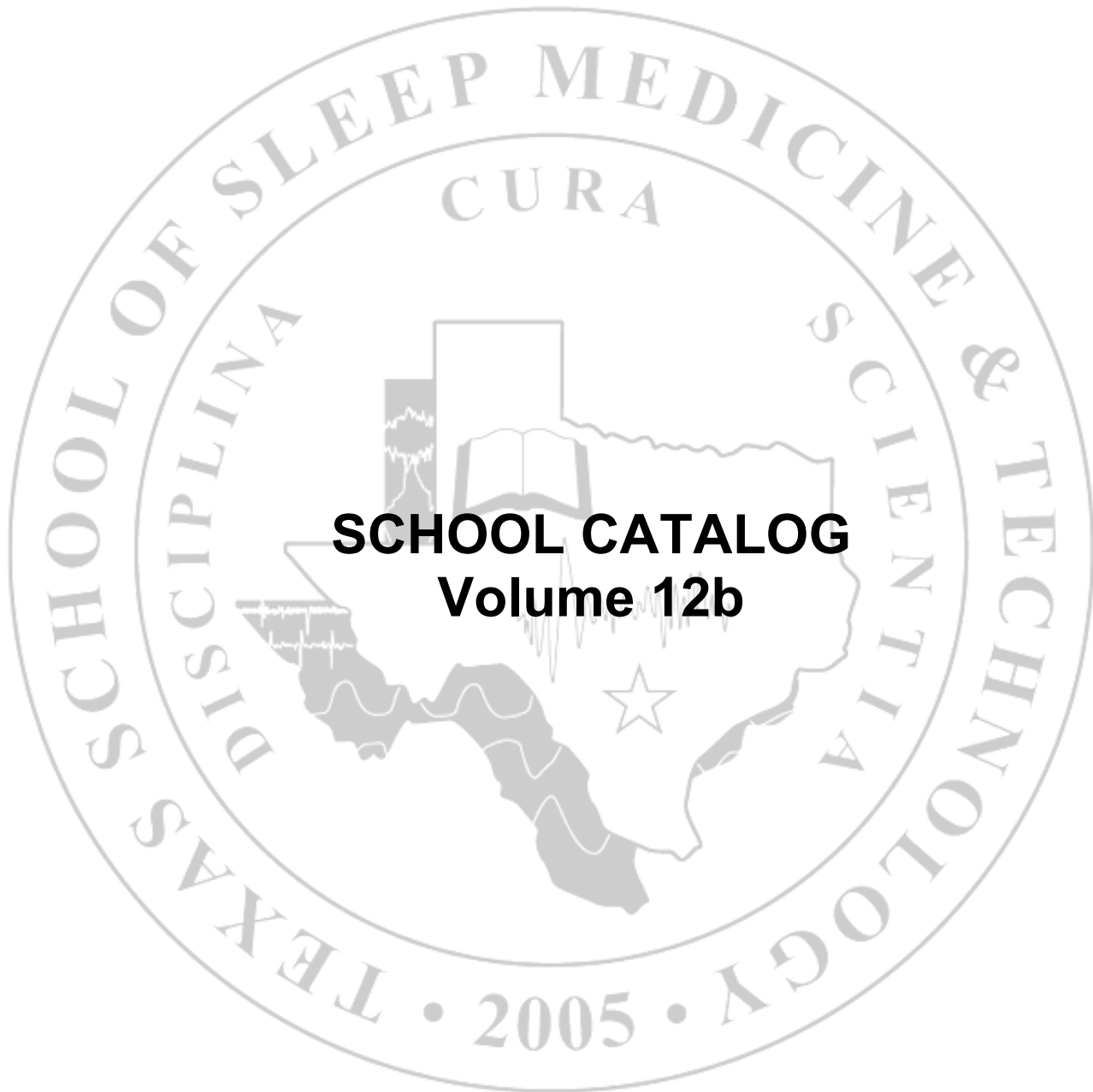


**TEXAS SCHOOL OF SLEEP MEDICINE
&
TECHNOLOGY**



**SCHOOL CATALOG
Volume 12b**

**5290 MEDICAL DRIVE
SAN ANTONIO TEXAS 78229**

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HISTORY

Although the Texas School of Sleep Medicine & Technology (TSSMT) was recently established in 2005, it is deeply rooted with a collective clinical experience of over 75 years despite the nascent field of Sleep Medicine.

