

DATE: November 18, 2010

SUBJECT: Temporary Authorization of New Institutions under the Postsecondary Authorization Act

ACTION RECOMMENDED: Temporary Authorization

BACKGROUND INFORMATION: The Commission, under the Postsecondary Authorization Act, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed, site visits have been performed, and staff has determined that all necessary documentation and bonds have been secured. The Committee on Postsecondary Educational Institutions met on October 28, 2010 and endorsed staff recommendations for Temporary Authorization of these institutions.

A. Allied Health Careers Institute Murfreesboro, TN

Allied Health Careers Institute is located at 1800 S. Rutherford Blvd., Suite 103 in Murfreesboro, Tennessee. The institution is a for-profit corporation.

The institution will offer three new programs:

1. **The Certificate of Completion in Billing and Coding Specialist Program** is designed to prepare students to work in the clinical setting of a physician’s office, walk-in clinic, podiatrist, chiropractor or other healthcare facility. The program is designed to enable students to learn how to organize and manage health information data, clarify diagnoses, and obtain additional patient information from the physician. Students will also learn how to optimize patient reimbursement by using correct coding methods and insurance preparation. The curriculum consists of the following concepts: Basic medical office skills, medical terminology, billing, CPT coding and compensation claims.

Program:	Billing and Coding Specialist
Credential Awarded:	Certificate of Completion
Length of Program:	275 contact hours (10 weeks day program) (20 weeks night program)

2. **The Certificate of Completion in Clinical Medical Assistant Program** is designed to prepare students to work in the clinical setting of a physician’s office, walk-in clinic, podiatrist, chiropractor or other healthcare facility. Students will be prepared to handle the back office, assist the physician and maintain the clinical office by scheduling, answering phone calls, making patient appointments and collecting insurance information. The curriculum consists of the following concepts: aseptic and sterile techniques, professionalism,

communication and interaction with patients, infection control and Universal Precautions.

Program: Clinical Medical Assistant
Credential Awarded: Certificate of Completion
Length of Program: 98 contact hours (16 weeks day program)
(22 weeks night program)

- 3. The Certificate of Completion in Medical Administrative Assistant Program** integrates all of the front office topics and skill competencies required for today's industry standards. The students will be taught medical office skills such as: medical records, management, client services and responsibilities, client education and legal/ethical issues. Students will also learn how to optimize patient reimbursement by using correct coding methods and insurance preparation. The curriculum consists of the following concepts: Safety/infection control, medical terminology, customer service, fundamentals of math, accounting and finance for the medical office.

Program: Medical Administrative Assistant
Credential Awarded: Certificate of Completion
Length of Program: 168 contact hours (7 weeks)

The institution does not participate in Title IV funding.

B. American Red Cross Blount County Chapter Maryville, TN

American Red Cross Blount County Chapter is located at 1741 Triangle Park in Maryville, TN 37801. The institution is a not-for-profit corporation.

The institution will offer one new program:

- 1. The Certificate of Completion in Nurse Aide Training Program** is designed to prepare students for a career in the healthcare field and for the state examination to become a Certified Nursing Assistant (CNA). This program consists of both classroom and clinical instruction and prepares students for the type of work they would be expected to perform as a CNA. Upon successful completion of the course and passing the state examination, students can seek employment opportunities in various healthcare settings, including nursing homes, assisted-living facilities, and hospitals. Examples of skills taught in the course include, but are not limited to: hand washing, measurement of vital signs (temperature, pulse, respiration and blood pressure), bed making, bathing/dressing/grooming a resident, mouth care, transferring, correct use of a walker or other ambulatory assistive device, feeding a resident, measuring height and weight and applying anti-embolism stockings.

Program: Nurse Aide Training Program
Credential Awarded: Certificate of Completion
Length of Program: 120 contact hours (5 weeks)

The institution does not participate in Title IV funding.

C. Belhaven University

Chattanooga TN

Change of Ownership

Belhaven University is located at 535 Chestnut Street, Ste. 100 in Chattanooga, Tennessee. The institution is a not-for-profit institution that is accredited by the Southern Association of Colleges and Schools (SACS).

