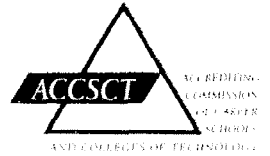


**Excerpts, selected by the HELP Committee, from a larger document**  
**produced by the company**

January 29, 2007

**PRIORITY MAIL**  
**CONFIDENTIAL**



RE: The Bryman School -- Phoenix, Arizona

Dear Ms. [REDACTED]:

The Accrediting Commission of Career Schools and Colleges of Technology ("ACCSCCT" or "the Commission") has concluded its review of your April 10, 2006 complaint against The Bryman School located in Phoenix, Arizona.

In your complaint, you alleged that you had to wait three months before receiving an externship and expressed concern regarding the turnover of faculty and staff at the school. Your complaint led to an extensive review in accordance with ACCSCCT's complaint procedures. The school was informed of the allegations you raised and provided a response. The entire record of this matter was forwarded to the Commission for consideration and included the following documentation submitted by The Bryman School:

- A narrative response to your allegations;
- A list of all Surgical Technology instructors to include start date, end date (if applicable) and copies of their Faculty Personnel Reports;
- A narrative description of the steps the school took to ensure that students received sufficient course instruction;
- A narrative describing the steps taken by management to ensure that it operated in compliance with accrediting standards, met its objectives and fulfilled its obligations to students;
- A list of all Surgical Technology students who completed their coursework between March 1, 2005 and March 31, 2006;
- The school's written training plan which specified the goals, experiences and applications to be accomplished for students in the Surgical Technology program;
- A Faculty Personnel Report for the faculty member who supervised the Surgical Technology externship and a description as to how supervision took place;
- The name of the designated individual from the occupational setting who oversaw student learning experience, including documentation to support that school personnel had appropriately trained the individual relative to the student evaluation process and the relevant procedures by which students mastered the required skills and competencies in the Surgical Technology externship; and

2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201

Fax [REDACTED]  
www.accsct.org

2AEG-HELP-05-00001532

Anthem Education Group  
Document 19, Page 2

■■■■ ■■■■  
*Re: Complaint, The Bryman School – Phoenix, Arizona*  
*January 29, 2007*  
*Page 2 of 2*

- A copy of your signed enrollment agreements which outlined all essential elements as contained in the ACCSCT Enrollment Agreement checklist and Section IV (C) of the Standards of Accreditation.

At its November 2006 meeting, the Commission reviewed the entire record which included documentation to show that you acquired a job in your field of study. While the Commission notes that students often had to wait a month or more for an externship, overall, it determined that the school adequately responded to the concerns raised in your complaint and considers this matter closed. However, please be advised that the Commission requires schools to adhere to guidelines regarding the availability of externships and will continue to monitor The Bryman School to ensure compliance with accrediting standards.

Copies of your letter and the school's response will be kept on file.

Sincerely,  
26 Pages Redacted by HELP Committee

Manager, Institutional Compliance

cc: R. Michael Harter  
Chair of the Commission  
26 Pages Redacted by HELP Committee

Campus President  
The Bryman School - #M■■■■■  
■■■■ West Peoria Avenue  
Phoenix, Arizona 85029

Marilyn Pobiak  
Vice President  
High-Tech Institute, Inc.  
2250 West Peoria Avenue  
Phoenix, Arizona 85029

2AEG-HELP-05-00001533

[REDACTED]

*Re: Complaint, The Bryman School – Phoenix, Arizona*  
*January 29, 2007*  
*Page 2 of 2*

which students mastered the required skills and competencies in the Surgical Technology externship; and

- A copy of your signed enrollment agreements which outlined all essential elements as contained in the ACCSCT Enrollment Agreement checklist and Section IV (C) of the Standards of Accreditation.

At its November 2006 meeting, the Commission reviewed the entire record which included documentation to show that you were dismissed for failure to return from a leave of absence and while the school offered you the option of re-entry, you did not elect to do so. Based on your decision to not enroll, the school was unable to assign you to an externship. The Commission, therefore, determined that the school adequately responded to the concerns raised in your complaint regarding placement into an externship and considers your complaint against the school regarding this matter to be closed. The Commission is continuing to review the records for the school's faculty and has scheduled its next review of this matter for consideration at its August 2007 meeting.

Copies of your letter and the school's response will be kept on file.

Sincerely,

Redacted

Manager, Institutional Compliance

cc: R. Michael Harter  
Chair of the Commission

26 Pages Redacted by HELP Committe

Campus President  
The Bryman School - #M [REDACTED]  
[REDACTED] West Peoria Avenue  
Phoenix, Arizona 85029

Marilyn Pobiak  
Vice President  
High-Tech Institute, Inc.  
2250 West Peoria Avenue  
Phoenix, Arizona 85029

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Tab One:	Initial complaint
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Tab Three:	List of Exhibits
Exhibit 1:	Competency Check-off, [REDACTED] [REDACTED]
Exhibit 2:	Employment Verification Form, [REDACTED] [REDACTED]
Exhibit 3:	Career Interview Sheet, [REDACTED] <del>Acost</del>
Exhibit 4:	Supply Receivers
Exhibit 5:	Understanding Regarding Externship Placement
Exhibit 6:	Student's List of Understandings
Exhibit 7:	Table of Surgical Technology Students
Exhibit 8:	Externship Time Cards and Evaluator's Comments
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Exhibit 16:	Enrollment Agreements, [REDACTED] [REDACTED] and [REDACTED]

## ACCSCT COMPLAINT REVIEW

Submit as cover page to complaint response

Name of School: The Bryman School of Phx School Number: M059048  
Address: 2850 West Peoria Ave  
City: Phoenix State: AZ Zip Code: 85029  
Telephone Number: (602) 328-3600 Fax Number: (602)

I certify that the information herein and attached hereto is correct in response to the complaint filed by complainant(s) [REDACTED]

26 Pages Redacted by HELP Committee

Name: \_\_\_\_\_

Title: Campus President

Signature: \_\_\_\_\_

Date: 6/20/06

SUBMIT TO:

[Signature]  
Executive Director

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201

2AEG-HELP-05-00001536



May 17, 2006

**PRIORITY MAIL**  
**CONFIDENTIAL**

26 Pages Redacted by HELP Committee

Campus President  
The Bryman School  
West Peoria Avenue  
Phoenix, Arizona 85029

School #M [REDACTED]

Dear Mr. [REDACTED]

The Accrediting Commission of Career Schools and Colleges of Technology ("ACCSCCT" or "the Commission") is in receipt of the enclosed complaint submitted by graduate, [REDACTED], and [REDACTED], a current student at The Bryman School located in Phoenix, Arizona.

As per the ACCSCCT Complaint Exhibit,<sup>1</sup> the purpose of this letter is to request documentation of compliance with the Standards of Accreditation in response to the concerns set forth below:

**Section III (A)(5), Standards of Accreditation**  
**Section VIII, Statement of Purpose, Standards of Accreditation**

The complainants expressed concern regarding the turnover of faculty and staff at the school. Specifically, they state that there have been at least seven different instructors in the Surgical Technology program: [REDACTED]. They further state that the school has had three different Campus Presidents as well. Accrediting standards state that accredited schools must have the capability to meet and exceed accrediting standards on an ongoing basis and that the continuity of instruction must be ensured by the reasonable retention of the professional staff. Therefore, the school must provide the following:

- A narrative response to the allegations;
- A list of all Surgical Technology instructors to include start date, end date (if applicable) and copies of their Faculty Personnel Reports;
- A narrative description of the steps the school has taken to ensure that students receive sufficient course instruction; and
- A narrative describing the steps taken by management to ensure that it operates in compliance with accrediting standards, meet its objectives and fulfill its obligations to students.

**Section II (A)(6), Standards of Accreditation**

Ms. [REDACTED] states that she had to wait three (3) months to receive an externship and Ms. [REDACTED] states that she has not received an externship site even though she completed her coursework on June 3, 2006. Accrediting standards state that externships are based on a written training plan which specifies the goals, educational objectives, and specific experiences and applications to be accomplished. Therefore, the school must submit the following:

- A list of all Surgical Technology students who completed their coursework between March 1, 2005 and March 31, 2006 along with the following information;

<sup>1</sup> Commission staff will forward the complainant's letter to the school and request that the school promptly investigate the allegations and respond before a specific date (Item #2, Student Complaint Exhibit, Forms, Standards of Accreditation).

