

CATALOG ADDENDUM TO Official School Catalog Volume XXVIII

Lincoln, Rhode Island Campus

REVISE the program objective to the following program on page 10:

Therapeutic Massage and Bodywork Technician

The Therapeutic Massage and Bodywork Technician program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level massage therapist. A well-rounded curriculum offers the student knowledge of the structure and function of the human body blended with hands-on techniques used in therapeutic massage and a variety of specialized modalities. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a massage practice and the skills necessary for the student to begin a rewarding practice of their own. This program prepares students for licensure in the state of Rhode Island and Massachusetts, and graduates will be adequately prepared to begin their role as a successful independent practitioner in the healthcare community, sports clinic or day spa.

ADD the following language on page 6:

Computer Systems Support Technician

CSSX100-DIPLOMA PROGRAM

The Internship is a full-time commitment of 150 hours at approximately 30 hours per week for 5 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

REVISE the 2nd paragraph of the program objective for the following program on page 7:

Dental Assisting

DA515T-DIPLOMA PROGRAM

Students are encouraged to sit for the Radiation Health and Safety (RHS), and Infection Control (ICE) Exam. This program prepares for certification testing, although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

ADD the externship note on page 7:

The Externships are two full-time commitments of 150 hours each at 24 - 30 hours per week for 5 to 6 weeks. Externship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

REVISE the following policy on page 36:

Externship / Internship Requirements

In order to participate in the non-didactic part of the program:

- Students must have achieved the minimum requirement of a cumulative grade point average of 2.0. Students whose GPA is less than a 2.0 after completing the academic portion of the program will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the externship/internship. Student with less than the required 2.0 CGPA will be placed on probation during this time period.
- · An approved resumé.
- For certain programs, students must submit to a background check prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the externship/internship portion of the program, resulting in the student being withdrawn from school.
- Certain programs require immunization prior to the start of their last course.
- Certain programs require drug screening prior to the start of their last course.

EFFECTIVE JULY 1, 2023

REVISE the following definition on page 32:

Grading

Percentage	Letter Grade	Interpretation	Point Value
Withdrawal	WA	Received by students who withdraw from a course before the end	N/A
		of the add/drop period.	

EFFECTIVE JULY 14, 2023

REVISE #4 in the following policy on page 20:

Additional Requirements for the Practical Nursing Program

4. Students must provide proof of Covid-19 vaccination. This is defined as a completed series of vaccination/s which could be one dose of Johnson & Johnson and two doses of Pfizer or Moderna or evidence of one bivalent dose (vaccination card reflects a date of August 2022 or later).

EFFECTIVE AUGUST 14, 2023

REPLACE the following program under CAREER PROGRAMS on page 7:

Dental Assistant

DATX100 - DIPLOMA

Program Fact Sheet to follow

Dental Assistant

DATX100 - DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

weeks to complete (day/aft/eve). . approximately 42 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 51.0601 | SOC CODE: 31-9091

program objective

The Dental Assistant program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level dental assistant. A well-rounded curriculum offers the student knowledge and skills in the technical areas of preventive dentistry, fourhanded dentistry, chair side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical procedures, and expanded functions, and dental radiology. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a dental practice including practice management.

Students and graduates are encouraged to sit for the following Dental

Assisting National Board Exams; Radiation Health and Safety and Infection Control, although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars, which are integrated into each course. The modules include Student Success, Financial Literacy, Professional Development, and Career Success.

Students will be required to complete out-of-class assignment in each course, except internship.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATIO	ON COURSES						
DAT100	Introduction to Dental Assisting	60	60	0	120	5.0	
	FOUNDATION TOTAL	60	60	0	120	5.0	
CORE COUR	RSES						
DAT101	Infection Control	60	60	0	120	5.0	
DAT102	Chairside Assisting	50	70	0	120	4.5	
DAT103*	Restorative Procedures and Prosthodontics	60	60	0	120	5.0	DAT100, DAT101, DAT102
DAT104*	Dental Health and Specialties	50	70	0	120	4.5	DAT100, DAT101, DAT102
DAT105*	Dental Radiography	50	70	0	120	4.5	DAT100, DAT101, DAT102, DAT103, DAT104
DAT300**	Dental Assisting Internship	0	0	240	240	5.0	DAT100, DAT101, DAT102, DAT103, DAT104, DAT105
	CORE COURSE TOTAL	270	330	240	840	28.5	
	TOTAL PROGRAM	330	390	240	960	33.5	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Fame (MTF): 50 Semester Credits.

The Dental Assisting Internship is a full-time commitment of 240 hours at 24 hours per week for 10 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



LINCOLN, RI CAMPUS

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www.lincolntech.edu

LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

^{*}Prerequisite required.

^{**}Prerequisites: Successful completion of all in-school coursework prior to internship.

