiology, vital signs, nutrition, health, infection control, tooth morphology, preventive dentistry, dental radiology and dental office management. The program also includes life skills for success and an externship program. All students receive instruction in CPR, first aid, universal precautions, HIV/AIDS and infection control. The expanded functions include training in coronal polishing, sealant placement and the removal and fabrication of temporary crowns. General education courses are taken in English Composition, Critical Thinking and Problem Solving, College Math, General Biology, Sociology and supplementary

electives to complete the Associate of Science requirement. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a dental office setting. Out-of-class work is required.

Dental assistants have many tasks ranging from providing patient care and taking x-rays to recordkeeping and scheduling appointments. During this program, students learn to prepare patients for treatment and instruct them in preventative dentistry, provide chair-side assistance to dentists during procedures, take and process x-rays and assist in office management, billing and insurance processing followed by a hands-on externship in a dental office with actual patients. Upon successful completion of this program, the graduate will be awarded a Health Sciences – Dental Assistant with Expanded Functions Associate of Science degree. Total Program: 3,060 total clock hours - 1260 clock hours/1,800 recognized outside clock hours/62.0 semester credits. Classification of Instructional Program Code: 51.0000

Students will receive course preparation to sit for the Registered Dental Assistant (RDA) examination offered through the American Medical Technologists (AMT). Graduates must meet eligibility requirements to sit for the examination. While graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the position chosen.

UMA's Health Sciences - Dental Assistant with Expanded Functions program is approved by the Florida Board of Dentistry.

Instructional Time: 77 weeks

Normal Time: 83 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (26.0 Credits)		
DA1110	Introduction & History of Dentistry	3.5
DA1120	Preventive Dentistry	3.5
DA1130	Anatomy & Physiology, Office Management, and CPR	3.5
DA1140	Radiology and OSHA	3.5
DA1150	Anatomy, Microbiology & Dental Materials	3.5
DA1160	Expanded Functions	3.5
DA3040	Externship	5.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (21.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		62.0

**Addendum for Admissions
(Emergency Medical Technician)
Effective June 9, 2026**

Page 128 (Insertion)

**EMERGENCY MEDICAL TECHNICIAN
(EFFECTIVE WITH START DATES AFTER 7.20.26)**

Program Type: Diploma

Location: UMA Online (Residential, Blended)

PROGRAM DESCRIPTION

The objective of the Emergency Medical Technician (EMT) program is to prepare students for entry-level EMT-Basic level positions. The primary focus of the EMT-Basic position is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The EMT is a link from the scene to the emergency health care system. The EMT Program prepares students with the basic knowledge and skills necessary to provide patient care and transportation including working effectively as part of a comprehensive Emergency Medical Service (EMS) response team and perform interventions with the basic equipment typically found on an ambulance. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with emergency childbirth; use the EMS communication system; initiate basic care for medical and traumatic emergencies. Lecture and lab instruction occur at our residential campus, and clinical externship is conducted at various health care settings. Out-of-class work is required.

Program curriculum meets the most recent Emergency Medical Technician-Basic National Standard Curriculum requirements approved by the U.S. Department of Transportation and the Florida Department of Health. Instruction includes two (2) hours of instruction on the trauma scorecard methodologies for assessment of adult trauma patients, pediatric trauma patients, and Sudden Unexpected Infant Death (SUID) training.

During this program, students will receive hands-on training to care for patients under guidance of licensed paramedics and the program's Medical Director. Students will also complete a 49-hour clinical rotation at a hospital including a minimum of 10 hours within an emergency room setting and a pre-hospital emergency medical field experience requirement of 70 hours with an EMS provider agency. The pre-hospital experience must include a minimum of five (5) patient contacts that result in the student accompanying the patient to the hospital. Students will be required to pass a comprehensive final written and practical examination evaluating the skills described in the current United States Department of Transportation EMT-Basic National Standard Curriculum. Upon successful completion of this program, the graduate will be awarded a diploma in Emergency Medical Technician. Total Program: 480 total clock hours - 480 clock hours/0 recognized outside clock hours/21 semester credits. Classification of Instructional Program Code: 51.0904

EMT certification is required for employment. Graduates must successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination to be eligible for certification. Students will receive course preparation to sit for the NREMT examination. Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Emergency Medical Technician program is not eligible for Federal Student Aid. Instructional

Instructional Time: 14 weeks

Normal Time: 16 weeks

Required Courses

Course #	Course Title	Semester Credits
EMS1110	Emergency Medical Technician Fundamentals	13.5
EMS2110	Emergency Medical Technician Clinical Lab and Externship	7.5
Total Program		21.0

