



Specialist in Blood Banking Technology/Transfusion Medicine (LifeSouth SBB) Education Program Student Handbook

Program Director

Kelly Anderson

Medical Director

Christopher Lough, M.D.

Laboratory Education Coordinator

Alexis Bizzarro

**Welcome to the LifeSouth Blood Center Specialist in Blood Bank Technology / Transfusion
Medicine (LifeSouth SBB) Education Program**

Thank you for choosing our program. LifeSouth Community Blood Centers, Inc. (LifeSouth) wants to provide with you with the opportunity to gain knowledge and skills that will enhance your personal and professional growth.

This Student Handbook provides answers to common questions about the LifeSouth SBB Program by describing policies and procedures and your responsibilities to LifeSouth as a participant. If anything is unclear, please discuss the matter with the LifeSouth Education Coordinator.

You are responsible for reading and understanding this Student Handbook.

From time to time, the information included in the Student Handbook may change. Significant changes may be communicated to you via e-mail.

I. Introduction

The policies and procedures described in this Student Handbook apply to all students of the LifeSouth SBB Program.

Important things to keep in mind about this Handbook:

- The Handbook may not address all the possible applications of, or exceptions to, the policies and procedures described herein. For that reason, if you have any questions, you should address your specific questions with the LifeSouth SBB Education Coordinator or Program Director.
- This Handbook and the information in it should be treated as proprietary and confidential. No portion of this Handbook should be disclosed to others, except LifeSouth SBB Program students and others affiliated with LifeSouth whose knowledge of the information is required in the normal course of the program.

II. LifeSouth Blood Center

LifeSouth Community Blood Centers is a non-profit community blood center with a mission to provide a safe blood supply that meets or exceeds the needs of each community we serve, and provide a variety of services in support of ongoing and emerging blood and transfusion-related activities.

Our state-of-the-art laboratories include AABB IRL-accredited reference laboratories, a CAP-accredited HLA laboratory, a quality control laboratory, and an AABB-accredited molecular laboratory. With more than 40 donor centers and 65 blood mobiles, our LifeSouth team serves more than 150 hospitals in Alabama, Florida, and Georgia by providing the highest quality blood components and services.

III. Details about the LifeSouth SBB Program

The LifeSouth SBB Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation for Specialist in Blood Bank Technology Schools (CoA-SBBT). This program aims to provide you with a comprehensive educational curriculum in transfusion medicine.

The LifeSouth SBB Program is an independent distance learning program. Students will access online lectures and exams using online content hosted by the University of Texas Medical Branch (UTMB). The clinical experiences and rotations required will be completed at designated facilities or coordinated through LifeSouth.

The LifeSouth SBB Program provides in-depth training in all aspects of blood banking, including:

- Blood procurement and product manufacturing
- Transfusion medicine
- Immunohematology and specialized laboratory testing
- Quality systems and process control
- Education and management.

At the completion of the 12-month LifeSouth SBB Program, the successful student will receive a certificate of completion and will be eligible to sit for the SBB examination given by the American Society of Clinical Pathologists (ASCP).

Note: *The Master of Science in Transfusion Medicine degree program can be combined with the UTMB SBB Certificate Program through completion of an additional three (3) semesters prior to beginning the Master of Science in Transfusion Medicine. After completion of the certificate program, the student must challenge and pass the SBB (ASCP) exam to continue with the MSTM degree program. For additional information refer to <https://www.utmb.edu/shp/clls/mstm/academics>.*

LifeSouth SBB Program Goals

1. Provide an engaging educational experience which enhances the knowledge base and skills of students with the goal of personal and professional development, as well as preparation to pass the SBB accreditation exam.
2. To utilize feedback from our students and communities of interest to update and improve our services.

The LifeSouth SBB Program Minimum Expectation Statement

Our mission is to develop competent entry-level Specialists in Blood Bank Technology/Transfusion Medicine (SBBT/TM) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that will enable them to provide a variety of services in support of ongoing and emerging blood and transfusion-related activities.