DAT100 – INTRODUCTION TO DENTAL ASSISTING

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course introduces the student to a brief history of dentistry, the dental team and the profession of dental assisting. They will learn the proper way to take and record vital signs, which include: pulse, respiration and blood pressure. Students will study general anatomy and physiology, mainly focusing on the head and neck anatomy as it relates to dentistry. An overview of dentitions, tooth morphology and landmarks of the face and oral cavity will be discussed. Finally, students will be introduced to the business of operating the dental office, including business communication, and financial management. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT101 - INFECTION CONTROL

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

This course focuses on infection prevention in Dentistry and Occupational Health and Safety. Students will study various viral and bacterial viruses including pandemic diseases. They will then discuss the chain of infection, including infection control practices. Students will then practice principles and techniques in instrument disinfection, processing and sterilization. Students will discuss regulatory agencies including OSHA and will have an opportunity to become OSHA certified. This course covers pharmacology and its relationship to dentistry. In addition, the students will be introduced to the skills necessary for the dental assistant to develop preparedness for a dental and medical emergency. Students will have the opportunity to become Health Care Provider BLS certified. Finally, students will learn chemical and waste management and caring for dental unit waterlines. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT102 – CHAIRSIDE ASSISTING

120 Contact Hours (50 Lecture Hours/70 Lab Hours); 4.5 Semester Credit Hours

The Dental Assisting student will learn how to prepare and care for the patient during dental procedures, working with patients that have special needs, proper way to review medical, dental and health history with the patients. Students will learn the importance of ergonomic positioning for the assistant and the operator. Concepts of chairside assisting are explained, including how to prepare the office for patients and how to seat and discharge dental patients. The students will learn how to transfer instruments to the dentist while chairside assisting and how to maintain the operating field. This includes the use of the dental light, the air/water syringe, the high volume evacuation, saliva ejector and mouth props. Hands-on learning includes identifying instruments, rotary instruments and hand-pieces used in diagnostic and operative dental procedures. This also includes handling, sterilization and storage techniques. Hands-on training on manikins and student partners will allow the student the opportunity to master chairside functions. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT103 - RESTORATIVE PROCEDURES AND PROSTHODONTICS

120 Contact Hours (60 Lecture Hours/60 Lab Hours); 5.0 Semester Credit Hours

In this course, students will discuss dental materials, such as amalgam and composite, their properties, standards and organizations that regulate materials used in dental restorative procedures. Students will be able to identify dental cements, bases and liners, cavity varnish and bonding agents. Student knowledge and skills are developed with hands-on learning, instruments and tray setups, mixing the materials and understanding what is necessary to prepare, place and cleanup dental restorative materials.

Students will gain knowledge and skills in all phases of removable and fixed prosthodontics treatment, including dentures, partials, cosmetic/esthetic dentistry, dental implant retainers, and core build- ups. They will also be introduced to the many materials utilized in the dental laboratory and during the procedures of removable and fixed Prosthodontics.

Students will learn the steps in cavity preparation, how to handle reversible hydrocolloid materials, take impressions, bite registrations and pour dental models. They will also learn trimming the dental models. Finally, students will learn how to handle final impression materials, fabricated temporary crowns, pack retraction cord, make bleaching trays, and review gingival retraction procedures. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100, DAT101, DAT102

DAT104 – DENTAL HEALTH AND SPECIALTIES

120 Contact Hours (50 Lecture Hours/70 Lab Hours); 4.5 Semester Credit Hours

This course discusses the importance of oral hygiene, Pediatric and Orthodontic Dentistry. The student will learn the skills necessary to brush and floss teeth, maintain healthy teeth and gums, and motivate patients in the proper methods of maintaining optimal oral health. The course covers the many oral hygiene aids and their uses, the types of toothbrushes and their techniques, types of floss, along with the oral hygiene skills for patients with special needs. Adequate nutrition and the importance of choosing the right foods for optimum dental health are also a component of this course. Through the study of common behavior characteristics of children, students will gain the knowledge and skill to understand and manage children of various ages, handle common emergencies, and work with the parents or guardian of the patient. The student will learn the scope of Orthodontics and the procedures and instruments used in Orthodontic Dentistry. Basic Endodontic procedures, such as root canal treatment, pulpotomy and pulpectomy, and surgical Endodontics are clearly defined and demonstrated. Students will master the procedure tray set-ups and the sequence of the procedure, and gain an understanding of pulpal and periapical diseases. Finally, students will also cover the knowledge and skills relating to procedures commonly performed by the Periodontist. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100, DAT101, DAT102