EMERGENCY MEDICAL TECHNICIAN**(NO LONGER ENROLLING BEYOND 6.15.26 START DATE)****Program Type: Diploma****Location: UMA Online (Residential, Blended)****PROGRAM DESCRIPTION**

The objective of the Emergency Medical Technician (EMT) program is to prepare students for entry-level EMT-Basic level positions. The primary focus of the EMT-Basic position is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. The EMT is a link from the scene to the emergency health care system. The EMT Program prepares students with the basic knowledge and skills necessary to provide patient care and transportation including working effectively as part of a comprehensive Emergency Medical Service (EMS) response team and perform interventions with the basic equipment typically found on an ambulance. Students will be prepared to initiate basic airway and respiratory intervention; cardiopulmonary resuscitation; bleeding control; wound care; stabilization of spinal injuries; splinting of fractures; initial scene assessment, triage and safety; assist with emergency childbirth; use the EMS communication system; initiate basic care for medical and traumatic emergencies. Lecture and lab instruction occur at our residential campus, and clinical externship is conducted at various health care settings. Out-of-class work is required.

Program curriculum meets the most recent Emergency Medical Technician-Basic National Standard Curriculum requirements approved by the U.S. Department of Transportation and the Florida Department of Health. Instruction includes two (2) hours of instruction on the trauma scorecard methodologies for assessment of adult trauma patients, pediatric trauma patients, and Sudden Unexpected Infant Death (SUID) training.

During this program, students will receive hands-on training to care for patients under guidance of licensed paramedics and the program's Medical Director. Students will also complete a 20-hour clinical rotation at a hospital including a minimum of 10 hours within an emergency room setting and a minimum of five (5) field experiences with an emergency medical service provider team as the team transports patients to the hospital. Students will be required to pass a comprehensive final written and practical examination evaluating the skills described in the current United States Department of Transportation EMT-Basic National Standard Curriculum. Upon successful completion of this program, the graduate will be awarded a diploma in Emergency Medical Technician. Total Program: 728 total clock hours - 320 clock hours/408 recognized outside clock hours/14 semester credits. Classification of Instructional Program Code: 51.0904

EMT certification is required for employment. Graduates must successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination to be eligible for certification. Students will receive course preparation to sit for the NREMT examination. Graduates must meet eligibility requirements to sit for the examination.

Additional Information: The Emergency Medical Technician program is not eligible for Federal Student Aid.

Instructional Time: 16 weeks**Normal Time: 18 weeks****Required Courses**

Course #	Course Title	Semester Credits
EMS1100	Emergency Medical Technician Fundamentals	9.5
EMS2100	Emergency Medical Technician Clinical Lab and Externship	4.5
Total Program		14.0

**Addendum for Admissions
(Patient Care Technician)
Effective April 13, 2026**

Page 165 (Insertion)

**PATIENT CARE TECHNICIAN
(EFFECTIVE AS OF 5.26.26 START DATE)**

Program Type: Diploma

Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 1590 total clock hours - 720 inside clock hours/870 recognized outside clock hours/31.5 semester credits. Classification of Instructional Program Code: 51.3902

Patient Care Technicians are not required to obtain licensure or certifications to practice in Florida. The program will provide comprehensive training and preparation to ensure graduates are well-equipped to meet employer expectations and succeed in the workplace.

Students will receive course preparation to sit for the optional Certified Patient Care Technician/Assistant (CPCT/A) offered through the National Healthcareer Association (NHA) and the Patient Care Technician Certification, Phlebotomy Technician Certification and Electrocardiogram (ECG) Technician Certification offered through the National Center for Competency Testing (NCCT). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
ME1130	Patient-Centered Communications	3.0
ME1200	Medical Terminology	3.0
ME1210	Introduction to Allied Health	3.5
ME2350	ECG	4.0
MH1100	Mental Health Foundations	3.0
PC2110	Phlebotomy and Lab Procedures	4.0
PC2200	Foundations in Patient Care	4.5
PC3000	Clinical Externship	3.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
Total Program		31.5

Page 165 (Discontinuation)

**PATIENT CARE TECHNICIAN
(NO LONGER ENROLLING BEYOND 4.13.26 START DATE)**

Program Type: Diploma
Location: Clearwater (Blended)

PROGRAM DESCRIPTION

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 1,565 total clock hours - 720 clock hours/845 recognized outside clock hours/31.5 semester credits. Classification of Instructional Program Code: 51.3902

Patient Care Technicians are not required to obtain licensure or certifications to practice in Florida. The program will provide comprehensive training and preparation to ensure graduates are well-equipped to meet employer expectations and succeed in the workplace.