Founder James M. Andry, M.D., a board-certified sleep specialist, has been practicing in the evaluation and treatment of sleep disorders for the last 25 years. Through his affiliation with the University of Texas Health Science Center at San Antonio's (UTHSCSA) Department of Family Medicine and Respiratory Care program of UTHSCSA, Texas State University and St. Philip's College, Dr. Andry has taught many individuals during elective rotations through the sleep facility. The Texas School of Sleep Medicine & Technology has come about from these teaching experiences. The Texas School of Sleep Medicine & Technology has affiliation with the Sleep Therapy & Research Center (STRC), the first American Academy of Sleep Medicine accredited sleep center in the San Antonio Area in 2005.

Nagwa N. Lamaie, MD joined Sleep Therapy & Research Center (STRC) and Texas School of Sleep Medicine & Technology staff in 2010. She is Board Certified in Family Medicine & Sleep Medicine and is Co-Medical Director of Sleep Therapy & Research Center. She is also Medical Director of Pediatric Sleep Services and the STRC Insomnia Program. Dr. Lamaie is involved as a principal investigator for various clinical research studies. Dr. Lamaie is a Clinical Faculty member for the Department of Family & Community Medicine at the University of Texas Health Science Center at San Antonio (UTHSCSA). She has engaged in teaching students, technicians & technologists, as well as Family Medicine residents about Sleep Medicine and Sleep Related Disorders. She is a member of the American Academy of Family Physicians & American Academy of Sleep Medicine.

Sarah J. Andry, D.O. joined staff at the school in 2014. Dr. Andry is a graduate of the Kansas City University of Medicine and Biosciences. She is currently affiliated with Scott & White Internal Medicine Program. She matriculated through the LSU-Shreveport Sleep Medicine Fellowship Program. She has provided previous educational services to the Texas School of Sleep Medicine & Technology since 2006 and research assistance at the Clayton Sleep Institute in St. Louis, MO. Dr. Andry brings her expertise in Internal Medicine and formal Sleep Medicine training. She has oversight of student's progress at the school throughout their clinical training.

Patricia L. Gibson, RPSGT, started in polysomnography in 1989 as a night technician and her career has taken her through all phases of training, teaching and management. Patty, originally joined Texas School of Sleep Medicine and Research in 2007, assisting in Pediatric Sleep Courses. She has been instrumental in opening and guiding new sleep centers through accreditation, developing policies, procedures, training programs in polysomnography, and assisted in internship/fellow rounds in polysomnography at Stanford. Patty was on the AAST Program committee 2015-2017 and helped develop policies and facilitate a Pediatric Risk Management course for Sleep Centers.

The Texas School of Sleep Medicine & Technology has been granted Accreditation as an [American Academy of Sleep Medicine's Accredited Sleep Technologist Education Program \(A-STEP\) Introductory provider](#) since 2006. In addition, the school is an accredited provider for the Board of Registered Polysomnographic Technologists (BRPT – brpt.org) as a [Sleep Technology Approved Resource \(STAR\) - Designated Focused Program](#).

[\[RETURN TOC\]](#)

DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT [\[RETURN TOC\]](#)

Texas School of Sleep Medicine & Technology is located in the Southwest Texas Medical Center at the corner of Medical Drive and Babcock Road at 5290 Medical Drive, San Antonio Texas 78229. The school classrooms are at the same location, adjacent to the Sleep Therapy & Research Center, an American Academy of Sleep Medicine Accredited Facility since 2005.