DAT105 - DENTAL RADIOGRAPHY

120 Contact Hours (50 Lecture Hours/70 Lab Hours); 4.5 Semester Credit Hours

This course is designed to provide students entry-level skills necessary to consistently produce high quality dental radiographic procedures while limiting radiation exposure to patients, self and other. In this course students will discuss the properties and effects of radiation. The components of a dental x-ray unit are discussed. The function of each component of the x-ray unit is explained as well as the safety precautions. The student will learn how x-rays are produced. This course covers the composition, sizes, types and storage of dental x-ray film. The dental assisting student will learn how to expose quality radiographs on various patients. Both the bisecting and the paralleling techniques for exposing intra-oral films will be discussed. This course demonstrates extra oral x- ray techniques, equipment, film, and production. The student will learn normal and abnormal radiographic landmarks and common x-ray production errors. The knowledge and skills to produce special radiographs, such as, occlusal, pediatric, edentulous surveys, Endodontic radiographs and radiographs on special need patients will be covered. Hands-on training on a patient simulator manikin will allow the student the opportunity to master the safety measures, infection control techniques, the exposure, the processing, mounting, and storage of patient x-rays. Knowledge and skills necessary to ensure quality radiographs are integrated into this course. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100, DAT101, DAT102, DAT103, DAT104

DAT300 – DENTAL ASSISTING INTERNSHIP

240 Contact Hours (240 Internship Hours); 5.0 Semester Credit Hours

The goal of the internship is to foster the student's personal and professional development as a Dental Assistant. The internship offers the student the unique opportunity to work on a variety of patients with varying conditions under the immediate supervision of a licensed dentist. Throughout the clinical experience the student will build confidence and master their skills as an entry-level dental assistant in a variety of offices, such as, Family, Orthodontics, Periodontics, Endodontics, Prosthodontics, Oral Surgery and Pediatric Dentistry.

Prerequisite(s): Successful completion of all courses (DAT100, DAT101, DAT102, DAT103, DAT104, and DAT105) must be completed prior to internship.

EFFECTIVE AUGUST 15, 2023

REVISE the first paragraph of the following policy on page 31:

Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks;
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

REVISE the program objective for the following program on page 9:

Practical Nursing

LPN112DRIT- DIPLOMA PROGRAM

The Practical Nursing Program is designed for the adult learner who wishes to pursue a career in nursing. The program graduates are eligible to sit for the National Council Licensure Examination (NCLEX-PN). If a graduate of the program obtains licensure there will be a variety of employment opportunities including, but not limited to, physician offices, clinics, nursing homes, home care and rehabilitation centers.

Nursing is a caring profession that assists individuals, families, groups, and communities in the promotion of optimal health. Nursing is a dynamic profession that works with other members of the healthcare team to promote wellness and assist in preventing illness, restoring health, and facilitating coping. The aim of nursing is to provide individualized, holistic, and culturally competent care to the diverse communities they serve.

Practical Nurses function as a contributing member of the health care team by providing nursing care under the direction of a registered nurse or licensed physician. The Practical Nursing scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation, and evaluation of the plan of care utilizing critical thinking and sound clinical judgement.

Duties may include assignment of specific tasks and reinforcing teaching of basic nursing skills and principles. Practical nurses provide safe, quality care within the legal and ethical framework of the nursing profession.

REVISE the description for the following course on page 13:

CEN113RT - CLINICAL EXPERIENCE: NURSING III

(0 Lecture Hrs, 0 Lab Hrs, 135 Clinical Hrs); 3.0 Semester Credits

This clinical experience compliments PN180R Introduction to Nursing Across the Life Span. The focus will be on selected system's disorders along with multi-system disorders and their effect on the patient's bio-psychosocial, spiritual and cultural well-being. Emphasis will be placed on the practical nurse's role in the sub-acute and / or acute care settings and may include patients of all ages. Clinical experiences will provide the student with the opportunity to utilize therapeutic communication skills while interacting with adults and/or adolescents in mental health settings.

Prerequisite: SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT

EFFECTIVE SEPTEMBER 7, 2023

REVISE the third paragraph of the program objective in the following program on page 8:

Medical Assistant

MAPX100 - DIPLOMA PROGRAM

Graduates of this program may find entry-level positions as a Medical Assistant. It also provides the diversity of other settings such as doctors' offices, hospitals, urgent care, outpatient care centers, and other medical facilities.

EFFECTIVE OCTOBER 1, 2023

REVISE the following policy on page 31:

Make-Up

Upon return to school following an absence, students are required to turn in any work that was due while they were absent in order to receive up to the original 100% credit. A reduction in credit for make-up work will be applied to all late submissions based on the following criteria:

- Up to 90% credit for all work turned in up to one week late from the date of your return.
- Up to 80% credit for all work turned in up to two weeks late from the date of your return.
- Any work turned in after two weeks late will receive a grade of 0%.

Availability for make-up on high stakes assessments (e. g. mid-terms and final exams) may be limited, and the date and time of make up on high stakes assessments must be agreed upon by faculty. Regardless of the timeframes referenced above, all work must be completed in a timely manner in order to process final grades, grade appeals and/or to resolve incomplete grades.

Any exceptions due to extenuating circumstances are managed at the discretion of the Director of Education and/or the Campus President. Documentation may be required to justify extenuating circumstances.

In the case of school closure or student absence due to inclement weather or other natural disaster, make-up sessions will be scheduled to present and/or review material not incorporated into the remaining scheduled days. The campus will attempt to schedule make-up classes at times that fit within the students' schedule.