Students will receive course preparation to sit for the optional Certified Patient Care Technician/Assistant (CPCT/A) offered through the National Healthcareer Association (NHA) and the Patient Care Technician Certification, Phlebotomy Technician Certification and Electrocardiogram (ECG) Technician Certification offered through the National Center for Competency Testing (NCCT). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
Total Program		31.5

**Addendum for Programs
(Patient Care Technician)
March 3, 2026**

Page 165 (Replacement)

PATIENT CARE TECHNICIAN

Program Type: Diploma
Location: Clearwater (Blended)

Program Description

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical

terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 1,565 total clock hours - 720 clock hours/845 recognized outside clock hours/31.5 semester credits. Classification of Instructional Program Code: 51.3902

Patient Care Technicians are not required to obtain licensure or certifications to practice in Florida. The program will provide comprehensive training and preparation to ensure graduates are well-equipped to meet employer expectations and succeed in the workplace.

Students will receive course preparation to sit for the optional Certified Patient Care Technician/Assistant (CPCT/A) offered through the National Healthcareer Association (NHA) and the Patient Care Technician Certification, Phlebotomy Technician Certification and Electrocardiogram (ECG) Technician Certification offered through the National Center for Competency Testing (NCCT). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
Total Program		31.5

**Addendum for Programs
(Patient Care Technician)
Effective February 2, 2026**

Page 165 (Replacement)

PATIENT CARE TECHNICIAN

Program Type: Diploma

Location: Clearwater (Blended)

Program Description

The objective of the Patient Care Technician program is to prepare students for entry-level employment positions in hospitals, nursing homes, physicians' offices and other healthcare facilities as Patient Care Technicians, Phlebotomists or a Medical Assistant. The program concentrates on anatomy and physiology, pathology, body systems, medical terminology, pharmacology, operating diagnostic equipment, performing laboratory work including phlebotomy and administering EKG. The didactic portion of courses is delivered online via distance education; the laboratory portion of courses is delivered on-campus. Externship is conducted in a healthcare setting. Out-of-class work is required.

Patient Care Technicians work alongside doctors and nurses to provide day-to-day care that patients need. They typically perform clinical, laboratory, and office tasks to ensure the smooth operation of a healthcare facility and monitor patients' basic vital signs, including temperature, pulse, blood pressure and respiration rates. They record vital signs in the patient's

physical or electronic chart along with any patient concerns or complaints that the physician may want to review. Upon successful completion of this program, the graduate will be awarded a diploma in Patient Care Technician. Total Program: 720 clock hours/870 recognized outside hours/31.5 semester credits. Classification of Instructional Program Code: 51.3902

Patient Care Technicians are not required to obtain licensure or certifications to practice in Florida. The program will provide comprehensive training and preparation to ensure graduates are well-equipped to meet employer expectations and succeed in the workplace.

Students will receive course preparation to sit for the optional Certified Patient Care Technician/Assistant (CPCT/A) offered through the National Healthcareer Association (NHA) and the Patient Care Technician Certification, Phlebotomy Technician Certification and Electrocardiogram (ECG) Technician Certification offered through the National Center for Competency Testing (NCCT). Graduates must meet eligibility requirements to sit for the examinations.

Instructional Time: 42 weeks

Normal Time: 48 weeks

Required Courses

Course #	Course Title	Semester Credits
MC1110	Principles of Allied Health	5.0
MC1115	Anatomy & Physiology and Medical Terminology	5.0
MC2010	Pharmacology	4.5
MC2015	Clinical Lab Procedures & Phlebotomy	4.0
MC3005	Clinical Externship	4.0
NA1110	Nursing Assistant	5.0
PH1115	Advanced Phlebotomy	4.0
Total Program		31.5

**Addendum for Programs
(Health Sciences – Pharmacy Technician)
Effective November 10, 2025**

Pages 166 - 169 (Replacement)

**HEALTH SCIENCES - PHARMACY TECHNICIAN
(Except Arkansas and Kansas)**

Program Type: Associate of Science

Location: UMA Online

Program Description

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a healthcare setting. Out-of-class work is required.

A well-qualified pharmacy technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associate degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem-solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science degree. Total

Program: 2,815 total clock hours – 1,080 clock hours/1,735 recognized outside clock hours/61.5 semester credits.
 Classification of Instructional Program Code: 51.0000

The State of Florida requires all pharmacy technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB) and the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination. While graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the graduate's location and chosen position.