Classrooms are equipped with state of the art audio-visual/computer technology, Internet access and seats up to 35 students comfortably. Students have access to various teaching aids including EEG, mannequins and polysomnography equipment. Restroom facilities for the physically challenged are also available. The University of Texas Health Science Center at San Antonio is within walking distance and sports a jogging track, picnic areas, as well as outdoor basketball and tennis courts. In addition, numerous restaurants are located in the Medical Center and can be commuted to easily. Downtown San Antonio as well as the famous Riverwalk with distinctive restaurants and shopping is within 5 miles of the school. Via Metropolitan Transit System has a Park & Ride facility with Express Service to downtown with light rail capability.

OWNERSHIP [\[RETURN TOC\]](#)

James M. Andry, MD founded the Texas School of Sleep Medicine & Technology's in 2005. He is currently the director and sole owner.

Key Staff [\[RETURN TOC\]](#)

Title	Staff	Degree	Title	Specialized Training	Area of Instruction
	Andry, James M., Sr.	MD, RPSGT	Co-Medical Director	Board Certified: Internal Medicine Pulmonary Critical Care Sleep Medicine	All Areas
	Andry, Sarah J.	DO	Clinical Faculty	Doctor of Osteopathic Medicine Internal Medicine Sleep Medicine	All Areas
	Dreikosen-Raynes, Dawn M.	RRT-SDS	Clinical Faculty	Registered Respiratory Therapist - Sleep Disorder Specialist	PAP devices, Home Sleep Apnea Testing Clinical Assessment
	Ellis, Jeffery	RPSGT	Faculty	Board Registered Polysomnographic Technologist	All Areas
	Enger, James	MS, RPSGT	Faculty	Board Registered Polysomnographic Technologist Master's Degree - Psychology Clinical Sleep Educator	All Areas
	Foster, Jenna W.	RDH	Faculty	Registered Dental Hygienist	Sleep Medicine for Dentists, Dental Hygienists, and Dental Assistants
	Gibson, Patty	RPSGT	Program Representative Faculty	Registered Polysomnographic Technologist, Registered Sleep Technologist, Clinical Sleep Educator	All Areas
	Hernandez, Jose, RRT	RRT	Clinical Faculty	Registered Respiratory Therapist	PAP devices, Home Sleep Apnea Testing Clinical Assessment
	Lamaie, Nagwa N.	MD	Co-Medical Director	Board Certified: Family Medicine Sleep Medicine	All Areas
	Manson, Rina Salazar	RPSGT	Faculty	Board Registered Polysomnographic Technologist	All Areas
	Morgan, Billy Lorin	DDS	Clinical Faculty	Doctor of Dental Surgery	Sleep Medicine for Dentists, Dental Hygienists, and Dental Assistants
	Olivares, Martin R.	BS, RPSGT, RST, CCSH, R. EEG T.	Faculty	Registered Polysomnographic Technologist, Registered Sleep Technologist, Clinical Sleep Educator	All Areas
	Uriegas, Angel	RPSGT	Clinical Faculty	Board Registered Polysomnographic Technologist	Clinical Externship Sleep Technology Patient Care
	Andry, James M., Sr.	MD, RPSGT	Administrator Physician		

FEES, TUITION AND/OR SPECIAL CHARGES [\[RETURN TOC\]](#)

The Texas School of Sleep Medicine & Technology offers the following courses / seminars:

1. Polysomnography Technician I Program - \$5,500
2. Polysomnography Technician I with Clinical Externship Program - \$12,000
3. Polysomnography Record Scoring Seminar - \$850
4. EKG for Allied Health Professionals Workshop / Seminar - \$200
5. Amplifiers, Filters and Instrumentation for Sleep Technicians / Technologists Seminar - \$200
6. Sleep Medicine for Dentists, Dental Hygienists, and Dental Assistants - \$15,000
7. Home Sleep Apnea Test Technician Seminar - \$500

SCHOOL CLASS SCHEDULES, HOLIDAYS, AND CALENDARS

[\[RETURN TOC\]](#)