2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703.249.4212  
Fax: 703.249.4113  
www.accscct.org

2AEG-HELP-05-00001537

The Bryman School – Phoenix, Arizona (School #M059048)

Complaint: [REDACTED] and [REDACTED]

May 16, 2006

Page 2 of 2

Enrollment Date	Coursework Completion Date	Externship Start Date	Externship Site	Externship Contact	Externship Completion Date

- The school's written training plan which specifies the goals, experiences and applications to be accomplished for students in the Surgical Technology program. This plan must identify required educational resources and the established timelines, as well as the criteria and process by which students are evaluated (Section II (A)(6)(b), Standards of Accreditation);
- A Faculty Personnel Report for the faculty member who supervises the Surgical Technology externship and a description as to how supervision takes place (Section II (A)(6)(c)(1), Standards of Accreditation);
- The name of the designated individual from the occupational setting who oversees the student learning experience, including documentation to support that school personnel have appropriately trained this individual relative to the student evaluation process and the relevant procedures by which students master the required skills and competencies in the Surgical Technology externship; and
- A copy of Ms. [REDACTED] and Ms. [REDACTED]' signed enrollment agreements which outlines all essential elements as contained in the ACCSCT Enrollment Agreement checklist and Section IV (C) of the Standards of Accreditation.

The school's response and a signed certification attesting to the accuracy of the information must be received by the Commission office **on or before June 19, 2006**. Please complete and submit the enclosed cover sheet with your compliant response. Alternatively, the school may submit its response in an electronic format. Instructions for submitting a response electronically can be found at the Commission's website [www.accsct.org](http://www.accsct.org).

Thank you for your attention to this matter. If you have any questions, please contact me directly at [REDACTED] or by email at [REDACTED]

Sincerely,

Bettina Falwell  
Manager, Institutional Compliance

cc: [REDACTED] complaint narrative  
[REDACTED] complaint narrative  
ACCSCT Complaint Response Cover Sheet

2AEG-HELP-05-00001538



I am writing this letter to inform you that I have barely graduated from the Surgical Tech program at The Bryman School. I don't even know where to begin. When I first started this school and after I took a tour, I thought that this was a great opportunity for me. Well it wasn't, I'm not sure if you have heard of me or not. Probably not, they seem to hush anyone up with promises and hope that never seem to come true. I have already wrote Mr. <sup>26 Pages Redacted</sup> and even met with him with no solution. He went as far as saying that maybe "I was just nervous and didn't know what to expect" He said that I would see immediate changes, but again that never happened. I even wrote <sup>Redacted</sup> a letter and all I got out of that was an extern site to keep me quiet. I refuse to keep quiet until I have achieved at least something, I even requested half of my tuition back but they never got back to me. Let me start from when all this started. It started when they let go of Ms. <sup>26 Pages Redacted</sup> and Ms. <sup>26 Pages Redacted</sup> and <sup>26 Pages Redacted by HELF</sup> came into first session and told all of us that they weren't coming back to the school and we couldn't ask questions as to why they were gone. All <sup>26 Pages Redacted by HELF</sup> said was that "It would better and to give him time to make the program better" He said that this was a promise to us from him, well that was never fulfilled, and we have gone through so many instructors since then. I feel that I didn't get my moneys worth of education. I paid more than \$18,000.00 (excluding the Pell grants) for what they promised would be a "State of the art facility" It took <sup>26 Pages Redacted by HELF Corr</sup> a very long time to get us new instruments because we never had full sets. Why can't we get new mannequins with realistic looking organs? Why can't we take field trips to observe real life operating procedures? Or observe an autopsy? Or just see cadavers? I think that if students are paying that much money to come to The Bryman School, we should all be entitled to the best education possible. These are all concerns and questions that I had for Mr. <sup>26 Pages Redacted</sup> and he could never give me a straight answer. He danced around all my questions. That means that for every 5 students they take in that's over \$100,000 dollars, and they would tell us they couldn't get us what we needed because "Corporate" wouldn't approve it? That's ridiculous! The medical field is always changing , so why aren't the instructors viewing these procedures in the field and bringing their experiences back to the classroom to show the students? I think that there should be a limit as to how many students are taken in per instructor. The more students that are taken in, the less one on one time is taken from each student. A lot of the time the senior students were stuck teaching all the new students so that the instructor would have time to do a case with who ever needed one to complete. I contacted the State General Attorney Steve Goddard and his office told me that I would have to start from the bottom which was Mr. <sup>26 Pages Redacted</sup> which is who took <sup>Redacted</sup> place after he cowardly quit after firing Ms. <sup>26 Pages Redacted</sup> and Ms. <sup>26 Pages Redacted</sup>. Actually, after Mr. <sup>26 Pages Redacted</sup> left we had Dr. <sup>26 Pages Redacted by HELF</sup>, after she was escorted out of the school, none of us knew what happened there. That's when <sup>Redacted</sup> came on board, and went to him with all the concerns and questions. Then I went to <sup>Redacted</sup>, with no resolution. Now, I am coming to you to see if you could help me. I wanted to seek compensation for the lack of education I was promised. I am asking for 50% of my tuition back, what do I have to do to get this? Sue the school? Education is something that is very precious and should be taken seriously. If you don't think that my story is credible I can give you a couple of names of students that were all there when all of this was happening and is still going on. They will tell you the same things that I have. They also told us that we would do rotations so that we would learn everything. I did my externship after waiting for 3 months. I did my externship in OB/GYN, and have done nothing but C-Sections. I got offered a job there, but if I wanted to apply somewhere else to work in general surgery I wouldn't be very marketable. There is a lot of places that don't like Bryman because of their past history. You can even ask <sup>Redacted</sup> I am now stuck in OB, have never set foot in a general OR, the school has also lost a lot of contracts that could have benefited students. I would recommend you to start an investigation on this school just so you can see how out of hand they have gotten. Alot of students have waited more than 6 months just to get a site! Some have been terminated because of them not going in once a week to refresh their skills! Here are some people that I went to school with

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and can vouch everything that I have told you. I thank you for your time and any help that you can offer. Please get back to me as I will be awaiting your response.

2AEG-HELP-05-00001540

April 22, 2006

To Whom It May Concern:

I am writing this letter about the Bryman School. I finished my courses on June 3, 2006. First, let me tell you about my experience when I was in school there. First, [REDACTED] quit. Then Mr. [REDACTED] quit. After that, Mrs. [REDACTED] and Miss Harris got fired. Mr. [REDACTED] quit and Ms. [REDACTED] quit. Mr. [REDACTED] left also. Since then, Mrs. [REDACTED] left.

As you can see, they just can't seem to keep employees. They've gone through 3 campus presidents in the time I was there also. I understand that I was pregnant until August, and could not take a site until I had the baby. However, first I was told by Ms. [REDACTED] that I could take Leave of Absence for a year. This turned out not to be true when I went in to sign my Leave of Absence papers in November to prolong it. The new campus president told me I could not have a site until I came back from my vacation that was planned from December 19<sup>th</sup> to January 1<sup>st</sup>. Mr. [REDACTED] promised me I'd get a site soon when I came back. However, their new extern coordinator has no idea that she even needs to look for me.

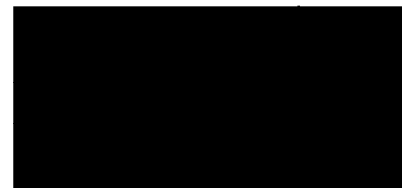
I have continuously tried to contact Mr. [REDACTED], the new campus president, and Mr. [REDACTED] who I understood was helping the new extern coordinator. Sure, they'll call and leave a message every once in a while, but I never get an answer about my extern. Here it is now April, still no word about the extern, just a phone

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call telling me to call them back. When I do call back, I continue to get voice messages. The campus president called me the other day and told me that they had a different number, and that could be why I cannot reach me. This is untrue because both Mr. [redacted] and the new campus president have reached me on the number I left on the voicemail.

I will continue to contact Mr. [redacted] and the campus president, but it seems useless. All I want is a site so I can graduate. People who graduated months after me have sites, and I just want what is fair. Please help me in this matter as I don't see my attempts to get a site are working. My loans are coming due in July, and I don't see why I should have to pay them when Bryman isn't finishing their end of the deal.

Sincerely,

A large black rectangular redaction box covering the signature area.