Admission Requirements

1. Have a baccalaureate degree from an accredited college or university in medical laboratory science, biology, or a related science.
2. Have a minimum of three full years post-baccalaureate work experience relevant to an immunohematology area within an institution accredited by a recognized accrediting agency, or two years of full-time employment as a Medical Technologist in a qualified immunohematology reference lab.
3. Complete an application for admission, including transcripts of undergraduate and graduate coursework from all institutions attended.
4. Have a minimum grade point average of 2.75 (on a scale of 4.0).
5. Identify a mentor (preferably SBB or MD) who is willing to assist with answering questions, locating facilities for the required clinical experience and to monitoring student progress through the SBB training.
6. Submit three *SBB Applicant Reference* forms.

LifeSouth SBB Program Review Student File/Record

Keeping student files up to date is the responsibility of the LifeSouth SBB Education Coordinator. The student file contains at a minimum:

- Student Application
- Completion certificate or record of incomplete participation
- Student's email address

You may view your own student file, and you may request and receive a copy of the LifeSouth SBB Program's documents you have signed. Contact the LifeSouth SBB Education Coordinator to request copies of documents from your student file.

Open-Door Policy of the LifeSouth SBB Program

Our goal at LifeSouth is to provide a pleasant and welcoming educational environment for all students. We want to develop and maintain a cooperative relationship among students based on mutual respect and understanding. We believe that students' opinions, thoughts, and feedback are important, and we recognize the need for procedures that will allow students to voice their questions, suggestions, and concerns. We have an open-door policy for students to be able to share their concerns with the LifeSouth SBB Education Coordinator.

The LifeSouth SBB Program open-door policy is in effect during each working day. If at any time students are not comfortable speaking directly with the LifeSouth SBB Education Coordinator, they may contact the LifeSouth SBB Program Director for assistance.

LifeSouth SBB Program Student Safety, HIPAA, and cGMPs Training Policy

Due to laboratory rotations occurring at LifeSouth facilities, students must complete required training in laboratory safety, the Health Insurance Portability and Accountability Act (HIPAA), and current Good Manufacturing Practices (cGMPs).

Students must complete safety, HIPAA, and cGMPs training prior to orientation week and submit documentation of completion to LifeSouth SBB Program officials.

During rotations, students may have access to information about health status, provision of healthcare, and payment for healthcare that can be linked to a specific individual. Protected Health Information (PHI) includes any part of a patient's medical record or payment history. Donor information is excluded from the definition of PHI, but patients who receive therapeutic apheresis or other services, as well as cord blood donors and the donating mothers, may have PHI on file with LifeSouth. Additionally, some employee and employee family health information may be considered PHI. Students must comply with all LifeSouth privacy, confidentiality, safety, and information security policies. PHI may only be accessed as necessary for assigned educational activities and must not be disclosed to unauthorized individuals.

Any violation of safety, cGMPs, or confidentiality requirements, including actual or suspected breaches of PHI, must be reported immediately to the Program Director or designated LifeSouth representative. Failure to comply may result in disciplinary action, removal from clinical rotations, or dismissal from the program.

Documentation of all required training will be maintained in the students' files until completion of the program.

Non-Discrimination and Equal Opportunity Policy

LifeSouth Community Blood Centers is committed to fostering an educational and work environment that is free from discrimination, promotes equal opportunity, and values diversity and inclusion. This policy applies to all members of our learning community, including students, faculty, and staff.

For Students

LifeSouth's Specialist in Blood Banking (SBB) Program prohibits discrimination on the basis of race, color, religion, creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, veteran or military status, genetic information, marital status, pregnancy, or any other characteristic protected by law.