Additional Information: The Health Sciences - Pharmacy Technician program has multiple state-specific requirements. Refer to the *Pharmacy Technician State/Territory Requirements* section in this catalog for a listing of states in which UMA is currently enrolling and speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks

Normal Time: 77 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (37.5 Credits)		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150*	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		61.5

*EN2150 is a required course for Oregon residents and satisfies the English composition coursework requirements.

HEALTH SCIENCES - PHARMACY TECHNICIAN (Arkansas and Kansas Residents Only)

Program Type: Associate of Applied Science

Location: UMA Online

PROGRAM DESCRIPTION

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a healthcare setting. Out-of-class work is required.

A well-qualified pharmacy technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associate degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem-solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Applied Science degree. Total Program: 2,815 total clock hours – 1,080 clock hours/1,735 recognized outside clock hours/61.5 semester credits. Classification of Instructional Program Code: 51.0000

The State of Florida requires all pharmacy technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a pharmacy technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB) and the Exam for the Certification of Pharmacy Technicians (ExCPT) offered through the National Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination. While graduates of this program will be prepared to take an external professional certification examination to enhance their employment prospects, students are not required to sit for the examination to graduate from the program and may not be required to hold external certification to work, depending on the graduate's location and chosen position.

Additional Information: The Health Sciences - Pharmacy Technician program has multiple state-specific requirements. Refer to the *Pharmacy Technician State/Territory Requirements* section in this catalog for a listing of states in which UMA is currently enrolling and speak with an Admissions Representative to ensure that all applicable state requirements are met.

Instructional Time: 72 weeks

Normal Time: 77 weeks

Required Courses

Course #	Course Title	Semester Credits
Core Courses (37.5 Credits)		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
General Education Courses (15.0 Credits)		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
Elective Courses (Arkansas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0

CI1154*	Introduction to Healthcare Computer Information Systems	3.0
EN2150**	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Elective Courses (Kansas Residents 9.0 Credits)		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
Total Program		61.5

*CI1154 is a required course for Arkansas residents and satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board.

**EN2150 is a required course for Arkansas residents and satisfies the technical writing general education requirement for the Arkansas Higher Education Coordinating Board.

**Addendum for Course Descriptions
(Course Number Abbreviations)
Effective April 13, 2026**

Page 171 (Insertion)

PC Patient Care

**Addendum for Course Descriptions
(DA115, DA1125, DA1135, DA1145, DA1155, DA1165, DA3045, ME1130, ME1210, ME2350, MH1100, PC2110,
PC2200, PC3000)
Effective April 13, 2026**

Pages 171 - 183 (Insertions and Revision to MH1100)

DA1115 INTRODUCTION TO DENTAL ASSISTING – 3.0 SEMESTER CREDITS

This course introduces the role and function of a dental assistant as a member of the health care delivery team. Topics include history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; importance and use of dental records; and basic anatomy, physiology, and terminology. Basic concepts of infection control also included. Prerequisites: None

DA1125 DENTAL ASSISTING FUNDAMENTALS – 3.0 SEMESTER CREDITS

This course includes the elements of efficient office management and procedures. The student is also instructed in the principles of four-handed dentistry & instrumentation, care and maintenance of equipment, and patient care. The study of the gross anatomy, structure, and morphology of the head and soft tissues of the oral cavity is also provided, which includes the microscopic anatomy of the teeth and supporting structures, primary and permanent dentition, nomenclature, and tooth morphology. Prerequisites: None

DA1135 PREVENTATIVE DENTISTRY, PHARMACOLOGY, AND CHAIRSIDE ASSISTANT – 3.5 SEMESTER CREDITS

This course provides instruction on preventative dentistry including hard and soft deposits, stains, oral hygiene instructions, plaque indices, fluorides, sealants, tooth brushing techniques, flossing, dentifrices, mouth washes, oral hygiene aids and the oral hygiene needs to special care patients. Nutrition as it relates to dental care is also included in

this course. Emphasis is placed on personal and patient oral hygiene skills development. Basic concepts regarding pharmacology and pharmaceutical preparations in dentistry are also covered. Chemical and physical properties, action, dose, methods of administration, therapeutic usage, side effects, indications, contraindications for pharmaceutical preparations in dentistry. Additionally, this course is designed to instruct the student in chairside assisting and charting to prepare the student to effectively assist in all types of treatment. Prerequisites: None