2AEG-HELP-05-00001542

**Response to the Complaint of [REDACTED] [REDACTED] and [REDACTED]**

**Section III (A)(5), Standards of Accreditation  
Section VIII, Statement of Purpose, Standards of Accreditation**

The Bryman School of Phoenix has a long tradition of providing quality postsecondary education focused on career success. This is true of all programs including the surgical technology program. The Bryman School has a strong commitment to providing the education expected by our students and the community we serve. We would like to respond to the assertions made by Ms. [REDACTED] [REDACTED] in regards to her education at the Bryman School.

- **Narrative response to the letter of [REDACTED] [REDACTED]**

**Brief review of Ms. [REDACTED]'s education at the Bryman School**

Ms. [REDACTED] entered the surgical technology program on 7/12/2004 and successfully completed all of her program with a cumulative grade point average of 3.31 on a 4 point scale on 3/3/2006. She completed her program uninterrupted by any Leave of Absence or unscheduled breaks. She completed all of her competency check offs (Exhibit 1) prior to the completion of her class work. She completed her class work on 11/4/2005 and began her externship at Phoenix Baptist Hospital on 1/9/2006. She completed her 320 hours as scheduled on 3/3/2006. Ms. [REDACTED] was hired as a Surgical Technologist by Phoenix Baptist Hospital at the completion of her externship (Exhibit 2).

- **Response to specific items addressed in Ms. [REDACTED]'s letter**

Throughout her letter, Ms. [REDACTED] reports that she did not receive the opportunity that she paid for and would like a 50% reduction in her tuition costs. We disagree with the assertion that Ms. [REDACTED] did not receive the education she was promised. In her letter, Ms. [REDACTED] states that the program did not provide her with the opportunity she thought it would. On 5/17/2004, Ms. [REDACTED] completed a Career Interview Sheet (Exhibit 3) which lists obstacles which may interfere with successful completion of the program as well as identifying a long term vision of how the school can provide the opportunity to meet this vision. Ms. [REDACTED]'s vision in 5 to 10 years was to be a "surgical tech making good money." Ms. [REDACTED] was able to reach this vision immediately at the completion of her externship (Exhibit 2). It is also stated in her letter that she would like "compensation for the lack of education I was promised." I have included Ms. [REDACTED]'s Surgical Technology Student Procedure Check-off Record signed by Ms. [REDACTED] and her instructors that indicates Ms. [REDACTED]'s proficiency in all the benchmark skills (Exhibit 1). She states that she needed more realistic mannequins to improve her educational benefit. The School currently uses 5 fully functional mannequins in two labs. Supplies needed to accompany lab are ordered on a continual basis to prevent shortages in lab (Exhibit 4). She also asserts that she should have had field trips to operating rooms, cadavers and participation in an autopsy. At no time is it promised to students that they will have access to these

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procedures. Ms. [REDACTED] also states that she waited 3 months before starting her externship. This is inaccurate as Ms. [REDACTED] completed her class work on 11/4/2005 and began her externship 2 months later on 1/9/2006. It is made clear to enrolling students that availability of extern sites may be limited due to the voluntary participation of the facilities (Exhibit 5) and that students will be placed on site based on the order in which they complete their class work (Exhibit 6). Every effort is made to place students as quickly as possible into extern sites following these procedures. Ms. [REDACTED] mentions that "a lot of students have waited more than six months just to get a site." Though she doesn't mention specific students, the vast majority of students are placed well within a 6 month period (Exhibit 7). She states in her letter that she was dissatisfied with the limited experience provided in her externship. The information shared with her extern coordinator does not indicate anything but verbal reports of satisfaction with her extern site as evidenced by the Extern Evaluator Comment Sheets (Exhibit 8).

- **Narrative response to the letter of [REDACTED]**

26 Pages Redacted by H  
**Brief Review of Ms. [REDACTED] Education at the Bryman School**  
26 Pages Redacted  
Ms. [REDACTED] entered the surgical technology program on 1/20/2004. She was terminated on 11/18/2005 after a request to extend her Leave of Absence which began on 6/6/2005. Since the total length of her Leave of Absence would have exceeded 180 days, she was terminated from the program at that time. Previously, on 6/7/2004 she switched from Session III classes (afternoon) to Session I (morning) due to a conflict with her employment. She took a Leave of Absence on 9/5/2004 through 10/17/2004 secondary to course availability due to her session transfer. Redacted continued her coursework uninterrupted until her Leave of Absence due to pregnancy on 6/6/2005. Ms. [REDACTED] 26 Pages Redacted completed her class work with a 3.56 GPA on 6/3/2005. At this time she remains on drop status and has not re-entered the Bryman School to complete her externship. Her last day of attendance was 6/3/2005.

- **Response to specific items addressed in Ms. [REDACTED] letter**

Ms. [REDACTED] makes reference to a large number of her faculty which has left the school. Three of the faculty members (26 Pages Redacted by HELP Committee) were not faculty members of Ms. [REDACTED] as evidenced by her schedule (Exhibit 9). The other instructors are listed below:

26 Pages Redacted by HELP Committee

t: Terminated on 3/9/2004 for using profanity in the classroom  
Resigned on 4/7/2005 for personal reason due to a family

emergency

26 Pages Redacted by HELP Committee

Terminated on 9/18/2005 due to poor student satisfaction  
Resigned due to personal reasons on 10/28/2005

2AEG-HELP-05-00001544

The Bryman School recognizes that the Surgical Technology program has had a number of different faculty members within the past year. To retain our current faculty, we utilize a variety of initiatives to assist in this area.

To assist with faculty retention, the Campus evaluates yearly salaries of each program to remain competitive in the marketplace. In addition, the School offers a competitive benefits package which includes Medical, Dental and Vision benefits in addition to the opportunity to participate in a 401(K) program. Tuition reimbursement is also available for instructors interested in furthering their education. Instructors also are able to qualify for vacation and sick leave within their first year of service.

An additional component of the School's faculty retention program is the strong training program all new instructors complete at the beginning of their employment. Every new instructor completes a formalized training agenda covering specific areas of successful classroom management and development. Each area is reviewed by the instructor's program manager and signed off when successfully completed. Follow-up occurs with formal 45 day and 90 day classroom observations with interim training conducted by the Director of Education and the Program Manager.

Additional components of our faculty retention program are monthly all-faculty meetings and monthly programmatic meetings. These meetings, facilitated by the Director of Education, the Campus President, and/or Program Manager, are used to discuss instructor issues and develop action plans as needed. Instructors have the opportunity to relay any potential challenges in the classroom and share successes in an open forum. The Bryman School also offers a stable teaching schedule as demonstrated by instructors being assigned exclusively to day or evening classes. Additionally, the focus has been on hiring full time instructors for most faculty positions.

Other aspects of our faculty retention program focus on acknowledgement of faculty achievement. The School utilizes an "Instructor of the Month" recognition program. The recipient instructor receives a gift certificate and the instructor's name is placed on a plaque displayed in the School halls. The "Instructor of the Month" is selected from nominations made by fellow instructors and Program Managers. In addition, beginning in December 2005, The Bryman School began including Instructor Recognition at our quarterly graduation ceremonies. The "Outstanding Instructor" is presented an academic medal and a certificate recognizing his/her achievement. Beginning at the February 2006 graduation ceremony, instructors with 5 and 10 years or greater of service will wear distinguishing cords, acknowledging their years of service and dedication to our students. This, along with our stable teaching schedule, competitive compensation and benefits, and enhanced instructor orientation/training will continue to improve our faculty retention at the campus.

Ms. [REDACTED] is correct that the school has had three Campus Presidents since her enrollment. [REDACTED] left in May of 2005 due to a family emergency and [REDACTED] left in October of 2005 due to personal reasons. The current campus

26 Pages Redacted by HELP Committee 26 Pages Redacted by HELP Committee

2AEG-HELP-05-00001545

president, [REDACTED], has been with the company for over 2/12 years and joined the school in November 2005.