This commitment extends to all aspects of the educational experience, including but not limited to:

- Classroom instruction
- Grading and evaluation
- Advising and mentoring
- Clinical rotations and practicum experiences
- Access to educational resources and opportunities

Students are expected to uphold these principles and contribute to an inclusive learning environment. Any student who believes they have experienced discrimination should report concerns to the LifeSouth SBB Program Director or Human Resources. Complaints will be handled confidentially to the extent possible, and retaliation for filing a complaint or participating in an investigation is strictly prohibited. For additional guidance on reporting concerns or submitting complaints, refer to the [Filing a Complaint or Grievance](#) section of this handbook.

For Faculty

LifeSouth Education Faculty share a collective responsibility to maintain an educational environment that exemplifies our commitment to non-discrimination, equal opportunity, and inclusive excellence. Faculty shall not discriminate on the basis of any characteristic protected by law.

This principle applies to all faculty activities, including but not limited to:

- Classroom instruction
- Grading and evaluation
- Advising and mentoring
- Recommendation letters
- Committee participation
- Professional interactions

Faculty are expected to:

- Create inclusive learning environments that respect diverse perspectives
- Accommodate different learning needs where a reasonable accommodation is available
- Ensure equitable access to educational opportunities

Faculty who learn of or witness behaviors out of compliance with this policy are encouraged to intervene appropriately and immediately report concerns to Human Resources. Violations of this policy may result in disciplinary action in accordance with institutional procedures. For additional guidance on reporting concerns or submitting complaints, refer to the [Filing a Complaint or Grievance](#) section of this handbook.

IV. Use of WBUG Educational Materials

As part of the SBB program, students will have access to educational materials provided by the Web-Based User's Group (WBUG). These materials are proprietary to WBUG and are not created or owned by our institution.

By using these resources, students agree to comply with all WBUG policies regarding the handling and use of their content, including but not limited to:

- Materials are for personal educational use only.
- Do not copy, share, or distribute without written authorization.
- A valid Non-Disclosure Agreement (NDA) is required for non-UTMB users.

Misuse may result in disciplinary or legal action.

V. Summary of Student Expectations: Orientation and Attendance

All LifeSouth SBB Program students are required to participate in a program orientation at the student's expense. This orientation is held at LifeSouth Corporate offices located in Gainesville, FL. The orientation may be held remotely when necessary to accommodate extraordinary circumstances (exceptions need approval by the LifeSouth SBB Program Director).

Rotation Attendance

Regular and prompt attendance is essential for all LifeSouth SBB Program students. Supervised clinical practice sites must meet current acceptable performance standards at the discretion of the LS SBB Medical Director. You are required to complete rotations; however, there are no specific attendance requirements for these self-directed rotations. It is the program's expectation that you will have regular and prompt attendance with all established rotation sites and complete these activities during the 12-month program.

Exceptions for required LifeSouth SBB Program Tasks (Exams, Rotations and Professional Development Tasks)

Exams, clinical rotations, and professional development tasks are outlined with deadlines at the beginning of each class. If you need to apply for an extension of a deadline or an exception to a task, please contact the LifeSouth SBB Education Coordinator as soon as possible. These exceptions must be "pre-approved" by the LifeSouth SBB Education Coordinator for a student to be excused and to re-schedule required tasks:

Jury Duty for the LifeSouth SBB Program Student:

LifeSouth students shall be granted a leave of absence for mandatory jury duty. This policy applies to jury duty only and does not apply to other court appearances, such as in response to a subpoena or personal court event (unless the subpoena is job-related). The student shall immediately provide a copy of the notice to serve jury duty to the LifeSouth SBB Education Coordinator.

Military Leave of Absence Policy for the LifeSouth SBB Program Student:

LifeSouth encourages students to serve their country by participating in the uniformed services. A student who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserves shall be granted a leave of absence for military service, training, or related obligations in accordance with applicable law. At the conclusion of the leave, under the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), a student generally has a right to return to the same position they held prior to the leave.