Practical Nursing – Rules pertaining to make-up work are addressed in the Practical Nursing handbook. Make-up time for class / lab / clinical / may be scheduled on a limited basis for Practical Nursing students with an approved documented absence on record. Make-up time must be completed on the dates and in the timeframes determined by the Director of Nursing. Make-up time is limited and varies by shift. See the Director of Nursing for campus limitations.

REVISE the first paragraph of the following policy on page 21:

Veterans Training

Applications for Veterans Education Benefits are available at the Financial Aid Office or from the Veterans Administration Office. Please check with the VA office which programs are approved for veterans training. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. Inquiries should be directed to them at http://www.gibill.va.gov or call them at 1-888-442-4551.

REVISE the following policy on page 31:

Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks.
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

Approved employment interviews (established per school policy) are not counted as absences for attendance purposes.

Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

Note: Calendar day calculations include all days visible on a calendar without exception.

REVISE the following policy on page 36:

Withdrawals and Incomplete Grades

A "W"ithdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all "W"ithdrawal graded courses. A "W" will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

The mark of "WA" is assigned when a student withdraws from a class before the end of the Add/Drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA and does not negatively impact earned credits and, therefore it does not impact the student's percent of completion.

An "I"ncomplete is given to students who do not complete a test or required course work. The student has a maximum of 14 days to complete the course work, the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA.

Should this effect the students expected graduation date, students are notified via the web-based student portal (Lincoln's Student Portal).

EFFECTIVE OCTOBER 4, 2023

REMOVE the following program on page 6:

Computer Systems Support Technician

CSSX100 - DIPLOMA PROGRAM

Lincoln Technical Institute, Lincoln, RI no longer offers this program.

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EFFECTIVE NOVEMBER 6, 2023

ADD the following policy to GENERAL STUDENT INFORMATION section on page 28:

Learning Resource Center

At Lincoln, we are dedicated to providing students with learning resources that enhance their educational journey and career readiness. Our learning resource system includes a wealth of online tools and facilities. Central to this system is our Learning Resource Center ("LRC") that offers students access to a vast collection of online databases covering hundreds of subjects that are available 24/7. These databases house a variety of digital materials, including eBooks, scholarly journals, market reports, dissertations, working papers, streaming videos, and electronic journals. Both our online and campus-based LRC offer a focused setting to enhance the overall learning experience.

ADD the following policy to the ACADEMIC INFORMATION section on page 37:

Independent Study

In certain circumstances a student is unable to take a course at its scheduled time or a student might need a course to graduate that is not scheduled in the time remaining in his or her program. When this situation occurs, the school may authorize the student to take the course through independent study. In order to take a course through independent study, an approved plan must be signed by the applicable staff members at the school.

If the school grants the student permission to take the course through independent study, the student must agree in writing to the study plan including the syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates, and examination dates for the course.

A student must meet the following conditions to take a course through independent study:

- 1. Successfully completed at least 50% of the credit hours required in the program;
- 2. Have an overall cumulative grade point average (CGPA) of at least 2.0;
- 3. Making satisfactory academic progress (SAP).

No more than 10% of a program offering is permitted to be delivered via independent study. Further, there may be some courses that do not lend themselves to independent studies. The school reserves the right to deny any student the ability to take a course through independent study.

ADD the following policy to the ADMISSIONS section on page 20:

Admission Procedures

Persons desiring to make application for admission should contact the School directly, or speak with an Admissions Representative. Applicants must:

- 1. Be interviewed by an Admissions Representative or other member of the School staff.
- 2. Complete an Enrollment Agreement (Student Contract).
- 3. Submit information which may be required to determine individual qualifications by program such as, but not limited to, proof of high school diploma or equivalent.
- 4. Complete any required entrance examination or learner assessment, if applicable.

REVISE the last bullet in the following policy on page 20:

Criteria for Admission

Provide a fully executed Enrollment Agreement.

REVISE the following policy on page 28:

Official Student Communication

Replace (MyCampusLinc) with (Lincoln's Student Portal)

ADD the following policy to the GENERAL STUDENT INFORMATION section on page 28:

Emergency Preparedness

Emergency preparedness information can be obtained in the following link: https://www.lincolntech.edu/download/consumer/HS ERP.pdf

EFFECTIVE JANUARY 2, 2024

REVISE #2 of the following policy on page 24:

Cancellation & Refund Policy

- 2. CANCELLATION AFTER THREE (3) DAY PERIOD:
 - a. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition according to the following schedule.

REVISE the second paragraph in the following policy on page 20:

Introductory Period of Enrollment

Students who choose not to continue their enrollment at Lincoln College of Technology during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school.

REVISE the following policy in the FINANCIAL AID PROGRAMS section on page 23:

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is a need-based institutional grant awarded to eligible full-time students who have remaining unmet calculated financial need. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.
- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than \$500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

The Lincoln Bridging the Gap Grant amount will vary depending on each applicant's calculated financial need. The grant is awarded in up to two disbursements per academic year. Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of, or withdrawal from their program.