The Bryman School has made a number of attempts to contact Ms. [REDACTED] for re-entry. Ms. [REDACTED] contacted the school on 2/22/2006 to begin the re-entry process. At that time, she was advised that she would need to write a letter or re-entry and would need to meet with the re-entry board. On 3/15/2006 [REDACTED] attempted to reach the student and asked left her a message that he would like to set up a meeting to establish a re-entry meeting. On 3/28/2006 Ms. [REDACTED] returned the call and spoke with [REDACTED] our corporate Surgical Technology Specialist. At that time she described a number of issues why she had not been ready to begin her externship. Mr. [REDACTED] referred her message to [REDACTED] and he attempted several attempts to reach Ms. [REDACTED]. On 4/20/2006, Ms. [REDACTED] called and left a message with the campus president, [REDACTED] that she was "tired of waiting for her externship". Her call was returned that same day, though she was not available at any of the numbers provided. A message was left for her describing the need to complete the re-entry process. She was also advised to refrain from using profanity as her message left with the campus president was felt to be very unprofessional. Despite many attempts to contact and messages left, Ms. [REDACTED] has not completed the re-entry process and review required for her to begin her externship.

- **List of all Surgical Technology instructors including start date, end date and copies of their Faculty Personnel Reports.**

**Current Surgical Technology Instructors**

26 Pages Redacted by HELP Committee	Start Date	End date (if applicable)
	8/22/05	
	10/31/05	
	9/12/05	
	6/5/2006	

Faculty Personnel Reports are included (Exhibit 10)

- **Description of the Steps to ensure that Students receive sufficient course instruction**

In addition to regular quizzes and exams, in order for a student to graduate from the Surgical Technologist program, they must complete numerous lab requirements. A student must complete these labs continually as they progress through the program. If they fall behind, it can become a very difficult task for them to get back on track. This can become frustrating for them and cause them to fail.

To ensure that all students are progressing through the program in a timely and successful manner, a laboratory benchmark system was created (Exhibit 11). Each benchmark represents a course and the practical skills the student should be proficient in from the material taught in that course. The student must demonstrate proficiency



to be "signed off". A student must have all benchmarks signed off by their instructor or program manager in order to go on extern site to complete their program. The benchmark card is kept in a binder by the program manager. These cards are used in attendance review boards and student meetings to discuss progress of each student and set up a tutoring schedule when necessary. They are also used in the quarterly review of the students to measure progress. A monthly meeting between the Program Manager and the Director of Education has been established to discuss each student's progress in lab. Should there be areas of concern, an immediate plan is developed for the student to ensure their success. The results of the meetings are also reported to the Campus President.

The competency check off system provides two primary benefits to the students. First, the student can visually see their progression through the program keeping them focused on the light at the end of the tunnel. Second, they are paying attention to their skills and competencies to feel prepared for extern and placement decreasing the anxiety associated with these major life steps.

- **Description of Steps taken to ensure the school operates with accrediting standards, meets its objectives and fulfill its obligation to students.**

As part of High-Tech Institute, Inc., The Bryman School is able to participate in an annual audit conducted by our Corporate Internal Auditing department. The purpose of the internal audit is to ensure compliance with accrediting standards as well as the internal policy and procedures of High-Tech Institute, Inc. The Bryman School is scheduled for an internal audit on August 21-25, 2006.

The Bryman School also uses The Institution Improvement Plan as its guide for meeting accreditation and professional Standards. The plan contains specific goals and benchmarks, with detail regarding implementation and achievement. The plan also identifies the individuals responsible to oversee the implementation and monitoring of the plan.

The Plan is identified in Exhibit 12.

#### **Section II (A)(6), Standards of Accreditation**

The Bryman School of Phoenix Utilizes a 320 hour externship at the completion of the class work in the Surgical Technology program. Every effort is made to place students as quickly as possible into extern sites following the completion of class work. The Surgical Technology program utilizes an Extern Coordinator to identify and locate potential extern sites and an extern evaluator who supervises and evaluates student performance while they are on externship.

- **List of all Surgical Technology students who completed their coursework between March 1, 2005 and March 31, 2006**

The table of information has been included in Exhibit 7.

- **The School's written plan which specifies the goals, experiences and application to be accomplished students in the Surgical Technology Program. This plan must identify required educational resources and the established timelines, as well as the criteria and process by which students are evaluated (Section II (A)(6)(b) Standards of Accreditation).**

The Bryman School's Surgical Technologist externship experience is designated as course number ST06299, and consists of 320 hours of unpaid experience in a surgical setting. The course syllabus is included (Exhibit 13).

The externship is undertaken following the successful completion of all classroom training. While on externship, the student spends an average of eight hours a day, five days per week for eight weeks (320 clock hours) working in a hospital, surgical center or private physician's office. During the externship (clinical rotation), the student is allowed to assist surgeons during surgery in the Operating Room. The student is able to practice the skills taught during the classroom portion of training. This externship is unpaid. Total Semester Credit Hours: 7.1

Prior to externship the student will have completed all other coursework, consisting of at least 820 hours of surgical training and professional development in the classroom environment. Additionally, students, Competency Cards are reviewed, and they are provided with an Externship Handbook (Exhibit 14) detailing the expectations - including specific understandings for which the student agrees to be accountable. The externship handbook also has additional materials useful in promoting a successful externship experience, as well as necessary documents for the student's convenience.

- **A Faculty Personnel Report for the faculty member who supervises the Surgical Technology externship and a description as to how supervision takes place (Section II (A)(6)(c)(1)**

26 Pages Redacted by HELP Committee

is currently our Extern Coordinator/Evaluator. Her Faculty Personnel Report is included in Exhibit 10.

Students on Externship receive several forms of supervision. At each location, a preceptor who is employed at the facility provides daily supervision. This is complimented by weekly visits (In the Phoenix Metropolitan area) with Ms. 26 Pages Redacted by HE or weekly conference calls for students outside of the area. While visiting with a student at site, M 26 Pages Redacted by HELP will meet with the student and complete the Evaluator Comments Sheet. (Exhibit 8). During these visits, she will also meet with the student's preceptor and appraise the student's performance with appearance, rapport with staff, rapport with patients, work habits, and attendance. These meetings are conducted via the phone if a personal visit is not possible. Students and extern sites

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are also encouraged to contact Ms. [REDACTED] if any problems/situations arise. If warranted, a personal visit may be scheduled on these occasions.

- **The name of the designated individual from the occupational setting who oversees the student learning experience.**

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[REDACTED] is our extern Coordinator/Evaluator. We have included her training agenda in Exhibit 15.

Training staff and faculty is an integral part of student retention and student satisfaction. Employees who feel comfortable in their career and knowledgeable in their position will serve our students well. Each position of our school has a thorough training agenda outlining all topics to be covered in training. As the new employee completes each item of the agenda they sign and date the item. When the entire training is complete the agenda is sent to Home Office to be logged as complete. While training is conducted immediately upon hiring and on a continual basis, the system of completing and tracking an actual written training agenda ensures that nothing in the processed will be missed. Training is a serious focus and extends beyond the initial agenda. This increased attention to the quality of training our staff will be seen in future completion rates.

- **A copy of Ms. [REDACTED]'s and Ms. [REDACTED]' signed enrollment agreements**

Copies of Ms. [REDACTED]'s and Ms. [REDACTED] enrollment agreements are included as Exhibit 16.

Start Date 7-12-04  
 Grad Date \_\_\_\_\_

Surgical Technology gwn Student [Redacted]  
 Student Procedure  
 Check - Off Record  
 Session I