The Covenant College Quest Program – Chattanooga was sold to Belhaven University on July 1, 2010.

The institution will offer two programs that are already approved by THEC:

Program: Quest Organizational Management
Credential Awarded: Bachelor of Science
Length of Program: 45 semester credit hours (18 months)

Program: Elective Courses
Length of Program: 3 semester credit hours

The institution will offer three new programs:

- 1. The Master of Business Administration in Business Administration Program** is designed to equip students with the skills and knowledge necessary for advancing their career and obtaining employment in various managerial positions. The program will emphasize a strong foundation in Christian principles and world overview. Students will be able to integrate the major functional areas of business into the making of business policy. The curriculum includes the following courses: Business Communication, Statistics for Business Decisions, Financial Analysis, Managerial Economics, and Business Policy and Strategies.

Program: Business Administration
Credential Awarded: Master of Business
Length of Program: 39 semester credit hours (18 months)

- 2. The Bachelor of Health Administration in Health Administration Program** is designed to integrate a foundation of general education and business management skills with healthcare management theory and practical expertise. The program will prepare students for management positions in the healthcare industry. The curriculum addresses the basic body of knowledge, understanding, and skills identified to be relevant to healthcare administration including managing risk and financial management. The development of leadership qualities will be established on biblical principles to lead effective work teams toward a shared organizational mission.

Program: Health Administration
Credential Awarded: Bachelor of Health Administration
Length of Program: 124 semester credit hours (19 months)

- 3. The Bachelor of Arts in Social Services Program** is designed for individuals seeking a career working in Social Services. The program is designed to

introduce students to the study of human behavior and mental processes within a Christian context. The program will also provide a foundation of knowledge in the field of social services. Special emphasis is placed on developing student's ability to understand and apply the techniques, processes, and knowledge of social services to their everyday life. The curriculum includes the following courses: Introduction to Sociology, Abnormal Psychology, Social Problem, Death, Dying and Grief and Introduction to Counseling Theory and Techniques.

Program: Social Services
Credential Awarded: Bachelor of Arts
Length of Program: 124 semester credit hours (19 months)

The institution participates in Title IV funding.

D. Brightness – Massage School for the Blind **Memphis, TN**

Brightness-Massage School for the Blind is located at 6180-A Macon Road in Memphis, Tennessee. The institution is a not-for-profit corporation.

The institution will offer two new programs:

1. **The Diploma in Massage Therapy Program** teaches students the Tui Na method which is a holistic practice of Massage Therapy. The program is designed to teach students the following subjects and skills: anatomy and physiology, kinesiology, infectious disease management, pathology, ethics, massage therapy techniques, physical assessment, body mechanics, and charting. Additionally, students will gain knowledge of Tennessee Law that regulates massage therapy practice, and complete a clinical internship.

Program: Massage Therapy
Credential Awarded: Diploma
Length of Program: 500 contact hours (6 months)

2. **The Certificate of Completion in Meridian Reflexology Program** teaches students to apply specific pressure to reflex points and area in the hands and feet to reduce stress and relieve discomfort. Students will be taught anatomy and physiology, reflexology therapy techniques, and Tennessee Law that regulates reflexology therapy. Additionally, students will learn the history of reflexology, hand and foot maps, hygiene and safety, and perform a supervised clinical practicum.

Program: Meridian Reflexology
Credential Awarded: Certificate of Completion
Length of Program: 200 contact hours (3 months)

The institution does not participate in Title IV funding.

E. Daughters of Zion

Memphis, TN

Daughters of Zion is located at 4400 Hickory Hill Road in Memphis, Tennessee. The institution is a not-for-profit corporation.

The institution will offer two new programs:

- 1. **The Certificate of Completion in Certified Nursing Assistant (CNA)** is designed to prepare students for assisting patients with daily living tasks. Students will learn basic nursing skills, anatomy and physiology, nutrition, hygiene and infection control. Additionally, students will gain hands-on experience during clinical activities. Upon successful completion, students are eligible to take the State of Tennessee Certified Nursing Assistant examination.