DA1145 DENTAL MATERIALS AND TECHNIQUES AND EXPANDED FUNCTIONS – 3.5 SEMESTER CREDITS

Provides theoretical knowledge of composition, preparation, and application of materials commonly used in dentistry. Hands-on experience with equipment and materials is provided in campus laboratory. Provides the dental assisting student with knowledge and clinical skills needed to satisfy requirements for certification in expanded functions as defined in the FL state dental practice act. Topics include dental dam, matrix and wedge and coronal polish. Prerequisites: DA1115, DA1125, DA1135

DA1155 DENTAL SPECIALIST - 3.0 SEMESTER CREDITS

This course exposes students to specialties in dentistry. It provides an overview of dental assistant responsibilities in each specialty. Provided are the terminology, instruments, procedures, and ISO of dental specialties including Endodontics, Periodontics, Orthodontics, Pediatric, Prosthodontics, Oral and Maxillofacial Surgery. Prerequisites: DA1115, DA1125, DA1135

DA1165 RADIOLOGY – 3.5 SEMESTER CREDITS

This course provides fundamental knowledge of nature, physical behavior, biological effects, methods of control, safety precautions, techniques of exposing, processing, and mounting radiographs. Laboratory and clinical experiences with live patients in exposing, processing, mounting, critiquing diagnostically acceptable radiographs. Prerequisites: DA1115, DA1125, DA1135

DA3045 EXTERNSHIP – 3.5 SEMESTER CREDITS

This course provides students with on-the-job experience working in a dental office. Students will work in all aspects of the dental office and gain experience in assisting for when they enter the work force. It will also help them prepare to meet the Registered Dental Assistant (RDA) certification requirements. The extern will be supervised by a representative from the school and a supervisor at the externship site. Prerequisites: DA1115, DA1125, DA1135, DA1145, DA1155, DA1165

ME1130 PATIENT-CENTERED COMMUNICATIONS – 3.0 SEMESTER CREDITS

This course provides the student with a basic understanding of interpersonal communication in the healthcare professional environment. Students will be exposed to a variety of organizational perspectives, research, and theories on understanding the diversity that exists within and between social groups in the workplace. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology.

Prerequisites: None

ME1210 INTRODUCTION TO ALLIED HEALTH – 3.5 SEMESTER CREDITS

This course provides knowledge of allied health professions. An overview of the following principles is included: roles and responsibilities, legal and ethical responsibilities, safety and security procedures, response in emergency situations, infection control procedures, and vital sign monitoring. Prerequisites: None

ME2350 ECG – 4.0 SEMESTER CREDITS

This course covers the skills and knowledge required to perform ECGs and identify normal and abnormal results. The course begins with a review of the cardiovascular system as it relates to ECGs. It continues with use of a Holter monitor, stress testing, preparing a patient for and performing and analyzing an ECG, and the proper use of medical equipment related to performing ECGs. Pre-requisite: ME1210

MH1100 MENTAL HEALTH FOUNDATIONS – 3.0 SEMESTER CREDITS

This course is designed to increase allied healthcare workers' knowledge, skills, motivation, and confidence related to the identification of and response to patients exhibiting signs of mental health and substance use disorders within general and specialty healthcare settings. Prevalence rates, potential risk factors, common symptoms, essential care, and evidence-based practices will be addressed for a range of disorders including depression, anxiety,

disruptive behavioral disorders, psychosis, substance use disorders, dementia, and suicide/self-injury. Emphasis will also be placed on reduction of stigma, promotion of help seeking behaviors, and recovery. Prerequisites: None

PC2110 PHLEBOTOMY AND LAB PROCEDURES – 4.0 SEMESTER CREDITS

This course is designed to teach the procedural knowledge, cognitive strategies, and technical skills of basic phlebotomy, including collection of various specimens and venipuncture. Point of care and lab procedures are also covered, focusing on CLIA-waived tests. Prerequisites: None

PC2200 FOUNDATIONS IN PATIENT CARE – 4.5 SEMESTER CREDITS

This course provides training in providing care and assistance with selected tasks related to the activities of daily living in long-term care, subacute, and assisted living facilities under the general supervision of a registered nurse.

Pre-requisite: ME1210

PC3000 CLINICAL EXTERNSHIP – 3.5 SEMESTER CREDITS

This course provides training in providing care and assistance with selected tasks related to the activities of daily living in long-term care, subacute, and assisted living facilities under the general supervision of a registered nurse.