Assignments/Practicums

The online education system is used to document practicums, professional development tasks, and other assignments that may be required. At the end of the 12 months, the Education Coordinator will perform a final assignment review:

- If the assignment review is acceptable, then the student meets this requirement for the completion of the program.

- If the assignment review is not acceptable, then the student fails to meet this requirement for the completion of the program.
- There are 16 required practicums, and two that are optional. Checklists, memos of understanding (MOUs), and evaluations must be completed and submitted as applicable for completion of the program.
- All required assignments must be completed in a satisfactory manner to be eligible for the program certificate

VI. Exams

Exams will be scheduled every two to four weeks from the beginning of the program. The exams consist of required online exams in addition to mid-term and final exams. Exams are typically open for a period of nine days.

Exams not completed by the due date will be assessed a 15% penalty unless prior arrangements have been made and approved by the LifeSouth SBB Education Coordinator or Program Director.

Minimum Expectation for Exam Completion

The LifeSouth SBB Program student is required to complete all exams and quizzes, including the mid-term and final, by the posted due date. If an individual fails to complete an exam, no credit will be given for the exam.

Exceptions may be applied on a case-by-case basis with the approval of the LifeSouth SBB Education Coordinator's permission.

Minimum Grading Expectation

To successfully complete the LifeSouth SBB program, the student must maintain the following:

1. An average of 75% or higher on all module exams. Module exam grades will be calculated as an equally weighted average of the exams for each course.
2. Achieve scores of $\geq 75\%$ for the following:
 - 5261 Final Exams
 - Midterm Exam
 - Final Exam

Refer to the [LifeSouth SBB Program Grading Policy](#) section for additional grading information.

VII. Expectations for Rotations

Dress Code/Personal Appearance Policy

LifeSouth considers it very important that you are well groomed, neat, and dressed appropriately for your job function and the work environment.

Safety and Confidentiality Requirements

Students are expected to follow the safety and confidentiality requirements of the facilities hosting their rotations.

Minimum Expectation

LifeSouth SBB Program students must complete clinical, technical, and administrative rotations as assigned. Students are also required to complete a minimum of 80% of the tasks on each rotation checklist and 100% of each assigned study guide. Completion of clinical, technical, and administrative rotations requires that students perform the following:

1. Appropriately signed LifeSouth SBB Memo of Understanding. This document is to be signed by the person or persons responsible for the student's rotation. The student must upload this to the online education system (Blackboard Assignments tab).
2. Upload the appropriate LifeSouth SBB Student Rotation Checklist for the rotation. The checklist must have been completed by the individual(s) responsible for having reviewed its contents with the student. The student is responsible for uploading the completed checklist.
3. Complete the Rotation Study Guides for each rotation checklist as indicated.
4. Complete Clinical Rotation Evaluation form.

VIII. Homework and Professional Development Assignments

Completion of homework assignments, including professional development tasks, is required for successful completion of the program. These assignments are designed to reinforce course content, support professional growth, and contribute to overall course assessment. Homework and assignments may include, but are not limited to, problem sets, case studies, written assignments, professional development tasks, and other activities designed to support academic and professional competency.

IX. Research Paper Requirement

Each student is required to complete a research paper as part of the academic requirements of the Specialist in Blood Banking Program. The research paper contributes to the final course grade as defined in the [LifeSouth SBB Program Grading Policy](#) section.

X. LifeSouth SBB Program Grading Policy

Student performance in each Specialist in Blood Banking (SBB) course is evaluated using the following weighted assessment components:

- Examinations: 60%
- Quizzes: 20%
- Homework and Professional Development Assignments: 10%
- Research Paper: 10%

Final course grades are calculated using the weighted components listed above. All graded assessment components must be completed. Failure to submit required graded assignments may result in an insufficient final course grade regardless of performance in other assessment areas.