Program: Certified Nursing Assistant (CNA)
Credential Awarded: Certificate of Completion
Length of Program: 91 contact hours (3 weeks - day)
 (5 weeks - evening)

- 2. **The Diploma in Women’s Ministry** is designed to prepare women for spiritual leadership, principles of pastoral ministry, counseling services in churches and evangelism. Students will learn the foundations of women’s ministry, women’s discipleship, theology, church law and ethics. Additionally, students will receive training in the area of church growth and leadership.

Program: Women’s Ministry
Credential Awarded: Diploma
Length of Program: 500 contact hours (24 months)

The institution does not participate in Title IV funding.

F. Goodwill Industries – Knoxville/Morristown

Morristown, TN

Goodwill Industries – Knoxville/Morristown, is located at 2812 Andrew Johnson Highway in Morristown, Tennessee. The institution is a not-for-profit corporation.

The institution will offer one new program:

- 1. **The Nurse Aide Training Certificate of Completion Program** is designed to prepare students with the skills necessary to pass the state examination to become a Nursing Aide. Students will be knowledgeable in the following areas: infection control, nutrition, medical terminology, and ethics. The course is divided into two sections: classroom skills lab training and clinical experience. Upon completion of the of the classroom instruction all students participate in a clinical rotation at a long term healthcare facility where they will apply their learned skills.

Program: Nurse Aide Training
Credential Awarded: Certificate of Completion
Length of Program: 192 contact hours (1.5 months)

The institution does not participate in Title IV funding.

G. Magic Valley CNA

Camden, TN

Magic Valley CNA Program is located at 264 Highway 641 in Camden, Tennessee. The institution is a for-profit corporation.

The institution will offer one new program:

- 1. The Certificate of Completion in Nurse Aide Training Program** is designed to help students obtain a Certificate of Completion and CPR certification which will assist them in developing knowledge in the nursing field. The students will be taught the skills needed to competently and safely perform the job of an entry level nurse aide. The foundational skills that will be taught are feeding and dressing patients, patient mobility, patient hygiene and wound care. The curriculum consists of the following concepts: Understanding health care settings, the nursing assistant team, legal and ethical issues, communication and cultural diversity, prevention, infection and the healthy human body.

Program: Nurse Aide Training
Credential Awarded: Certificate of Completion
Length of Program: 98 contact hours (16 days)

The institution does not participate in Title IV funding.

H. Roadmaster Drivers School of Chattanooga, Inc.

Chattanooga, TN

Roadmaster Drivers School of Chattanooga, Inc. is located at 3800 Cummings Highway in Chattanooga, Tennessee. The institution is a for-profit corporation.

The institution will offer one new program:

- 1. The Commercial Truck Driver Training Certificate of Completion Program** will prepare students to develop the basic skills needed to obtain a Commercial Driver's License (CDL) Class "A". Students will have 41 hours of classroom instruction to include safety and log books. Additionally, students will undergo 119 hours of field training which includes the following: pre-trip inspections, backing techniques, proper hooking and unhooking of trailers and the actual operation of a tractor trailer on the highway.

Program: Commercial Truck Driver Training
Credential Awarded: Certificate of Completion
Length of Program: 160 contact hours (3-8 weeks)

The institution does not participate in Title IV funding.

I. SASH Nursing Assistant Training

Nashville, TN

SASH Nursing Assistant Training Program is located at 604 Gallatin Avenue, Suite 107 in Nashville, Tennessee. The institution is a not-for-profit corporation.

The institution will offer one new program:

1. **The Certificate of Completion in Nurse Aide Training Program** is designed to provide students with current training in basic nursing principles and procedures so that the student may acquire basic skills and competencies in the delivery of quality patient care. The course consists of theory and clinical training in long term care facilities. Emphasis is placed on nursing assistant skills and functions, cultural competency and psychosocial approach to healthcare. The curriculum consist of the following modules: communication and interpersonal relationships, safety and infection control, anatomy and physiology, personal care procedures, exercise and activity and elimination procedures.

Program: Nurse Aide Training Program
Credential Awarded: Certificate of Completion
Length of Program: 120 contact hours (5 weeks)

The institution does not participate in Title IV funding.

J. Total Tech, LLC

Smyrna, TN

Total Tech, LLC is located at 131 Weakley Lane, Suite 160 in Smyrna, Tennessee. The institution is a limited liability corporation.