CLASS SCHEDULE

Polysomnography Technician I and Polysomnography Technician I with Clinical Externship students will attend class Monday through Friday from 8:30 A.M. to 5:00 P.M. for approximately 2 weeks. For day students a ten-minute break will be taken every hour at ten-minutes until the hour and lunch will be from 12:00 P.M. to 1:00 P.M. Polysomnography Technician I with clinical externship students will then matriculate to the Clinical Externship between 8:00 P.M. and 6:00 A.M. where they will be under the supervision of a credentialed polysomnographic technician or technologist during the remaining 400 hours. During clinic hours, 2 (two) 15 – minute breaks and a 30 minute lunch break will be taken.

HOLIDAYS OBSERVED

Texas School of Sleep Medicine & Technology closes for these holidays:

New Years Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

PROGRAMS

Polysomnography Technician I - 80 hour course

2021 Dates Offered	
Monday, Jan. 11, 2021 - Friday, Jan. 22, 2021	8:30 a.m. until 5:00 p.m.
Monday, Mar. 8, 2021 - Friday, Mar. 19, 2021	8:30 a.m. until 5:00 p.m.
Monday, May. 10, 2021 - Friday, May 21, 2021	8:30 a.m. until 5:00 p.m.
Monday, July. 12, 2021 - Friday, July 23, 2021	8:30 a.m. until 5:00 p.m.
Monday, Sept. 13, 2021 - Friday, Sept. 24, 2021	8:30 a.m. until 5:00 p.m.
Monday, Nov. 1, 2021 - Friday, Nov. 12, 2021	8:30 a.m. until 5:00 p.m.
2022 Dates Offered	
Monday, Jan. 17, 2022 - Friday, Feb. 28, 2022	8:30 a.m. until 5:00 p.m.
Monday, Mar. 7, 2022 - Friday, Mar. 18, 2022	8:30 a.m. until 5:00 p.m.
Monday, May. 9, 2022 - Friday, May 20, 2022	8:30 a.m. until 5:00 p.m.
Monday, July. 11, 2022 - Friday, July 22, 2022	8:30 a.m. until 5:00 p.m.
Monday, Sept. 12, 2022 - Friday, Sept. 23, 2022	8:30 a.m. until 5:00 p.m.
Monday, Nov. 7, 2022 - Friday, Nov. 18, 2022	8:30 a.m. until 5:00 p.m.

SCHOOL CALENDAR

Polysomnography Technician I with Clinical Externship – 480 Clock Hours

[\[RETURN TOC\]](#)

2022	Initial 80 Hours	Clinical Externship 400 hours (Scheduled & Coordinated with Student)
Monday, Jan. 11, 2021 - Friday, Jan. 22, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Mar. 8, 2021 - Friday, Mar. 19, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, May. 10, 2021 - Friday, May 21, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, July. 12, 2021 - Friday, July 23, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Sept. 13, 2021 - Friday, Sept. 24, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Nov. 1, 2021 - Friday, Nov. 12, 2021	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
2022		
Monday, Jan. 17, 2022 - Friday, Feb. 28, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Mar. 7, 2022 - Friday, Mar. 18, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, May. 9, 2022 - Friday, May 20, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, July. 11, 2022 - Friday, July 22, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Sept. 12, 2022 - Friday, Sept. 23, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.
Monday, Nov. 7, 2022 - Friday, Nov. 18, 2022	8:30 a.m. until 5:00 p.m.	8:00 p.m. – 6:00 a.m.