Letter Grade Scale

- A: 90–100%
- B: 80–89%
- C: 70–79%
- D: 60–69%

- F: Below 60%

Plus (+) and minus (–) grades are not used.

Students must earn a minimum final grade of C in each course to successfully complete the LifeSouth Specialist in Blood Banking Program. Students must meet both examination performance requirements and final course grade requirements to successfully complete the program.

XI. Program Completion (Graduation) Requirements

To successfully complete the LifeSouth Specialist in Blood Banking (SBB) Program and be eligible for graduation, students must meet all of the following requirements:

1. Academic Performance

- Earn a minimum final grade of C in each of the six required courses.
- Maintain an overall average of 75% or higher on examinations within each course.
- Achieve scores of $\geq 75\%$ for the following:
 - 5261 Final Exam
 - Midterm Exam
 - Final Exam

2. Research Requirement

- Successfully complete and submit the required research paper in accordance with program and course requirements.

3. Clinical Requirements

- Successfully complete all required clinical rotations, including submission of required documentation for each rotation.

4. Assignments and Professional Development

- Complete all required homework assignments, including mandatory professional development assignments, as outlined in course syllabi and program requirements.

Failure to meet any of the above requirements will result in failure to complete the program. Partial completion of program requirements does not constitute program completion or graduation.

XII. Student Grade Appeal

Academic Appeal Process

If the student believes that a question on a written exam was marked incorrectly, they have the right to appeal to the LifeSouth SBB Education Coordinator. The student must provide written evidence for their conclusions. If this does not give the student satisfaction, they can discuss the question with the lecturer of that material. If the lecturer agrees that the question was marked incorrectly, the Education Coordinator will change the mark.

Students may request recalculation of their grade to the SBB Education Coordinator. They may also ask for their grade to be reviewed by SBB Education faculty. The findings of LifeSouth SBB Education faculty will be final.

Filing a Complaint or Grievance

LifeSouth is committed to maintaining a fair, safe, and professional learning environment. Students who encounter issues related to personnel, safety, quality, or who believe an evaluation is unfair or discriminatory must document the issue in writing.

For Students

The *Student Statement Form* is recommended for submitting a grievance or appeal. To ensure clarity and prevent misunderstandings, all official communications and appeals must be submitted in writing, include the student's signature, and be directed to the LifeSouth SBB Program Director. All complaints will be handled confidentially to the extent possible, and students will not be subject to retaliation for filing a complaint. Upon receipt, program leadership will review the matter and provide a written response within a reasonable timeframe.

Students who feel uncomfortable addressing a grievance with LifeSouth staff may submit a complaint directly to CAAHEP. CAAHEP provides an online form for reporting concerns, available at the following link: <https://app.smartsheet.com/b/form/47a89367b1e3492b9b3256a37cd6a22f>.

For Faculty

Faculty concerns regarding employment practices, safety, discrimination, or harassment must be documented in writing using the *Employee Statement Form* and submitted, with signature, to Human Resources or the designated administrator. Complaints are handled confidentially, and retaliation is prohibited. A written response will be provided within a reasonable timeframe.

XIII. LifeSouth SBB Program Student Withdrawal or Dismissal Process

Student Withdrawal or Dismissal

A student may be terminated by: Self-withdrawal or dismissal.

Causes for Dismissal

- Failure to maintain $\geq 75\%$ on examinations.
- Failure to regularly attend meetings, and/ or failure to participate in an acceptable manner as determined by the Education Coordinator. Students should attend all regularly scheduled class meetings. Failure to attend at least 80% of scheduled meetings will be considered unacceptable. Unexcused absences will not be tolerated.
- Failure to meet deadlines for payment of LifeSouth SBB Program.
- Failure to follow the procedures or policies that the student signed and agreed to at the outset of the LifeSouth SBB Program.
- Failure to complete required assignments in a timely manner.
- Engaging in actions or behavior that warrant dismissal at the discretion of the Education Coordinator and Human Resources.