Pre-requisites: ME1130, ME1200, ME1210, ME2350, MH1100, PC2110, and PC2200

Addendum for Course Descriptions (EMS 1110/EMS 2110) Effective June 9, 2026

Page 174 (Insertion)

EMS1110 EMERGENCY MEDICAL TECHNICIAN FUNDAMENTALS – 13.5 SEMESTER CREDITS

This course is designed to instruct a student to the level of the Emergency Medical Technician-Basic. Course content serves as an introduction to the declarative knowledge and cognitive and affective skills necessary for the provision of emergency medical care at a basic life support level with an ambulance service or other specialized emergency medical service. The course is taught in accordance with the latest National EMS Education Standards for the EMTs and in alignment with Chapter 401, Florida Statutes, (F.S.) and Chapter 64J-1, Florida Administrative Code (F.A.C). Course content is designed to prepare students to recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care, decide on appropriate emergency medical care based on assessment findings of the patient's condition, work to minimize patient discomfort and prevent further injury, and practice safely and in accordance with the EMT-B role and responsibilities.

The course contains:

- Two hours of instruction on the trauma scorecard methodologies for assessment of adult trauma patients and pediatric trauma patients as required by section 401.2701, Florida Statutes.
- Sudden Unexpected Infant Death (SUID) training as required by section 383.3362(3)(a)(b), Florida Statutes.
- A comprehensive final written examination evaluating the knowledge and skills described in the most current US DOT National Education Standard

Corequisite: EMS2110

EMS2110 EMERGENCY MEDICAL TECHNICIAN CLINICAL LAB AND EXTERNSHIP – 7.5 SEMESTER CREDITS

This course is designed to equip the EMT-B student with the psychomotor skills necessary for the provision of emergency medical care at a basic life support level with an ambulance service or other specialized emergency medical service. The course is taught in accordance with the latest National EMS Education Standards for the EMTs and in alignment with Chapter 401, Florida Statutes, (F.S.) and Chapter 64J-1, Florida Administrative Code (F.A.C). Course content is designed to prepare students to recognize and respond to the nature and seriousness of the patient's condition or extent of injuries, to assess requirements for emergency medical care, to provide appropriate emergency medical care based on assessment findings of the patient's condition while

working to minimize patient discomfort, preventing further injury, and practicing safely and in accordance with the EMT-B role and responsibilities. Course content focuses on the application of the cognitive, affective and psychomotor skills required for successful practice of the EMT-B while working as part of an emergency medical service team.

In addition to laboratory instruction, students will complete a hospital-based externship and a pre-hospital emergency medicine field experience. The hospital-based externship experience consists of required 49 hours of hospital-based experience with a minimum of ten hours completed in the emergency room setting. The pre-hospital emergency medicine field experience totaling 70 hours is completed with an EMS provider agency and must include a minimum of five patient contacts that result in the student accompanying the patient to the hospital to fulfill requirements. Corequisite: EMS1110

**Addendum for Course Descriptions
(MH2100)
Effective April 29, 2026**

Page 183 (Revision)

MH2100 TRAUMA AND TRAUMA INFORMED CARE - 3.0 SEMESTER CREDITS

This course focuses on the identification of traumatic and acute stress symptoms and the delivery of evidence-based practices including psychological first aid, trauma informed care, and suicide prevention approaches. De-escalation skills will also be taught. Prerequisites: MH1100 or PS1000

**Addendum for Course Descriptions
(MH1100/MH2100)
Effective November 24, 2025**

Page 183 (Revision to Course Names for MH1100 and MH2100)

MH1100 MENTAL HEALTH FOUNDATIONS - 3.0 SEMESTER CREDITS

This course is designed to increase medical assistants' knowledge, skills, motivation, and confidence related to the identification of and response to patients exhibiting signs of mental health and substance use disorders within general and specialty healthcare settings. Prevalence rates, potential risk factors, common symptoms, essential care, and evidence-based practices will be addressed for a range of disorders including: depression, anxiety, disruptive behavioral disorders, psychosis, substance use disorders, dementia, and suicide/self-injury. Emphasis will also be placed on reduction of stigma, promotion of help seeking behaviors, and recovery. Prerequisites: ME1105, ME1200.

MH2100 TRAUMA AND TRAUMA INFORMED CARE - 3.0 SEMESTER CREDITS

This course focuses on the identification of traumatic and acute stress symptoms and the delivery of evidence-based practices including psychological first aid, trauma informed care, and suicide prevention approaches. De-escalation skills will also be taught. Prerequisites: ME1105, ME1200.