Benchmark # 1 Skill / Task Demonstrated	Date	Student Signature	Instructor Signature
1. Perform 2 - 3 minute Medical Handwash	9-8-04	[Redacted]	26 Pages Redacted by HELP Committee
2. Wipe Room Down Before Start of Case	9-8-04	[Redacted]	
3. Arrangement of Operating Room Furniture	10-5-04	[Redacted]	
4. All Equipment In Room for Case	10-5-04	[Redacted]	
5. Open a Cloth / Paper Wrapped Sterile Item	10-5-04	[Redacted]	
6. Open a Sterile Peel Packed Item	10-5-04	[Redacted]	
7. Open Sterile Basin Set	10-5-04	[Redacted]	
8. Open Sterile Instrument Trays	10-5-04	[Redacted]	
9. Open Sterile Pack on Back Table	10-5-04	[Redacted]	
10. Transfer Sterile Suture Package To Field	10-5-04	[Redacted]	
11. Perform Surgical Scrub (5 min.)	10-1-04	[Redacted]	
12. Drying Hands Correctly	10-1-04	[Redacted]	
13. Donning Sterile Gown	10-1-04	[Redacted]	
14. Donning Sterile Gloves (open)	10-1-04	[Redacted]	
15. Donning Sterile Gloves (closed)	12-16-04	[Redacted]	
16. Gown / Gloving Surgeon / Asst.	10-1-04	[Redacted]	
17. Tie / Close Surgeon / Asst.	10-1-04	[Redacted]	
18. Removal of Gown / Gloves After Case	10-1-04	[Redacted]	
<b>Benchmark # 2 Skill / Task Demonstrated</b>	<b>Date</b>		
19. Basic Instrumentation Identification	12-16-04	[Redacted]	
20. Classify Instr. According to Function	12-16-04	[Redacted]	
21. Load / Unload Scapel Blade	12-16-04	[Redacted]	
22. Pass Instr. according to position of function	12-16-04	[Redacted]	
23. Instrument Check Off <b>Minor Tray</b>	12-16-04	[Redacted]	
24. Sets Up In Appropriate Time	12-16-04	[Redacted]	
25. Drape Mayo Stand	12-16-04	[Redacted]	
26. Arrange Basic Back Table	12-16-04	[Redacted]	
27. Arrange Basic Mayo Stand	12-16-04	[Redacted]	
28. Performs Duties of ST	12-16-04	[Redacted]	
29. Load / Pass N H with Needle to R/L Handed	12-16-04	[Redacted]	
30. Recognizes Hand Signals For Ties	12-16-04	[Redacted]	
31. Straighten Suture Appropriately	12-16-04	[Redacted]	
32. Tags and Cuts Suture PRN	12-16-04	[Redacted]	
33. Identify Suture / Needle by Size / Location	12-16-04	[Redacted]	
34. Initiates Counts at Appropriate Times	12-16-04	[Redacted]	
35. Counts / Signs Counts Per Facility Policy	12-16-04	[Redacted]	
<b>Benchmark # 3 Skill / Task Demonstrated</b>	<b>Date</b>	<b>Signature</b>	
36. Reads Syringe Calibrations	1-4-05	[Redacted]	
37. Receive Medications From Circulator	1-4-05	[Redacted]	
38. Draw Medications From Circulator	1-4-05	[Redacted]	
39. Properly Labels Medications on Field	1-4-05	[Redacted]	
40. Properly Identifies Meds / Solutions	1-4-05	[Redacted]	
41. Properly Receives Solutions from Circulator	1-4-05	[Redacted]	
42. Positioning of PT <b>Supine</b> / Variations	1-4-05	[Redacted]	
43. Prep Skin for Abdominal Cases	1-4-05	[Redacted]	
44. Drape Patient for Abdominal Cases	1-4-05	[Redacted]	
45. Room Turn Over	1-4-05	[Redacted]	
46. Assemble / Apply Basic Dressing	1-4-05	[Redacted]	
47. <b>Breast Biopsy</b>	1-4-05	[Redacted]	
48. <b>Hernia Repair</b>	1-4-05	[Redacted]	

Start Date 7-12-04

Surgical Technology  
Student Procedure  
Check - Off Record

Student [REDACTED]

Grad Date \_\_\_\_\_

Session I

Benchmark #	Skill / Task Demonstrated	Date	Student Signature	Instructor Signature
49.	Recognize Hand Signals for Instruments	1-5-04	[REDACTED]	
50.	Assemble Retractors PRN	2-11-05	[REDACTED]	
51.	Inst. Check Off Major Tray / Bowel / Staplers	2-11-05	[REDACTED]	
52.	Pass Ties	1-5-04	[REDACTED]	
53.	Load and Pass Ties on a Passer	1-5-04	[REDACTED]	
54.	Positioning Patient in Prone / Variations	2-11-05	[REDACTED]	
55.	Positioning Patient in Lateral / Variations	2-11-05	[REDACTED]	
56.	Construct a Sponge Stick	1-19-04	[REDACTED]	M
57.	Appendectomy	1-19-04	[REDACTED]	B
58.	Exploratory Lap	1-19-04	[REDACTED]	
<b>Benchmark # 5 Skill / Task Demonstrated</b>		<b>Date</b>		
59.	Open Chole W/ Grams	3-9-05	[REDACTED]	
<b>Benchmark # 6 Skill / Task Demonstrated</b>		<b>Date</b>		
60.	Apply Ostomy Bag	3-2-05	[REDACTED]	
61.	Connect Jackson - Pratt Drain	3-2-05	[REDACTED]	
62.	Bowel Resection	3-16-05	[REDACTED]	
<b>Benchmark # 7 Skill / Task Demonstrated</b>		<b>Date</b>		
63.	Instrument Check Off OB / GYN	2-2-05	[REDACTED]	
64.	Prep Skin for Vaginal Surgery	2-2-05	[REDACTED]	
65.	Drape Patient for Vaginal Surgery	2-2-05	[REDACTED]	
66.	C - Section	2-2-05	[REDACTED]	
<b>Benchmark # 8 Skill / Task Demonstrated</b>		<b>Date</b>		
67.	D & C	1-31-05	[REDACTED]	
68.	TAH	5-18-05	[REDACTED]	
<b>Benchmark # 9 Skill / Task Demonstrated</b>		<b>Date</b>		
69.	Prep Skin for Orthopedic Surgery	2-2-05	[REDACTED]	
70.	Drape Patient for Orthopedic Surgery	2-2-05	[REDACTED]	
71.	Connect Chest Drainage System	3-2-05	[REDACTED]	
72.	Instrument Check Off Orthopedic	2-2-05	[REDACTED]	
73.	Instrument Check Off Laparoscopic	4-27-05	[REDACTED]	
74.	Lap Chole w / Grams	4-27-05	[REDACTED]	
<b>Benchmark # 10 Skill / Task Demonstrated</b>		<b>Date</b>	<b>Student Signature</b>	
75.	Emergency Final	9-13-05	[REDACTED]	S
<b>Benchmark # 11 Skill / Task Demonstrated</b>		<b>Date</b>		
76.	Final Foundation Skills Checklist	10-25-05	[REDACTED]	

Course End	Date	Instructor Signature	Date	PM Signature
# 1	9-3-04	[REDACTED]	9-3-04	[REDACTED]
# 2	10-8-04	[REDACTED]	10-7-04	[REDACTED]
# 3	1-14-05	[REDACTED]	1-14-05	[REDACTED]
# 4	2-11-05	[REDACTED]	2-11-05	[REDACTED]
# 5	3-11-05	[REDACTED]	3-11-05	[REDACTED]
# 6	4-8-05	[REDACTED]	4-8-05	[REDACTED]
# 7	5-6-05	[REDACTED]	5-6-05	[REDACTED]
# 8	6-3-05	[REDACTED]	6-3-05	[REDACTED]
# 9	7-8-05	[REDACTED]	7-8-05	[REDACTED]
# 10	10-7-05	[REDACTED]	10-7-05	[REDACTED]
# 11	11-4-05	[REDACTED]	11-4-05	[REDACTED]



EMPLOYMENT VERIFICATION FORM

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Date: 3-10-06

To: Human Resources

From: The Bryman School Graduate Placement Department

A Bryman School Graduate has indicated that your company has employed her/him and has provided the information below. After your review, please make any necessary corrections and/or supply current information we may have left out. If your company no longer employs this graduate, verification is still necessary for our records.

Please sign and date the letter and FAX it to us at (602) 328 - 3680

Thank you for your time and assistance.

Employee Name: [Redacted]
Company Name: Phoenix Baptist Hospital
Company Address: 2000 W. Bethany Home Rd. Phoenix, AZ 85043
Company Phone Number: (602) 246-5732
Employee Job Title: Surgical Tech
Date of Employment: 3-20-06
Supervisor Name:
Rate of Pay: 11.79 0

\* \* \*

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26 Pages Redacted by HELP Committee
Authorized Signature Title Date 3-27-06

GRADUATE RELEASE OF INFORMATION

I give my permission to The Bryman School to request and receive employment

[Redacted] Graduate Signature Social Security Number

0003-05/01-030

# CAREER INTERVIEW SHEET

(This is not an application)

Name: [Redacted] SS.# [Redacted] Date: 5/11/01

Address: [Redacted] City: Phoenix State: AZ Zip: 85004

Tel #: (Home) [Redacted] (E-Mail) [Redacted] (Work) [Redacted]

Ethnicity: (Check One)  White  Asian/Islander  Hispanic  
 Native American  Black  Other: \_\_\_\_\_

Place of Employment: Corbins Electric

Work Hours: 8A-5p Full Time  Part Time  Date of Birth: 6/5/76

My occupation is:

- not too promising  filled with promotional opportunity
- a dead end  I'm unemployed

Name of last High School attended: North High School

High School graduate? Yes  No  GED? Yes  No

If yes, date of graduation: \_\_\_\_\_ Average Grades A  B  C  D

Other Schools or Colleges attended American Institute

Graduated? Yes  No  Class Dropped before Graduating

I find that I can learn most easily by:

- reading and trying to understand  having someone else lecture to me
- working with my hands  memorizing

Military Veteran: Yes  No  Branch \_\_\_\_\_

Have any of your friends or relatives attended this school? Yes  No

Marital Status: Single  Married  Separated  Divorced  Widowed

Do you have any children? Yes  No  If yes, how many? 0

Transportation: Car  Bus  Friend  Other

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Are you seeking or working with a rehabilitation counselor or insurance company to be retrained?