Polysomnography Technologist I with Clinical Externship

2021 & 2022	
At Program Director's Discretion	All beginning dates start with the Polysomnographic Technologist I Program

Polysomnography Record Scoring Seminar

Dates Offered Date subject to change see website.	Times
2021	To Be Announced
2022	To Be Announced

EKG for Allied Health Professionals Seminar

Dates Offered Date subject to change see website.	Times
2021	To Be Announced
2022	To Be Announced

**SCHOOL CALENDAR
SEMINARS**
[\[RETURN TOC\]](#)

**Amplifiers, Filters, & Instrumentation for
Polysomnographic Technicians / Technologist Seminar**

Dates Offered Date subject to change see website.	Times
2021	To Be Announced
2022	To Be Announced

**Sleep Medicine for Dentists,
Dental Hygienists, and Dental Assistants Seminar**

Dates Offered Date subject to change see website.	Times
2021	To Be Announced
2022	To Be Announced

Home Sleep Apnea Testing Technician Seminar

Dates Offered Date subject to change see website.	Times
2021	To Be Announced
2022	To Be Announced

ENROLLMENT [\[RETURN TOC\]](#)

Enrollment may be accomplished at any time prior to selected class start date.

HOURS OF OPERATION [\[RETURN TOC\]](#)

The school office hours are 8:30 AM – 5:30 PM. Programs / courses are noted in School Calendar.

ADMISSIONS POLICY [\[RETURN TOC\]](#)

ADMISSIONS REQUIREMENTS:

Although the decision as to who is admitted into our training program is completely at the discretion of the school, Texas School of Sleep Medicine & Technology (TSSMT) is committed to and believes that all applicants be given an equally fair and objective opportunity in their pursuit of a possible new career. These minimum requirements are set forth by the American Academy of Sleep Medicine, American Association of Sleep Technologists (AASST), the Board of registered Polysomnographic Technologists (BRPT), and the American Board of Sleep Medicine (ABSM). To be considered for admission to a program, the following documentation must be submitted:

- A person must be at least 18 years of age at the time of registration and;
- Have a High school diploma;
- or GED

For admission to the Polysomnography Technologist I Program, an individual must submit the following additional information for review and school approval before admission:

1. Most recent official documentation of ACT composite score or SAT Reasoning Test score or,
2. College transcript showing college credits of at least 6 hours of mathematics and 6 hours of English.

To be admitted to the Polysomnography Technologist I Program, an individual must have a composite score on their most recent ACT test of at least 18 or have scored at least a 600 on their Mathematics portion of the SAT and at least a 580 on the English portion of the SAT.

Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration).

Students who have been suspended or expelled for disciplinary reasons from any post-secondary institution may be denied admission the Texas School of Sleep Medicine & Technology.

Individuals who are denied admission on the basis of the published requirements may file an Appeal with the School Administrator.

ADMISSION PROCESS [\[RETURN TOC\]](#)

In addition to the above documentation, the applicant must also:

1. Visit the school or call to the school for virtual orientation
2. Have an admissions interview.

In making our determination on accepting the applicant, TSSMT's minimum criteria includes (but is not limited to) the following:

1. The applicant must be in good physical health and free of any condition that would reasonably prevent successful job performance after program completion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
2. The applicant must be willing to commit to: the time, financial and educational standards required by our program; developing and/or maintaining the high moral, ethical and professional standards required by the sleep medicine profession; developing the necessary knowledge, skills and capably performing the techniques used in the sleep medicine profession.

Upon evaluation of the above, TSSMT will then make a determination on accepting the applicant. TSSMT then informs the applicant in writing of its decision usually within 10 business days. After an applicant is accepted and before the applicant starts class, the applicant must also submit a completed, properly signed health form (provided in the acceptance letter).

WORK ENVIRONMENT [\[RETURN TOC\]](#)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to chemical vapors such as acetone, ether, or glutaraldehyde. There may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood-borne pathogens.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, WORK [\[RETURN TOC\]](#)

EXPERIENCE (EXPERIENTIAL LEARNING), OR CLEP

Students applying for credit in any of the categories described below must complete a "Credit for Previous Education, Training, Work Experience (Experiential Learning), or CLEP" form and submit official transcripts, course descriptions, and other supporting documentation prior to admission as required on the form.

Previous Education or Training

The School will consider awarding credit from accredited postsecondary institutions, various certification exams, and military training and experience. When evaluation is made of the student's transcript, credit may be awarded for courses successfully completed with a grade of "C" or better at another accredited postsecondary institution where course and credit values are comparable to those offered by the School. Transcripts from foreign institutions must meet the same requirements as domestic institutions, and must be translated. The School does not guarantee the transferability of credits from other educational institutions or any of these sources.