**Addendum for Course Descriptions
(ME1100/ME2100/ME2150/ME2200/ME2250/ME2300/ME3100/MH1100/MH2100)
Effective November 10, 2025**

Pages 180 - 183 (Revision to Course Number for ME2250 and ME1100)

ME1105 MEDICAL ASSISTANT FOUNDATIONS - 4.0 SEMESTER CREDITS

This course is designed to introduce the knowledge and skills medical assistants need to understand their scope of practice, work effectively as part of a care team, and practice safely and compliantly within ambulatory and urgent care medical settings. Instruction is focused on the skills required to obtain a basic medical history and reason for visit, assist providers with basic medical exams, measure and record patient vital signs, respond to emergency situations in a clinical setting. Current employment outlook and credentialing requirements for medical assistants are also discussed. Prerequisites: None

ME2100 CLINICAL MEDICAL ASSISTING PROCEDURES - 4.0 SEMESTER CREDITS

This course is designed to teach the procedural knowledge, cognitive strategies, and technical skills required of medical assistants to provide fundamental patient care within ambulatory, urgent care, and acute care settings. Clinical instruction emphasizes the knowledge and skills medical assistants need to provide quality care to include diagnostics and treatments for diseases and disorders within general and specialty care settings. Prerequisites: ME1105, ME1200.

ME2150 PHLEBOTOMY, POINT OF CARE TESTING, AND LAB PROCEDURES - 4.0 SEMESTER CREDITS

This course is designed to teach the procedural knowledge, cognitive strategies, and technical skills of basic phlebotomy, including collection of various specimens and venipuncture. Point of care and lab procedures are also covered, focusing on CLIA waived tests. Prerequisites: ME1105, ME1200.

ME2200 ECG AND CARDIOVASCULAR PROCEDURES - 4.0 SEMESTER CREDITS

This course is designed to teach the procedural knowledge, cognitive strategies, and technical skills required to obtain electrocardiograms (ECGs) as well as to identify and communicate normal and abnormal results to the provider. Additionally, course instruction includes respiratory and specialized cardiovascular assessments. Students will examine emergency response procedures as well as complete basic life support training including cardiopulmonary resuscitation (CPR). Prerequisites: ME1105, ME1200.

ME2255 WELLNESS, PATHOPHYSIOLOGY, AND PHARMACOLOGY - 4.5 SEMESTER CREDITS

This course is designed to orient individuals to wellness and the disease process as well as the basic principles of pharmacology. The course provides the opportunity to demonstrate an understanding of pharmaceutical principles by calculating dosage requirements and administering medication as well as preparing and administering parenteral and non-parenteral medications. Students will focus on the various methods and routes of administration, the risks associated with drug administration, and applying the rights of drug administration. Prerequisites: ME1105, ME1200.

ME2300 MEDICAL OFFICE ADMINISTRATION - 4.0 SEMESTER CREDITS

This course is designed to orient students to the administrative duties that may be performed by medical assistants. The course includes the skills and knowledge required for navigating electronic health record systems, effective telecommunication, patient registration, scheduling patient appointments, basic concepts of medical code sets, and medical billing processes throughout the revenue cycle. Students will also explore managing inventory in the medical office, the basic principles of bookkeeping, and the collection process. Prerequisites: ME1105, ME1200.

ME3100 CLINICAL MEDICAL ASSISTANT EXTERNSHIP - 4.0 SEMESTER CREDITS

This 180-hour course is designed to allow students to participate in a supervised setting to gain experience in a health care facility chosen by the school staff. Students will practice the skills, responsibilities, and duties of a Clinical Medical Assistant under the supervision of facility/staff members. The experience provides meaningful exposure to healthcare practice settings while providing support and instruction to the student. Prerequisites: ME1105, ME1200, ME2100, ME2150, ME2200, ME2255, ME2300.

MH1100 MENTAL HEALTH FOUNDATIONS FOR MEDICAL ASSISTANTS - 3.0 SEMESTER CREDITS

This course is designed to increase medical assistants' knowledge, skills, motivation, and confidence related to the identification of and response to patients exhibiting signs of mental health and substance use disorders within general and specialty healthcare settings. Prevalence rates, potential risk factors, common symptoms, essential care, and evidence-based practices will be addressed for a range of disorders including: depression, anxiety, disruptive behavioral disorders, psychosis, substance use disorders, dementia, and suicide/self-injury. Emphasis will also be placed on reduction of stigma, promotion of help seeking behaviors, and recovery. Prerequisites: ME1105, ME1200.