Yes  No

Are you currently seeking or involved with any agency that helps to pay for a portion of your school tuition and/or registration fee?

Yes  No

If yes, name of agency and/or counselor you're working with? \_\_\_\_\_

How did you find out about our school?

- Yellow Pages
- Television
- Newspaper
- Direct Mail
- Other internet
- Telemarketing Call
- Friend
- High School Presentation
- Current or Graduate Student \_\_\_\_\_

Student's Name

I feel that training will:

- help me win a promotion
- help me start a new career
- give me extra part-time income

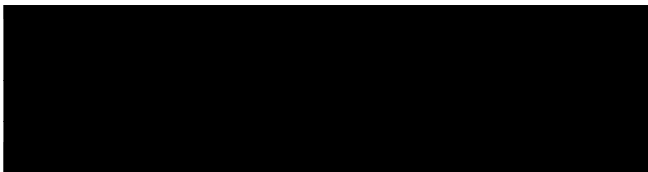
How long have you considered looking into this career? a few years

What has prevented you from pursuing this career? raising kids, working not wanting to miss time w/ kids

What is the one obstacle that would prevent you from starting school now? \_\_\_\_\_

In about 5 to 10 years from now, I'd like to be: surgical tech making good money

Thank you for filling out this Career Interview Sheet.



5/11/07  
Date





**PHYSICIAN SALES & SERVICE, INC.**  
A PSS/World Medical Company

PSS - PHOENIX  
3103 E BROADWAY RD  
STE 100  
PHOENIX AZ 85040-2794

Phone: [REDACTED] PERMIT: W00247  
Fax: [REDACTED]

**MYPSS.COM**

To Order Online, go to  
[www.mypss.com](http://www.mypss.com)

<b>Order Number</b>	<b>Date</b>
10551755	12/28/05
<b>Bill To: 300215</b>	
HIGH-TECH INSTITUTE CORP OFFICE ACCOUNTS PAYABLE 2250 W PEORIA AVE #A200 PHOENIX AZ 85029	
Accounting Notes	

<b>Invoice Number</b>	<b>Date</b>
28125670	12/28/05
<b>Ship To: 300216</b>	
HTI-BRYMAN 2250 W PEORIA AVE STE 100 PHOENIX AZ 85029-4919	
License:	AZ 2642 LONG
<b>Customer PO Number</b>	
69822	

<b>Batch / Tote</b>
61947 / 3
<b>Time</b>
17:20:48
<b>Page</b>
Page 2 of 2
<b>Sales Rep Name</b>
Redacted
<b>Order Entered By</b>
ICON
<b>Ship Via</b>
Truck 42

# PACKING SLIP



<b>Order Notes:</b>	<b>Shipping Instructions:</b>

PSS #	Qty	Uom	Shipped	B/O	MFG #	Description	Bin	Lot #	Expiration Date
52439	10	BX	10	0	PS/033	CAP SURGEONS BLUE 100BX	I-16C		



Box: \_\_\_\_\_ Bag: \_\_\_\_\_

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## UNDERSTANDINGS REGARDING EXTERNSHIP PLACEMENT IN THE SURGICAL TECHNOLOGY PROGRAM

### For Externship Placement in the Surgical Technology Program:

- All students are required to complete an unpaid 320-hour externship at a hospital, out patient surgi-center, or physician's office under the joint supervision of an Extern Coordinator from the school and an assigned preceptor from the medical facility.
- For locally enrolled students, the externship site will be located somewhere within a 50 mile radius of the metropolitan area.
- For students enrolled outside the local school area the externship site will be located outside the metropolitan area of the school and in one of the three cities chosen from the list of available cities (see page 2). This is an important decision and students must understand that they will be expected to abide by these choices. Students must also understand that the cost of relocation to the externship site is solely the student's responsibility. Failure to comply may lead to termination from the program.
- The Surgical Technology Program depends on voluntary affiliation with the medical facility for externship spaces. The medical facility may withdraw or otherwise limit the number of externship spaces available for students. Since these situations are not under the school's control, students enrolled in the Surgical Technology Program must recognize that the numbers and location of externship sites may vary from month to month.
- Extern students must understand that they must be available for all required hours at externship sites as arranged by the school. Students who refuse to accept sites as assigned by the school may be terminated from the Surgical Technology program.

Explain below how you plan to support yourself/your family during the externship period.

*I will work time.*  
*My fiancee will work full time,*  
*possible a 2nd job part time.*

Additional Information on Reverse Side

UAHS137-08/03

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# THE BRYMAN SCHOOL

## STUDENT'S LIST OF UNDERSTANDINGS

Student	Parent Initials (if applicable)	
1	_____	I understand I must provide the School with documentation of a high school diploma or GED and all preliminary Financial Aid paperwork prior to starting school. Preliminary paperwork includes a completed Free Application for Federal Student Aid and for dependent students the PLUS Loan Pre-approval Application.
2	_____	I understand my eligibility for Federal and State Financial Aid is based on need. Need is determined by the Federal Government. I further understand that my credit history may also be used to determine eligibility for all loan programs. Eligibility and exact amounts of grants and loans cannot be determined until the complete package of financial aid paperwork is submitted to the financial aid office.
3	_____	I understand that credits earned at The Bryman School will automatically transfer to High-Tech Institute-Phoenix Online's degree completion programs located in Phoenix Arizona, however they are <u>not</u> automatically transferable to any other institution. Policies and decisions concerning the acceptance of credits by other institutions are varied and are at the sole discretion of the receiving institution. Students must contact the Registrar of the receiving institution to determine what credits, if any, that institution will accept.
4	_____	I understand that if I cancel within three business days, or if The Bryman School does not accept me, I will receive a refund of my registration fee. If I am accepted by The Bryman School, and choose to cancel after three business days, I will not be refunded the registration fee. Students who have not visited the School prior to enrollment will have the opportunity to cancel without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the School, which would occur on, or before the first day of class. I further understand that any returned books must be brought back in good condition, (no writing, highlighting, bent pages, stains, etc.) or I will be charged full price for the books.
5	N/A	I understand that if I am relocating to Phoenix to attend The Bryman School I should bring a <u>minimum</u> of \$750.00 with me to cover my rent and living expenses for a month to a month and a half.
6	N/A	Should I need housing I understand that there is a \$150.00 security deposit and \$50.00 application fee for apartments, which does not apply towards the rent. The School, in conjunction with Collegiate Housing Services, will assist all students in locating adequate housing but does not guarantee location.
7	N/A	I understand that The Bryman School strongly recommends that all students relocating to Phoenix come with some form of motorized transportation to ease the commute to and from school and to increase part-time employment options.
8	_____	I understand that The Bryman School will assist me in obtaining a part-time job. I further understand that The Bryman School cannot guarantee a part-time job and securing one is ultimately my responsibility.
9	_____	I understand that The Bryman School offers job placement assistance for graduates upon graduation, but employment is not guaranteed.
10	_____	I understand that an <u>unpaid/full-time</u> externship (with the exception of Massage Therapy) is required of all students in order to qualify for graduation. I understand that if fewer extern positions are available than the number of eligible extern students, the School will utilize a system whereby students will be placed on externship in the order in which course work is completed and as the next site becomes available. I understand that if I refuse to accept an externship site placement, I may be terminated. Also, due to the need to use all available externship resources, I may have to travel to sites throughout and outside of the greater Phoenix metropolitan area. I understand that there are <u>no evening</u> extern sites available.
11	_____	<u>Termination from Extern Site:</u> I understand that extern sites may terminate a student for any justifiable reason. If a student is terminated by an extern site, The Bryman School will place the student at only one additional site. If for any reason the student is terminated or terminates himself from this site, all placement efforts on the part of The Bryman School will cease and the student will be dropped from the program.
12	N/A	<b>Medical Assistant and Practical Technologist in Radiology Students:</b> I understand that in order to acquire the skills required for graduation, it is necessary for me to give and receive injections, EKGs, and blood draws as part of my classroom training.
13	N/A	<b>Females Only: Dental Assistant, Practical Technologist in Radiology, and Massage Therapy Students:</b> I understand that should I become pregnant, I must provide written advice from my physician as to whether to continue training or to request a Leave of Absence.
14	N/A	<b>Massage Therapy Students:</b> I understand that I will be receiving, as well as giving massages, which entails touching by both males and females and that there may be partial nudity in order to practice massage techniques. Any inappropriate behavior by me may lead to my immediate suspension and/or termination. I also understand that Massage Therapy licensure varies widely from city to city and state-to-state; therefore, employment potential cannot be guaranteed in every city. I understand that it is my responsibility to find out if there are any additional requirements necessary to work in the city or state of my choice. I must complete a minimum of 50 massage therapy treatments during the Supervised Clinic which is my last course.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 ORIGINAL - School      YELLOW - Student      6-121-03/04