CLEP

College Level Examination Program (CLEP) credits may be accepted with minimum scores recommended by Educational Testing Service (ETS) or American Council on Education (ACE). Credit is awarded for each test in which the ACE recommended minimum score is earned.

Experiential Learning (for certificate program only)

The School will consider awarding credit for experiential learning (previous work experience). Equivalency to related coursework may be determined by submission of supporting documentation such as a job description, a description of equipment used, a description of the work environment, and verification of employment by the previous supervisor or employer on the employer's letterhead, or various other appropriate forms of documentation verifying previous employment or work experience.

The awarding of credit and determination of equivalency for experiential learning to related coursework will require that the student submit proof of experience and may require demonstration of skill proficiency of 75% on the course final exam. Documentation of previous work experience will be evaluated by the instructors who teach the related courses. Credit for previous work experience will not exceed 15% of the total program and will not be used in calculating the cumulative grade point average.

Credits in any combination may not exceed 50% of the program and are not used in calculating the cumulative grade point average. Applicants will receive written notification regarding their request for credit. Applicants who are denied credit may present a written appeal for reconsideration to the School Director.

PAYMENT AND FINANCING [\[RETURN TOC\]](#)

The Texas School of Sleep Medicine & Technology will accept credit/debit card, cash, check, or money order. We do not offer student loans; however, we do have several companies listed for individual student loans should the student want to participate in their loan program.

CANCELLATION POLICY [\[RETURN TOC\]](#)

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY FOR PROGRAMS [\[RETURN TOC\]](#)

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation. (PS-023R REV 11/13)

REFUND POLICIES FOR SEMINARS [\[RETURN TOC\]](#)

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

[\[HOME\]](#)

Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (A) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

PROGRAMS [\[RETURN TOC\]](#)

POLYSOMNOGRAPHY TECHNICIAN I COURSE OBJECTIVE DESCRIPTION

Title: Polysomnography Technician I

Prerequisites: High School diploma or GED and 17 years or older.

Cost: \$4500

This technical certificate program is an 80-hour program and is composed of didactic and clinical instruction. It is designed to prepare the student for employment in a Sleep Disorders Center as a Polysomnographic Trainee. Graduates of the program will be able to communicate and interact effectively with sleep disorder patients. Students are trained in the physical and physiological aspects of sleep disorders, familiarity with the different sleep disorders, application of monitoring electrodes utilizing the 10-20 International System as well as other ancillary monitoring equipment, calibrate monitoring equipment, and utilize proper montage and protocol used during polysomnographic studies.

The graduates are required to be able to prepare the patient for testing and successfully perform polysomnographic studies, familiarity with EKG and EEG abnormalities and the use of proper documentation and note taking, have a good understanding and be able to administer CPAP, BiPAP, Auto-set PAP and oxygen (O₂) therapy.

There will be some exposure to the scoring of sleep records, but ability to achieve this expertise is outside the scope of this curriculum. Future experience in the field and additional courses can be taken to achieve this goal.

COURSE OUTLINE

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
PSG 101	Introduction to Sleep and Sleep Disorders	07	02	09
PSG 102	EEG and Sleep Staging	07	10	17
PSG 103	Cardiovascular Monitoring	03	06	09
PSG 104	Respiratory Monitoring	05	02	07
PSG 105	Sleeping Related Breathing Disorders	03	02	05
PSG 106	Treatment for Sleep Related Breathing Disorders	05	02	07
PSG 107	Sleep Related Movement Disorders and EMG Monitoring	04	04	08
PSG 108	Narcolepsy, Sleep Related Seizures and Parasomnias	04	00	04
PSG 109	MSLT and MWT	01	02	03
PSG 110	Insomnia, Circadian Rhythm and Psychiatric Disorders	03	00	03
PSG 111	Pediatric Polysomnography	03	01	04
	Final Exams	02	00	02
	Skill Demonstration: Set Up Patients	02	00	02
		49	31	80