ADD the following policy to the FINANCIAL AID PROGRAMS section on page 23:

RELOCATION ASSISTANCE GRANT

The Relocation Assistance Grant (previously called Pride Grant) is an institutional grant available to students who are relocating 50 miles or more to attend a Lincoln Tech Campus to assist with expenses related to Lincoln Tech-owned housing, either on- or off-campus. Each eligible student may apply for one grant with an award of up to \$1,000. The grant will be prorated over the entire length of his/her program. Eligibility for this program is determined based on the following criteria:

- · Confirmed enrollment in an approved program of study.
- · Completed FAFSA for the applicable award year with an official Student Aid Index (SAI).
- Must be relocating 50 miles or more to attend a Lincoln Tech campus

Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of or withdrawal from their program.

REVISE the fifth bullet in the FINANCIAL AID PROGRAMS section on page 23:

FRIENDS AND FAMILY EDUCATION GRANT

Must start training program by December 31, 2024

EFFECTIVE JANUARY 17, 2024

ADD the sentence below to the second paragraph of the following policy on page 27:

Student Complaint / Grievance Policy

All formal complaints must be addressed to the Campus President in writing.

EFFECTIVE FEBRUARY 22, 2024

REVISE #4 in the following policy on page 20:

Additional Requirements for the Practical Nursing Program

4. Students must provide proof of Covid-19 vaccination. This is defined as a completed series of vaccination/s which could be one dose of Johnson & Johnson and two doses of Pfizer or Moderna or evidence of a bivalent or monovalent dose (vaccination card reflects a date of August 2022 or later).



ADD to the following policy on page 23:

High School Scholarship

General Information

The High School Annual Scholarship Award Program is for High School Seniors graduating in 2024 who start school by December 31, 2024. The student must be in good standing with their high school at graduation and must earn a high school diploma in order to take advantage of any award money. A preliminary scholarship competition is conducted in the form of aptitude testing. On the basis of test results, semi-finalists are selected and invited to submit a portfolio. The top six semi-finalists with portfolios will be recognized. Semi-Finalists will return for an interview conducted by the scholarship committee comprised of volunteers representing business, industry, education and/or government not affiliated with LTI. This committee will evaluate each candidate on the basis of preliminary test results, professionalism, enthusiasm, personal conduct, and oral expression.

LTI will award applicants a \$500 scholarship to selected 2024 high school seniors who score between a 39-46 on the scholarship aptitude test. A \$1,000 scholarship will be awarded to selected 2024 high school seniors who score between a 47-55 on the scholarship aptitude test. Students can only receive one scholarship through this program. Students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion. The testing deadline for the \$500-\$1000 scholarship is December 31, 2024.

The six finalists will be interviewed by the scholarship committee and each finalist will be awarded only one of the following based on his/her performance: a \$10,000 scholarship (1 available); \$7,500 scholarship (2 available); \$3,500 scholarship (1 available); \$2,500 scholarship (2 available). Scholarships will be awarded by June 30, 2024.

Portfolio Guidelines

The student must prepare a one-page essay of no less than 300 words on why they wish to attend Lincoln Technical Institute. In addition, they will need to submit three (3) letters of recommendation which highlight their character, work ethic, and passion for the industry. These letters may be from a teacher, counselor, employer, community leader, or professional friend. Family members may not be used as a reference. The portfolios will be judged on professionalism, presentation, and content by an independent individual. Portfolio submission deadline is May 17, 2024. No late portfolios will be considered.

Finalist Award Breakdown

Total Awards	Number Awarded
\$10,000	1
\$7,500	2
\$3,500	1
\$2,500	2

FINALIST SCHOLARSHIP AWARD AMOUNTS

- 1- \$10,000 SCHOLARSHIP
- 2- \$7,500 SCHOLARSHIPS
- 1- \$3,500 SCHOLARSHIPS
- 2- \$2,500 SCHOLARSHIPS

\$500 – IF APTITUDE SCORE IS 39-46

\$1,000 - IF APTITUDE SCORE IS 47-55

Students can only receive one scholarship through this program, students will not be able to combine scholarships awarded in the testing portion, semi-finalist, and finalist portion.

Students first score will be score of record of the aptitude test unless an incomplete test has been logged in the system. The second chance would only be warranted for a system outage or internet failure.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

All scholarships must be applied for within 30 days of the start (with the exception of the Leadership Scholarships).



EFFECTIVE FOR START DATES BETWEEN OCTOBER 1, 2023 THROUGH OCTOBER 1, 2024

ADD to the following policy on page 23:

Scholarships

Academic & Leadership Award Scholarship

Background:

Lincoln Technical Institute (Group of Schools) is honored to offer the Academic & Leadership Award to qualified applicants. This \$2,500 award will go to thirty (30) current students annually throughout Lincoln Educational Services group of schools who exhibit leadership qualities, both in their personal lives and in their school career.