Student Name	Coursework		Extern Start Date	Extern Site - Address	Extern Contact-Phone	GradDate
	DateStarted	Completed				
██████████	7/12/2004	11/4/2005	1/9/2006	Phoenix Baptist 6025 N. 20th Ave. Phoenix, AZ 85015	██████████	3/3/2006
██████████	10/27/2003	3/25/2005	8/1/2005	Navy Medical Center 34800 Bob Wilson Dr. Bldg 144, San Diego, CA 92134	██████████	9/14/2005
██████████	10/21/2002	4/18/2005	7/5/2005	VA Medical Center 650 E. Indian School Phoenix, AZ 85014	██████████	9/8/2005
██████████	6/30/2003	1/28/2005	3/20/2005	Jameson Memorial Hospital 1211 Wilmington Ave. New Castle, PA 16105	██████████	5/13/2005
██████████	1/16/2004	5/3/2004	7/31/2005	St. Joe's 350 W. Thomas Rd. Phoenix, AZ 85015 (extern completion delayed - medical)	██████████	9/1/2005
██████████	3/1/2004	9/17/2004	1/24/2005	Canyon Surgery Center 6036 N. 19th Ave. Phoenix, AZ 85015	██████████	4/15/2005
██████████	10/13/2003	2/11/2005	3/7/2005	Arrowhead Community Hospital 18701 N. 67th Ave. Glendale, AZ 85308	██████████	5/4/2005
██████████	10/13/2003	2/11/2005	2/22/2005	Metropolitan Methodist Hospital 1310 McCollugh Ave. San Antonio, TX 78212	██████████	4/21/2005
██████████	7/28/2003	12/17/2004	3/14/2005	Banner Thunderbird L & D 5555 W. Thunderbird Rd. Glendale, AZ 85306	██████████	5/24/2005
██████████	8/25/2003	4/8/2005	5/2/2005	Sierra Vista Regional Health Center 300 El Camino Real, Sierra Vista, AZ 85635	██████████	6/29/2005
██████████	3/29/2004	7/22/2005	8/9/2005	New Image Plastic Surgery 7425 E. Shea Blvd. Scottsdale, AZ 85260	██████████	10/13/2005
██████████	1/20/2004	6/17/2005	7/5/2005	Yavapai Regional Medical Center 1003 Willow Creek Rd. Prescott, AZ 86313	██████████	9/8/2005
██████████	7/28/2003	10/22/2005	1/10/2005	VA Medical Center 650 E. Indian School Phoenix, AZ 85014	██████████	3/9/2005
██████████	8/25/2003	12/17/2004	4/18/2005	Chandler Regional Hospital 475 S. Dobson Rd. Chandler, AZ 85224	██████████	6/14/2005
██████████	10/27/2003	2/25/2005	5/23/2005	Banner Thunderbird L & D 5555 W. Thunderbird Rd. Glendale, AZ 85306	██████████	7/20/2005
██████████	3/1/2004	6/3/2005	10/17/2005	Peoria Surgical Center 13260 N. 94th Dr. Peoria, AZ 85381	██████████	12/23/2005
██████████	7/14/2003	1/14/2005	3/14/2005	Yuma Regional Medical Center 2400 S. Ave. A. Yuma, AZ 85364	██████████	5/13/2005

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	10/13/2003	2/11/2005	5/31/2005	Desert Samaritan Hospital 1500 S. Dobson Rd. Mesa, AZ 85202		8/17/2005
	7/14/2003	12/3/2004	1/24/2005	Pioneers Memorial Hospital 207 W. Legion Rd. Brawley, CA 92227		3/31/2005
	2/2/2004	2/25/2005	4/16/2005	Good Samaritan Hospital 1111 E. Indian School Phoenix, AZ 85		6/24/2005
	12/2/2002	12/17/2004	3/14/2005	Rapid City Regional Hospital 353 Fairmont Blvd. Rapid City, SD 57701		5/7/2005
	8/11/2003	12/3/2004	2/14/2005	McAllen Surgical Center 1309 E. Ridge Rd. McAllen, TX 78502		5/26/2005
	8/11/2003	1/14/2005	2/14/2005	Madera Community Hospital 1250 E. Almond Ave. Madera, CA 93637		4/8/2005
	7/14/2003	11/5/2004	5/23/2005	Pioneers Memorial Hospital 207 W. Legion Rd. Brawley, CA 92227		7/21/2005
	6/30/2003	11/19/2004	3/7/2005	Sierra Vista Community Hospital 300 El Camino Real, Sierra Vista, AZ 85635		4/28/2005
	3/15/2004	7/8/2005	11/3/2005	Memorial Health Univ. 4700 W. W. Ave. Savannah, GA 31		1/4/2006
	8/11/2003	1/14/2005	1/31/2005	Atlanta Medical Center 303 Parkway Dr. N.E. Atlanta, GA 30312		4/1/2005
	2/16/2004	6/3/2005	10/11/2005	Yuma Regional Medical Center 2400 S. Ave. A. Yuma, AZ 85364		12/9/2005
	6/28/2004	10/21/2005	11/14/2005	Sierra Vista District Hospital 465 W. Putnam, Porterville, CA 93257		1/13/2006
	6/28/2004	10/21/2005	10/24/2005	Sierra Vista Regional Health Center 300 El Camino Real, Sierra Vista, AZ 85635		12/22/2005
	9/8/2003	4/8/2005	12/5/2005	Four Corners Ambulatory Surgery Center 2300 E. 30th Farmington, NM 84701		2/17/2006
	5/24/2004	5/20/2005	6/13/2005	Chandler Regional Medical Center 475 S. Dobson Rd. Chandler, AZ 85224		8/4/2005
	1/20/2004	1/14/2005	3/21/2005	Banner Desert Medical Center 1400 S. Dobson Rd. Mesa, AZ 85202		5/13/2005
	10/13/2003	2/11/2005	2/14/2005	Banner Thunderbird L & D 5555 W. Thunderbird Rd. Glendale, AZ 85306		4/8/2005
	11/10/2003	7/8/2005	7/18/2005	Navapache Regional Medical Center 2200 Showlow Lake Blvd. Showlow, AZ 8590		9/12/2005
	2/17/2004	7/8/2005	9/26/2005	Four Corners Ambulatory Surgery Center 2300 E 30th Bldg A Farmington, NM 87401		12/2/2005