MH2100 TRAUMA AND TRAUMA INFORMED CARE FOR MEDICAL ASSISTANTS - 3.0 SEMESTER CREDITS

This course focuses on the identification of traumatic and acute stress symptoms and the delivery of evidence-based practices including psychological first aid, trauma informed care, and suicide prevention approaches. De-escalation skills will also be taught. Prerequisites: ME1105, ME1200.

**Addendum for Tuition and Fees
(UMA Online Diploma Programs)
Effective June 9, 2026**

Page 190 (Revision to "Cost Calculated Per Program" Section)

COST CALCULATED PER PROGRAM				
Tuition cost varies when courses are failed and must be repeated. Retake fees are charged at full tuition equal to the original cost of the course being retaken.				
Diploma Program	Credits	Tuition	Books	Total Cost
Emergency Medical Technician	14.0/21.0	\$4,000	Included	\$4,000

**Addendum for Tuition and Fees
(UMA Cost of Attendance Charts)
Effective January 5, 2026**

Page 193 (Insertion)

2026 – 2027

UMA ONLINE – WITH PARENT						
Indirect with parent	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,639	\$3,975	\$3,312	\$1,987	\$1,325	\$ 662
Misc. Personal Expense	\$2,618	\$2,244	\$1,869	\$1,124	\$ 748	\$ 375
Transportation	\$2,627	\$2,251	\$1,876	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$9,884	\$8,471	\$7,057	\$4,237	\$2,824	\$1,414

UMA ONLINE – OFF CAMPUS						
Indirect off campus	30	25	20	15	10	5
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$11,573	\$ 9,917	\$ 8,265	\$4,960	\$3,305	\$1,654
Misc. Personal Expense	\$ 4,894	\$ 4,195	\$ 3,495	\$2,098	\$1,397	\$ 701
Transportation	\$ 2,627	\$ 2,251	\$ 1,876	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$19,094	\$16,364	\$13,636	\$8,185	\$5,453	\$2,731

INDIRECT COSTS - WITH PARENT (CLEARWATER)								
AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	\$ 7,291	\$ 5,962	\$4,639	\$3,975	\$2,650	\$1,987	\$1,325	\$ 662
Misc. Personal Expense	\$ 4,114	\$ 3,367	\$2,618	\$2,244	\$1,497	\$1,124	\$ 748	\$ 375
Transportation	\$ 4,129	\$ 3,378	\$2,627	\$2,251	\$1,501	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$15,534	\$12,707	\$9,884	\$8,471	\$5,648	\$4,237	\$2,824	\$1,414

INDIRECT COSTS - WITH PARENT (CLEARWATER)						
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$4,639	\$3,975	\$3,312	\$1,987	\$1,325	\$ 662
Misc. Personal Expense	\$2,618	\$2,244	\$1,869	\$1,124	\$ 748	\$ 375
Transportation	\$2,627	\$2,251	\$1,876	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$9,884	\$8,471	\$7,057	\$4,237	\$2,824	\$1,414

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)								
AY Definition	44w - 24 c	36w - 24 c	30w - 24 c	24 w - 12 c	18w - 12 c	12 w - 6 c	10w - 6 c	6w - 4 c
# of Months	11	9	7	6	4	3	2	1
Food & Housing	\$18,182	\$14,878	\$11,573	\$ 9,917	\$ 6,613	\$4,960	\$3,305	\$1,654
Misc. Personal Expense	\$ 7,689	\$ 6,292	\$ 4,894	\$ 4,195	\$ 2,797	\$2,098	\$1,397	\$ 701
Transportation	\$ 4,129	\$ 3,378	\$ 2,627	\$ 2,251	\$ 1,501	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$30,001	\$24,549	\$19,094	\$16,364	\$10,911	\$8,185	\$5,453	\$2,731

INDIRECT COSTS - OFF CAMPUS (CLEARWATER)						
AY Definition	30w - 24 c	25w - 20 c	20 w - 16 c	15w - 12 c	10 w - 8 c	5w - 4 c
# of Months	7	6	5	3	2	1
Food & Housing	\$11,573	\$ 9,917	\$ 8,265	\$4,960	\$3,305	\$1,654
Misc. Personal Expense	\$ 4,894	\$ 4,195	\$ 3,495	\$2,098	\$1,397	\$ 701
Transportation	\$ 2,627	\$ 2,251	\$ 1,876	\$1,127	\$ 750	\$ 376
Total Indirect Costs	\$19,094	\$16,364	\$13,636	\$8,185	\$5,453	\$2,731