Eligibility Requirements:

In order to apply for the Award, an eligible student must:

- Currently attend a Lincoln Tech (Group of Schools) program for a minimum of 30 days
- Complete the application
- Complete the essay
- Minimum GPA of 3.0
- Title IV students must complete the Free Application for Federal Student Aid (FAFSA)

The student who earns this award must maintain satisfactory academic progress. Only students that meet the qualifications listed above can apply for this award.

Award:

Thirty (30) awards will be available annually (15 awards in February & 15 awards in August), to eligible students who apply, each in the amount of \$2,500. The award will be prorated over the entire length of his/her program and is specifically intended to cover expenses related to tuition costs. The Lincoln Award Committee will review all applications and select a finalist.

	Submission OPENS	Submissions CLOSES	Winner Announced	
1.	October 1, 2023	November 15, 2023	February 1, 2024	
2.	April 1, 2024	May 15, 2024	August 1, 2024	

Contact Requirements:

The student portal provides a link, only during submission dates, that will allow students to complete the application/essay portion online. If a student chose to include recommendations, they must be completed and ready to upload at the time of submission. **The system will only allow one submission per student number**.

Note: Due to Veteran Affairs (VA) regulations, if the selected scholarship winner is also receiving VA educational benefits, we are obligated to inform the VA of this award. In some cases, fully funded VA beneficiaries may not receive any direct benefit from this award.



EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

ADD to the following policy on page 23:

Scholarships

American Hero and Single Parent Scholarship Programs

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for enrollments between January 1, 2024 through December 31, 2024. By offering the *American Hero* and *Single Parent* Scholarships to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:**

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2024; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarship applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000**. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award.

Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2024 and December 31, 2024. Applications must be submitted on or before December 31, 2024. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

^{*}The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences.

^{**}Recipients of the American Hero Scholarship may have their award applied to books and fees, if tuition is fully covered by other sources. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).



EFFECTIVE FOR ENROLLMENTS BETWEEN JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

ADD to the following policy on page 23:

First Responder Scholarship

Purpose:

The Lincoln First Responder Scholarship is designed to provide financial assistance to Emergency Responders and immediate family members who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for enrollments between January 1, 2024 through December 31, 2024. By offering the Lincoln First Responder Scholarship to future students who are interested in vocational career training, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln First Responder Scholarship, an eligible student must:

- Complete the application process to enroll;
- Provide proof of service documentation;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Enroll in the program of your choice by December 31, 2024; and
- Submit your Lincoln First Responder Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one First Responder scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. A Lincoln designee will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student maintaining good academic standings.

Any student can apply for the scholarship. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must enroll between January 1, 2024 and December 31, 2024. Applications must be submitted on or before December 31, 2024. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

Students can receive any combined Lincoln Scholarships / Grant not to exceed \$3,000.

- If a student receives any single Lincoln scholarship / Grant exceeding \$3,000, that will be the only scholarship awarded, no other Lincoln Scholarship / Grant can be combined.
- Gap Grants, Pride Grants and Academic Leadership Scholarships are excluded from the \$3,000 cap.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. All scholarships must be applied for within 15 days of the start (with the exception of the Leadership Scholarships).

Lincoln Technical Institute 622 George Washington Highway Lincoln, RI 02865

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ACADEMIC CALENDAR – EFFECTIVE January 2024

DENTAL ASSISTANT (DAY)				
<u>START</u>	START MIDPOINT			
	Lincoln 10.0			
1.2.2024	4.15.2024	10.9.2024		
2.6.2024	5.20.2024	11.13.2024		
3.12.2024	6.24.2024	12.19.2024		
4.15.2024	8.5.2024	2.6.2025		
5.20.2024	9.9.2024	3.13.2025		
6.24.2024	10.14.2024	4.16.2025		
8.5.2024	11.18.2024	5.21.20258		
9.9.2024	1.6.2025	6.26.2025		
10.14.2024	2.10.2025	7.30.2025		
11.18.2024	3.17.2025	9.4.2025		

ME	MEDICAL ASSISTANT (DAY)			
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>		
1.2.2024	4.15.2024	9.5.2024		
2.6.2024	5.20.2024	10.9.2024		
3.12.2024	6.24.2024	11.13.2024		
4.15.2024	8.5.2024	12.19.2024		
5.20.2024	9.9.2024	2.6.2025		
6.24.2024	10.14.2024	3.13.2025		
8.5.2024	11.18.2024	4.16.2025		
9.9.2024	1.6.2025	5.21.2025		
10.14.2024	2.10.2025	6.26.2025		
11.18.2024	3.17.2025	7.30.2025		

MASSAGE THERAPY (DAY)				
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>		
1.3.2024	4.18.2024	8.22.2024		
1.31.2024	5.15.2024	9.18.2024		
2.28.2024	6.12.2024	10.16.2024		
3.26.2024	7.11.2024	11.11.2024		
4.18.2024	8.14.2024	12.9.2024		
5.15.2024	9.11.2024	1.16.2025		
6.12.2024	10.8.2024	2.13.2025		
7.11.2024	11.4.2024	3.13.2025		
8.14.2024	12.2.2024	4.9.2025		
9.11.2024	1.9.2025	4.9.2025		
10.8.2024	2.6.2025	6.3.2025		
11.4.2024	3.6.2024	6.30.2025		
12.2.2024	4.2.2025	7.24.2025		