Method of Removal/Dismissal

- The student will be counseled.
- If, after documented counseling, there is no improvement in performance or participation, the student may be dismissed from the LifeSouth SBB Program.
- If the issue is serious enough, there may be immediate dismissal without a documented counseling.

Results of Dismissal from the LifeSouth SBB Program

- Removal of access to the on-line portion of the LifeSouth SBB Program.
- Removal of access to the LifeSouth Blood Centers facility.

- Certificate of completion will not be granted.

Appeals Process

Students may submit in writing the reasons why they believe they should not be dismissed to the LifeSouth SBB Medical Director and LifeSouth SBB Program Director. Students are still subject to the signed agreement terms and conditions.

XIV. Participant Work Policy

As a distance program, we do not have jurisdiction over you at your workplace. However, time at LifeSouth is to be committed to program tasks and objectives; it is not to be used to perform patient care.

You should speak with your supervisor/manager before the program begins about the possibilities for time off and/or switching work hours in order to fulfill the rotation requirements. You are informed of the amount of work required BEFORE the program starts to allow you to plan ahead. All course information is given online so it is possible to work full- time and plan to complete the course requirements on your own time outside of work.

If the program becomes unfeasible to complete, you may request a Leave of Absence. SBB Faculty has the right to approve or deny this request. Leave of Absence means you will no longer have access to SBB content and will re-enroll at the beginning of the next program year. The student is responsible for access fees to Blackboard.

XV. LifeSouth SBB Program Financial Summary

Two types of LifeSouth SBB Program Students

1. External Students that are not employed by LifeSouth
2. Internal Students that are employed by LifeSouth. (See LifeSouth SBB Program HR Policy)

Fees for Internal and External Students = \$6,000 per year

Terms are subject to the LifeSouth Tuition Assistance Agreement

Collection of Fees for External Students

- External students will be invoiced by LifeSouth's Accounting Department.
- All funds collected will be submitted to LifeSouth's Accounting Department as collected via check, credit card or money order.

Payment Plan for External Students

- \$ 3,000 Due prior to orientation.
- \$ 3,000 Due the second Friday of November of the program year.

Consequence of Non-payment

1. If the student does not pay the initial fee prior to the due date:
 - They will be dropped from the program.
 - There is no allowance for late payment.
2. If the student does not pay the second installment:
 - They will be dropped from the program.
 - Access to program materials will be revoked.
3. If the student pays the second installment within ten (10) days after the due date:
 - Access to program materials will be restored.

Refund Policy

No refunds will be given.

XVI. Receipt & Acknowledgment of LifeSouth SBB Program Student Handbook

This Student Handbook is an important document intended to help you become acquainted with the LifeSouth SBB Program. This Handbook will serve as a guide, but unique individual circumstances may call for individual attention.

The contents of this Handbook may change at any time at the discretion of LifeSouth. Notice of changes will be provided as soon as possible.

XVII. Acknowledgement of Receipt of the LifeSouth SBB Education Program Student Handbook

Please read the following statements: initial and date each one. Your initials constitute your consent to all the terms and conditions of the stated policy. Sign below to acknowledge your receipt of the LifeSouth SBB Program Student Handbook.

	Initials	Date
I have received and read a copy of the LifeSouth SBB Program Student Handbook. I understand that the policies described in it are subject to change at the sole discretion of LifeSouth at any time.		
I acknowledge that I have reviewed UTMB at Galveston Information Resources Security Acknowledgement and Non-Disclosure Agreement for Non-UTMB Personnel. This is a summary of the responsibility I accept for the use of the UTMB website.		
I acknowledge that I have reviewed the LifeSouth SBB Program evaluation policy.		
I acknowledge that I have reviewed the LifeSouth SBB Program Student Review Policy.		
I acknowledge that I have reviewed the LifeSouth SBB Program Withdrawal and Dismissal Process..		
I understand that violations of any stated LifeSouth SBB Program policies may result in disciplinary actions up to and including dismissal from the program..		
I acknowledge that I have reviewed the LifeSouth SBB Program financial requirements.		