**POLYSOMNOGRAPHY TECHNICIAN I -
SUBJECT DESCRIPTION [\[RETURN TOC\]](#)**

PSG 101: INTRODUCTION TO SLEEP AND DISORDERS OF SLEEP

The student will learn an introduction to the field of clinical polysomnography with emphasis in sleep definitions and functions, the role of the sleep technologist in patient confidentiality and HIPAA regulations, infection control, and patient safety. The course also gives an overview of sleep disorders, circadian rhythms and summarizing the PSG report together with strategies for coping with shift work.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 101	07	02	0	60	9.0 . Hr.
Pre-requisites None					
Theory	07				07
Lab	02				02
Ext	0				0
				TOTAL =	9.0 Clock Hrs.

PSG 102: EEG AND SLEEP STAGING

The student will learn normal sleep architecture and the characteristics of sleep stages, i.e.; Stages W (Wake), Non-REM - N1, N2, N3 and stage R (REM) will be discussed and polysomnographic examples will show how these variables, viewed collectively, provide diagnostic information regarding normal and / or abnormal sleep. Hands-on scoring will comprise a large portion of the course with numerous practice opportunities. The course includes scoring of EEG (brainwave) arousals, Digital Concepts of Analog-To-Digital Conversion (ADC), horizontal and vertical resolution and instrument settings together with sampling rate, dwell time, aliasing, and bit capacity as it relates to Polysomnography

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 102	07	10	0	09	17.0
Pre-requisites None					
Theory	07				07
Lab	10				10
Ext	0				0
				TOTAL =	17 Clock Hrs.

PSG 103: CARDIOVASCULAR MONITORING

The student will learn basic cardiac anatomy and physiology as it relates to the field of sleep as well as an introduction to basic EKG signal generation and demonstration of normal and abnormal EKG signals. This knowledge will serve as an initial exposure to identify emergent and non-emergent situations regarding cardiac rhythm disturbances.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 103	03	06	0	09	9.0
Pre-requisites None					
Theory	03				03
Lab	06				06
Ext	0				0
				TOTAL =	9.0 Clock Hrs.

PSG 104: RESPIRATORY MONITORING

The student will learn the anatomical structures related to breathing and the way that they work together will provide the student with a basis for understanding the more common respiratory abnormalities seen in the sleep lab, and the distinguishing characteristics of respiratory scoring. Instruction in how the brain, chemical composition of the blood, and feedback mechanisms from the chest wall must properly communicate to produce a normal respiratory pattern.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 104	05	02	0	07	7.0
Pre-requisites None					
Theory	05				05
Lab	02				02
Ext	0				0
				TOTAL =	7.0 Clock Hrs.

PSG 105: SLEEP RELATED BREATHING DISORDERS

The student will learn about the most common disease states that may present to the sleep lab. Discussion will include the background, clinical presentation, pathology, and diagnosis of Obstructive Sleep Apnea Syndromes, Central Sleep Apnea and Hypoventilation together with scoring respiratory events.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 105	03	02	0	05	5.0
Pre-requisites None					
Theory	03				03
Lab	02				02
Ext	0				0
				TOTAL =	5.0 Clock Hrs.

PSG 106: TREATMENT FOR SLEEP RELATED BREATHING DISORDERS

The student will learn the basics of the various therapeutic interventions of Positive Airway Pressure (CPAP, Bi-Level), and O₂ used during the course of a sleep study. Proper mask fitting technique, vital to a patient's tolerance of the interventions, will be reviewed.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 106	05	02	0	07	7.0
Pre-requisites None					
Theory	05				05
Lab	02				02
Ext	0				0
				TOTAL =	7.0 Clock Hrs.