DENTAL ASSISTANT (EVE)				
<u>START</u>	START MIDPOINT			
	Lincoln 10.0			
1.2.2024	4.15.2024	10.9.2024		
2.6.2024	5.20.2024	11.13.2024		
3.12.2024	6.24.2024	12.19.2024		
4.15.2024	8.5.2024	2.6.2025		
5.20.2024	9.9.2024	3.13.2025		
6.24.2024	10.14.2024	4.16.2025		
8.5.2024	11.18.2024	5.21.20258		
9.9.2024	1.6.2025	6.26.2025		
10.14.2024	2.10.2025	7.30.2025		
11.18.2024	3.17.2025	9.4.2025		

MEDICAL ASSISTANT (EVE)			
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>	
1.2.2024	4.15.2024	9.5.2024	
2.6.2024	5.20.2024	10.9.2024	
3.12.2024	6.24.2024	11.13.2024	
4.15.2024	8.5.2024	12.19.2024	
5.20.2024	9.9.2024	2.6.2025	
6.24.2024	10.14.2024	3.13.2025	
8.5.2024	11.18.2024	4.16.2025	
9.9.2024	1.6.2025	5.21.2025	
10.14.2024	2.10.2025	6.26.2025	
11.18.2024	3.17.2025	7.30.2025	

MASSAGE THERAPY (EVE)				
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>		
1.23.2024	7.9.2024	1.21.2025		
3.5.2024	8.19.2024	3.4.2025		
4.15.2024	9.30.2024	3.18.2025		
5.23.2024	11.11.2024	6.9.2025		
7.9.2024	1.7.2025	7.21.2025		
8.19.2024	2.19.2025	7.21.2025		
9.30.2024	3.5.2025	8.28.2025		
11.11.2024	4.15.2025	10.9.2025		

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ACADEMIC CALENDAR – EFFECTIVE January 2024

PRACTICAL NURSING (DAY)			
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>	
3.4.2024		2.27.2025	
5.13.2024		5.8.2025	
7.29.2024		7.24.2025	
10.7.2024		10.2.2025	
12.16.2024		12.11.2025	

PRACTICAL NURSING (EVE)			
<u>START</u>	<u>MIDPOINT</u>	<u>GRAD</u>	
1.25.2024		9.18.2025	
5.20.2024		1.22.2026	
9.23.2024		5.28.2026	

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CATALOG ADDENDUM TO 2023-2024 Official School Catalog

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CAMPUS DIRECTORY – December 12, 2023

Directors

Marie G. Acker

CAMPUS PRESIDENT

Robin Bowron

DIRECTOR OF CAREER SERVICES

Sonia Skeldon **DIRECTOR OF ADMINISTRATION**

Amy Watson
DIRECTOR OF ADMISSIONS

Alexander Cain

Director of Education Skills Trade

BA, Merrimack College

JD, New England School of Law

Suann Serra

DIRECTOR OF EDUCATION

Certified, CCMT

B.S., Siena Heights University

Amanda Matteson, MSN RN DIRECTOR OF NURSING MSN, Capella University BSN, Rhode Island College

Lindsay Dion MSN, RN, CNOR ASSISTANT DIRECTOR OF NURSING

MSN, Capella University BSN, University of Rhode Island

Faculty

Kathy Aanonsen, MSN, RN MSN, Capella University BSN, Capella University

Elizabeth Agonia, DA

Kristine Angell, LMT, PTA AAS, Community College of Rhode Island

Abigail Baker, MSN MSN, University of New England, BS, University of Rhode Island ADN, Community College of Rhode Island

Michele Brennan-Emond, MSN, RN MSN, University of Rhode Island BSN, University of Rhode Island

Holli Brousseau, AGACNP MSN, Rhode Island College BSN, Rhode Island College Johanna Brown, MSN, RN MSN, Southern New Hampshire University BSN, University of Rhode Island

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Margaret D'Orazio, MSN, RN MSN, Rhode Island College BSN, Rhode Island College

Denise Dacier, MSN, RN MSN, University of Rhode Island BSN, Rhode Island College

Wylie Dassie, MSN RN MSN, University of Rhode Island BSN, Florida A&M University

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Natalie Desrosiers, RMA Certificate, Stanford Brown Institute AS, Quincy College

Gary DiCasparro, CSST Certificate, Control Data Institute

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Adrianna Dratner, MSN, RN, PCCN MSN, Western Governors University BSN, Saint Anselm College