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the LifeSouth SBB Program Student Handbook.

Student's Printed Name:	Class Year:
Student's Signature:	Date:
Lab Education Coordinator Signature:	Date:

The signed original of this acknowledgment will be filed in your student file. You may keep a copy for your records.

Specialist in Blood Banking Technology/Transfusion Medicine (LifeSouth SBB) Education Program Student Handbook

Blood Banking Programs

Version: 3.0

Version History

#	Significant Changes	Approved by	Approved	Implemented
3.0	Updated the LifeSouth SBB Program Student Safety/cGMP Training Policy to include HIPAA; the title was updated to LifeSouth SBB Program Student Safety, HIPAA, and cGMPs Training Policy .	Kelly Anderson, Director of Laboratory Services Dr. Chris Lough, VP of Medical Services Krisanne Russell, General Counsel	07 Aug 2026	07 Aug 2026
2.0	- Updated "letters of recommendation" to "SBB Applicant Reference forms" in the Admission Requirements section. - Updated the Filing a Complaint or Grievance section. - Added new sections: Non-Discrimination and Equal Opportunity Policy. Research Paper Requirement Program Completion (Graduation) Requirements - Made additional changes based on current practice.	Kelly Anderson, Director of Laboratory Services Dr. Chris Lough, VP of Medical Services Krisanne Russell, General Counsel	29 Jan 2026	06 May 2026
1.8	- Updated the Laboratory Education Coordinator to Alexis Bizzarro. - Added a new section titled IV. Use of WBUG Educational Materials to ensure compliance with WBUG policies. - Made additional minor changes.	Phuc Huynh, Corporate Quality Assurance Coordinator III	16 Dec 2025	16 Dec 2025
1.7	Updated the cover page to list Chris Lough, M.D. as Medical Director; previously listed as Program Director.	Phuc Huynh, Corporate Quality Assurance Coordinator III	12 Nov 2025	13 Nov 2025
1.6	- Updated the Program Director and Education Coordinator to Kelly Anderson, previously Bill Martinez. - Made additional minor changes.	Phuc Huynh, Corporate Quality Assurance Coordinator III	24 Apr 2025	24 Apr 2025
1.5	- Clarified the conditions under which student counseling and dismissal from the program can/will occur. - Updated pricing information and deadlines to match current practices.	Phuc Huynh, Corporate Quality Assurance Coordinator III	09 Nov 2023	09 Nov 2023
1.4	- Adjusted the minimum grade required for the midterm and final written exams to 75%; previously 80%. - Adjusted the score requirements for the 5261 final exams, midterm exam, and final exam to 75% or higher for each; previously a 75% or higher average was required.	Phuc Huynh, Corporate Quality Assurance Coordinator III	30 Oct 2023	30 Oct 2023
1.3	- Adjusted the average score required for the 5261 final exams, midterm exam, and final exam to 75%; previously 80%. - Removed the Research Project section; this is no longer required.	Phuc Huynh, Corporate Quality Assurance Coordinator III	23 Aug 2023	23 Aug 2023
1.2	- Minor revisions to formatting. - Minor revisions to wording for clarification.	Phuc Huynh, Corporate Quality Assurance Coordinator	03 Nov 2021	03 Nov 2021
1.1	- Updated Assignments/Practicums section, Exams section, and Homework section after CAAHEP inspection. - Made additional minor changes	Phuc Huynh, Corporate Quality Assurance Coordinator	19 Jul 2021	19 Jul 2021
1.0	New handbook.	Dr. Juan Merayo-Rodriguez, Medical Director Dr. Chris Lough, VP of Medical Services Lori Masingil, VP of Quality	02 Jul 2021	02 Jul 2021