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6/30/2003	12/3/2004	1/10/2005	Legacy Emanuel Hospital Health Center 2801 N. Gantenbien Ave. Portland, OR 97227	3/17/2005
8/11/2003	12/3/2004	1/6/2005	Highlands Regional Rehabilitation Hospital 1395 George Dieter Drive El Paso, TX 79915	3/4/2005
8/23/2004	12/15/2005	12/19/2005	Boswell Memorial Hospital 10401 W. Thunderbird Blvd. Sun City, AZ 85351	2/22/2006
12/8/2003	5/6/2005	6/13/2005	Del Webb Hospital 14502 W. Meeker Blvd. Sun City West, AZ 85375	8/24/2005
11/10/2003	5/20/2005	9/26/2005	Phoenix Baptist Hospital 2000 W. Bethany Home Rd. Phoenix, AZ 85015	12/28/2005
8/25/2003	4/8/2005	5/2/2005	Tucson VA Medical Center 3601 S. 6th Ave. Tucson, AZ 85723	6/29/2005
9/29/2003	5/6/2005	8/8/2005	Northern Navajo Medical Center P.O. Box 160 Hwy 666 North. Shiprock, NM 87420	10/6/2005
1/5/2004	4/22/2005	9/12/2005	Banner Desert Medical Center 1400 S. Dobson Rd. Mesa, AZ 85202	11/4/2005
9/27/2004	1/27/2006	2/6/2006	Navy Medical Center 34800 Bob Wilson Dr. Bldg 144, San Diego, CA 92134	3/31/2006
4/13/2004	8/5/2005	10/10/2005	Hanford Community 450 N. Green Field Ave. Hanford, CA 93230	12/9/2005
9/29/2003	1/28/2005	2/28/2005	Navy Medical Center 34800 Bob Wilson Dr. Bldg 144, San Diego, CA 92134	4/21/2005
2/2/2004	5/20/2005	9/6/2005	St. Joe's 350 W. Thomas Rd. Phoenix, AZ 85103	11/10/2005
3/3/2003	6/18/2004	9/21/2004	Banner Desert Medical Center 1400 S. Dobson Rd. Mesa, AZ 85202 (ext compl delayed)	3/8/2005
		Addl. Site	Desert Samaritan Outpatient 1500 S. Dobson Rd. Mesa, AZ 85202	
6/7/2004	6/3/2005	6/6/2005	Gila Regional Medical Center 1313 E. 32nd Street Silver City, NM 88061	8/4/2005
6/28/2004	11/18/2005	1/9/2006	Conway Regional Medical Center 2302 College Ave. Conway, AR 72034	3/10/2006
		Addl. Site	St. Luke's Medical Center 1800 E. Van Buren Phoenix, AZ 85006	
6/30/2003	1/14/2005	3/14/2005	West Anaheim Medical Center 3033 W. Orange Ave. Anaheim, CA 92804	6/15/2005
5/10/2004	9/2/2005	10/31/2005	Desert Cliff Surgical Center 2250 W. Southern Ave. Ste. 101 Mesa, AZ 85202	12/30/2005

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	4/14/2003	8/6/2004	2/14/2005	Presbyterian Community Hospital 12401 Washington Hospital Whittier, CA		4/7/2005
	10/14/2003	2/11/2005	2/28/2005	Holy Cross Hospital 1397 Weimer Rd. Taos, NM 87571		4/28/2005
	10/27/2003	2/25/2005	4/11/2005	Las Palmas Medical Center 1801 N. Oregon Street El Paso, TX 79902		6/3/2005
	6/30/2003	10/22/2004	2/14/2005	St. Joe's 350 W. Thomas Rd. Phoenix, AZ 85105		4/26/2005
	9/29/2003	1/28/2005	6/13/2005	Phoenix Indian Hospital 4212 N. 16th St. Phoenix, AZ 85016		8/12/2005
	8/11/2003	12/3/2004	1/3/2005	West Anaheim Medical Center 3033 W. Orange Ave. Anaheim, CA 92804		3/1/2005
	1/20/2004	1/14/2005	3/14/2005	Desert Samaritan Hospital 1400 S. Dobson Rd. Mesa, AZ 85202		6/10/2005
			Addl. Site	Navy Medical Center 34800 Bob Wilson Dr Bldg 144 San Diego, CA 92134		
	4/12/2004	8/5/2005	9/12/2005	Banner Desert Medical Center 1400 S. Dobson Rd. Mesa, AZ 85202		11/4/2005
	9/14/2004	1/13/2006	1/23/2006	Desert Cliff Surgical Center 2250 W. Southern Ave. Ste. 101 Mesa, AZ 85202		3/10/2006
	7/28/2003	12/3/2004	1/10/2005	Banner Desert Medical Center 1400 S. Dobson Rd. Mesa, AZ 85202		3/8/2005
	8/11/2003	12/3/2004	1/10/2005	Maricopa County Hospital 2601 E. Roosevelt Phoenix, AZ 85008		3/4/2005
	8/11/2003	12/3/2004	3/14/2005	Yuma Regional Medical Center 2400 S. Ave. A. Yuma, AZ 85364		5/11/2005
	1/5/2004	4/22/2005	5/23/2005	Metropolitan Methodist Hospital 1310 McCollugh Ave. San Antonio, TX 78212		7/21/2005
	3/29/2004	7/22/2005	8/1/2005	John C. Lincoln 250 E. Dunlap Phoenix, AZ 85020		9/28/2005
	6/30/2003	1/28/2005	4/18/2005	Good Samaritan Hospital 1111 E. Indian School Phoenix, AZ 85007		6/10/2005
	11/24/2003	3/25/2005	5/2/2005	San Joaquine Hospital 11751 N. Rosa Bakersfield, CA		7/7/2005
	8/11/2003	12/3/2004	2/14/2005	Las Palmas Medical Center 1801 N. Oregon Street El Paso, TX 79902		4/7/2005
	1/20/2004	5/6/2005	7/18/2005	Surgical Center of Peoria 13260 N. 64th Ave. Ste #301 Peoria, AZ 85381		9/23/2005

Sotelo, Vanessa

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	5/24/2004	9/16/2005	10/17/2005	Chandler Regional Hospital 475 S. Dobson Rd. Chandler, AZ 85224	12/16/2005
	8/11/2003	12/3/2004	1/5/2005	Multi Care Health System P.O. Box 5299 Tacoma, WA 98415	3/7/2005
	4/12/2004	8/5/2005	9/13/2005	Banner Thunderbird L & D 5555 W. Thunderbird Rd. Glendale, AZ 85306	12/30/2005
	8/11/2003	12/3/2004	2/14/2005	Phoenix Baptist Hospital 2000 W. Bethany Home Rd. Phoenix, AZ 85015	4/6/2005
	8/11/2003	3/11/2005	5/16/2005	Presbyterian Hospital of Greenville 4215 Joe Ramsey Blvd. Greenville, TX 75401	7/28/2005
	8/11/2003	12/3/2004	1/25/2005	Sierra Vista Community Hospital 300 El Camino Real, Sierra Vista, AZ 85635	3/18/2005
	9/3/2002	1/16/2004	3/14/2005	Banner Thunderbird L & D 5555 W. Thunderbird Rd. Glendale, AZ 85306	6/17/2005
	8/11/2003	1/14/2005	3/21/2005	Titus Regional Medical Center 2001 N. Jefferson Ave. Mount Pleasant, TX 75455	5/20/2005

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# Externship Time Card

Week Ending: 3-3-06

Student Name: [REDACTED]  
 Extern Site: PHX Baptist Hospital  
 Program: Surgical Technology Fax: [REDACTED]

LUNCH DOES NOT COUNT TOWARDS EXTERNSHIP HOURS  
 EXAMPLE: In at 6:30 AM Lunch at 11:30 - 12:00 Out at 3:00PM = 8 hours  
 Hours are to be rounded DOWN to the nearest 15-minute increment.

SATURDAY	IN	OUT	Daily Hours
Date: <span style="background-color: black; color: black;">[REDACTED]</span>	LUNCH		
SUNDAY	IN	OUT	Daily Hours
Date: <span style="background-color: black; color: black;">[REDACTED]</span>	LUNCH		
MONDAY	IN	OUT	Daily Hours
Date: <u>2-27-06</u>	LUNCH		
TUESDAY	IN	OUT	Daily Hours
Date: <u>2-28-06</u>	LUNCH		
WEDNESDAY	IN	OUT	Daily Hours
Date: <u>3-1-06</u>	LUNCH		
THURSDAY	IN	OUT	Daily Hours
Date: <u>3-2-06</u>	LUNCH		
FRIDAY	IN	OUT	Daily Hours
Date: <u>3-3-06</u>	LUNCH		

J7  
 9 hrs  
 57  
 8.25 hrs  
 8 hrs  
 8 hrs

26 Pages Redacted by HELP Committee

Weekly Total 42.25 hrs !  
 Fax in Hours by 12:00 Noon Friday

Supervisor / Preceptor Signature

Date

3-3-06

*Done with externship!*

2250 W. Peoria Ave., Suite A-100, Phoenix, AZ 85029

Following 14 Pages Redacted by HELP Committee