Erin Duduit PhD, Walden University MS, Walden University BS, Marshall University

Lorrie Eyberg, LMT Certificate, Cortiva Institute

Mellanie Farley, DA

Nancy Ferreira Brown, MSN, RN MSN, University of Phoenix BSN, University of Mass

Abigail Gerbick, CDA

Tiquila Glenn, RMA

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Stephanie Lindroos, MA MA, Southern New Hampshire University BA, Plymouth State University Michelle Mallon, MSN, RN MSN, University of Rhode Island BSN, Rhode Island College

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Kira Poisson, DA

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Linda Sanville, RMA Certificate, Allied Technical School Certificate, CCRI

Faculty Continued

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Michaela Terry, MSN, RN MSN, Western Governors University BSN, Western Governors University

Sherry Thornton MSN, RN MSN, Capella University BSN, Aspen University

Kimberly Torres, CDA AAS, Mount Ida College

Beth Ann Ultsch, LMT Certificate, Lincoln Technical Institute

Donald Vespia, MSN, RN MSN, Capella University BSN, Regis University

Caroline Waweru MSN, BSN, RN MSN, Western Governors University BSN, Salem State University

Titilayo Westover, NP MSN, Simmons University BSN, Curry College ASN, Roxbury Community College

Paige Williams, BSN, RN BSN, University of Rhode Island ADN, Community College of Rhode Island

Jennifer Wilson, DA

Brittany Wray, RMA Certificate, MTTI



LINCOLN, RHODE ISLAND

2024 Student (non-nursing) Holiday Calendar MT, Dental Programs

New Year's Day Martin Luther King Day President's Day Memorial Day Independence Day Independence Day Labor Day Columbus Day Thanksgiving Holiday

Thanksgiving Holiday

Student Break

Thanksgiving Day

** Juneteenth not a student holiday in MT and Dental offset with Columbus Day

Monday, January 1, 2024 Monday, January 15, 2024 Monday, February 19, 2024 Monday, May 27, 2024 Wednesday, July 3, 2024 Thursday, July 4, 2024 Monday, September 2, 2024 Monday, October 14, 2024 Wednesday, November 27, 2024 Thursday, November 28, 2024 Friday, November 29, 2024 12/23/24-1/6/25

2024 Student (non-nursing) Holiday Calendar IT, Dental and MA Programs Lincoln 10.0

New Year's Day Martin Luther King Day President's Day Memorial Day Juneteenth

Summer Break Week

Labor Day Thanksgiving Day Thanksgiving Holiday **Holiday Break Week**

Monday, January 1, 2024 Monday, January 15, 2024 Monday, February 19, 2024 Monday, May 27, 2024

Wednesday, June 19, 2024 Monday, July 29, 2024 - Friday August 2nd,2024

Monday, September 2, 2024 Thursday, November 28, 2024 Friday, November 29, 2024

Friday, December 20, 2024- Monday January 3, 2024

2024 Nursing Student Holiday Calendar

New Year's Day Martin Luther King Day President's Day Memorial Day Juneteenth

Summer Break Week

Labor Day Thanksgiving Day Thanksgiving Holiday Winter Break Week

Monday, January 1, 2024 Monday, January 15, 2024 Monday, February 19, 2024 Monday, May 27, 2024 Wednesday, June 19, 2024 Monday, July 1, 2024 - Sunday July 7th, 2024

Monday, September 2, 2024 Thursday, November 28, 2024

Friday, November 29, 2024

Monday, December 23, 2024- Wednesday, January 1, 2025



Lincoln Mall 622 George Washington Highway Lincoln, RI 02865 (401) 334-2430

A branch campus of Lincoln Technical Institute 675 Route 1 South, 2nd Floor Iselin, NJ 08830

Schedule of Fees Catalog Addendum For all Enrollments on or after January 2, 2024

Medical Assistant - MAPX100 880 Hour Day, Afternoon or Evening Program				
Books	\$	656.00		
Uniforms	\$	89.00		
Tool Fee	\$	876.00		
Student Fee	\$	880.00		
Technology Fee	\$	150.00		
Total	\$	23,287.00		

Dental Assistant - DATX100 960 Hour Day, Afternoon or Evening Program				
Books	\$	682.00		
Uniforms	\$	89.00		
Tool Fee	\$	923.00		
Student Fee	\$	795.00		
Technology Fee	\$	150.00		
Total	\$	22,031.00		

Therapeutic Massage and Bodywork Technician - DP523T			
750 Hour Day or Evening Program			
Tuition	\$	15,750.00	
Books	\$	970.00	
Uniforms	\$	69.00	
Tool Fee	\$	1,134.00	
Student Fee	\$	520.00	
Technology Fee	\$	150.00	
Total	\$	18,593.00	

Practical Nursing - LPN112DRIT			
1425 Hour Day or Evening Program			
Tuition	\$	29,925.00	
Books	\$	1,531.00	
Uniforms	\$	89.00	
Tool Fee	\$	984.00	
Student Fee	\$	1,707.00	
Technology Fee	\$	150.00	
Total	\$	34,386.00	

Transcript Request Fee: \$10.00

Single Course Fee: The total tuition amount divided by the number of courses in the program plus applicable fees.