The institution will offer two new programs:

1. **The Certificate of Completion in HVAC Analysis I Program** is a five day, high impact course that combines practical classroom theory with hands-on lab exercises. The classroom sessions are designed to offer students training in proper system operating parameters, people comfort, the refrigerant circuit and system airflow. Additionally, students will gain basic knowledge of real world scenarios by varying the ambient temperature and humidity he/she would encounter while in the field. Students enrolled in this program will be able to determine system performance of any conditioning system.

Program: HVAC Analysis I
Credential Awarded: Certificate of Completion
Length of Program: 50 contact hours (5 days)

2. **The Certificate of Completion in HVAC Analysis II Program** is a five day, high impact course that focuses on the technician's role in the service industry. Students will learn advanced protocol for system procedures, accuracy and time management for diagnosing system malfunctions,

competency and hands-on training. Additionally, students will have a good understanding of the technique needed to service air conditioning systems.

Program: HVAC Analysis II
Credential Awarded: Certificate of Completion
Length of Program: 50 contact hours (5 days)

The institution does not participate in Title IV funding.

K. University of Southern California

Los Angeles, CA

University of Southern California is located at 3551 Trousdale Parkway, ADM 352 in Los Angeles, California. The institution is a not-for-profit corporation that is accredited by the Western Association of Schools and Colleges (WASC).

The institution will offer four new programs:

1. **The Master of Arts in Teaching Multiple Subject Program** is designed to enhance credentialed or private school teachers' understanding of themselves and their learners, as well as their individual learning theory. The program is designed to integrate learning in an online format with practical application through hands-on experience at selected k-12 schools serving a diverse population of students. Teachers entering this program will advance their skill set and/or career.

Program: Teaching Multiple Subject
Credential Awarded: Master of Arts
Length of Program: 31 semester credit hours (12 months full-time)
(36 months part-time)

2. **The Master of Arts in Teaching Multiple Subject with Credential Program** is designed to prepare individuals who desire to become a credentialed teacher at the elementary school level. The program is designed to integrate learning in an online format with practical application through hands-on experience at selected k-12 schools serving a diverse population of students. The program of study is built around a model of consistency, ongoing support of acquisition of the skills and knowledge that teachers can apply in their classrooms. The curriculum includes the following courses: Framing Experience, Application of Theories of Learning to Classroom Practice, Human Differences and Teaching Special Populations, and Understanding the Social Context for Urban Schools.

Program: Teaching Multiple Subject with Credential
Credential Awarded: Master of Arts
Length of Program: 33 semester credit hours (12 months full-time)
(36 months part-time)

3. **The Master of Arts in Teaching Single Subject Program** is designed to enhance credentialed or private school teachers' understanding of themselves and their learners, as well as their individual learning theory. The program is intended to improve practice in the preparation of teachers in response to

state requirements and uphold the emerging research trends in the profession. Students, must at minimum, complete six core components, two Pedagogy units, and a course for the instruction of English Language Learners across disciplines. In addition to completing all required course work, each student will complete an online portfolio that contains evidence for his or her ability to conceptualize, plan, facilitate and assess a student's learning opportunities.

Program: Teaching Single Subject
Credential Awarded: Master of Arts
Length of Program: 28 semester credit hours (12 months full-time)
(36 months part-time)

4. **The Master of Arts in Teaching Single Subject with Credential Program** is designed to prepare individuals who desire to become a credentialed teacher. Students will gain knowledge in their understanding of themselves and their learners, as well as their individual learning theory. Students will also learn to engage collaboratively with colleagues, learner's families and the community in ways that will increase the learning for their students. The curriculum includes the following courses: Framing Experience, The Application of Theories of Learning to Classroom Practice, Human Differences and Teaching Special Populations, and Understanding the Social Context for Urban Schools. In addition to completing all required course work, each student will complete 20 weeks of Guided Practice in a local school setting.

Program: Teaching Single Subject with Credential
Credential Awarded: Master of Arts
Length of Program: 30 semester credit hours (12 months full-time)
(36 months part-time)

The institution participates in Title IV funding.