PSG 107: SLEEP RELATED MOVEMENT DISORDERS AND EMG MONITORING

The student will learn an overview of muscular structure and function as it relates to sleep, specifics regarding the lower extremities, chin, and upper airway. This information will be a precursor for the discussion of Periodic Limb Movement Disorder (PLMD) and Restless Leg Syndrome (RLS). A presentation of the criteria for scoring periodic limb movements and how to chart the findings will be discussed in this course.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 107	04	04	0	08	8.0
Pre-requisites None					
Theory	04				04
Lab	04				04
Ext	0				0
				TOTAL =	8.0 Clock Hrs.

PSG 108: NARCOLEPSY, SLEEP RELATED SEIZURES AND PARASOMNIAS

The student will learn about specific sleep disorders, emphasis is put on disorders such as Parasomnias, Seizures, and Narcolepsy or Idiopathic Central Nervous System Hypersomnia as evaluated by the polysomnography.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 108	04	00	0	04	4.0
Pre-requisites None					
Theory	04				04
Lab	00				00
Ext	0				0
				TOTAL =	4.0 Clock Hrs.

PSG 109: MSLT AND MWT

The student will learn specific sleep testing protocols used in the assessment of disorders of excessive daytime somnolence. Disorders such as Narcolepsy or Idiopathic Central Nervous System Hypersomnia can be evaluated by the combination of night time polysomnography followed by a Multiple Sleep Latency Test (MSLT) starting the following morning. The test measures the time it takes to fall asleep when the opportunity is presented. An alternative to the MSLT is the Maintenance of Wakefulness Test (MWT) which investigates how long wakefulness can be maintained. Electrode placement, complex procedural information and scoring criteria will be discussed

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 109	01	02	0	03	4.0
Pre-requisites None					
Theory	01				01
Lab	02				02
Ext	0				0
				TOTAL =	3.0 Clock Hrs.

PSG 110: INSOMNIA, CIRCADIAN RHYTHM AND PSYCHIATRIC DISORDERS

The student will learn about circadian rhythm concepts and how it relates to normal sleep. This course emphasizes on the comprehension of deviations of normal sleep in relation to insomnia, psychiatric and behavioral disorders. The student will be introduced to Pharmacology and how it relates to treatment of Sleep Disorders with drugs.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 110	03	00	0	03	3.0
Pre-requisites None					
Theory	03				03
Lab	00				00
Ext	0				0
				TOTAL =	3.0 Clock Hrs.

PSG 111: PEDIATRIC POLYSOMNOGRAPHY

The student will learn an adequate differential diagnosis and three types of sleep-related problems in children: insomnias, hypersomnias, and abnormal activity or behaviors during sleep. The course demonstrates the importance of hook-up, acquisition for an overnight study, and scoring basics and differences as it relates to adults.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 111	03	01	0	04	4.0
Pre-requisites None					
Theory	03				03
Lab	01				01
Ext	0				0
				TOTAL =	4.0 Clock Hrs.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	02	00	0	02	2.0
Pre-requisites None					
Theory	02				02
Lab	00				00
Ext	0				0
				TOTAL =	2.0 Clock Hrs.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Skill Demonstration: Set Up Patients	02	00	0	02	2.0
Pre-requisites None					
Theory	02				02
Lab	00				00
Ext	0				0
				TOTAL =	2.0 Clock Hrs.

POLYSOMNOGRAPHY TECHNICIAN I

Total Clock Hours= 80 hrs.

PROGRAMS

Title: Polysomnography Technician I with Clinical Externship Program [\[RETURN TOC\]](#)

Prerequisites: High School diploma or GED, 17 years or older.

Cost: \$12000

POLYSOMNOGRAPHY TECHNICIAN I COURSE WITH CLINICAL EXTERNSHIP OBJECTIVE DESCRIPTION

This technical certificate program is a combined 80-hour program and 400 hour clinical rotation and is composed of didactic and clinical instruction. It is designed to prepare the student for employment in a Sleep Disorders Center as a Polysomnographic Trainee with added clinical experience. Graduates of the program will be able to communicate and interact effectively with sleep disorder patients. Students are trained in the physical and physiological aspects of sleep disorders, familiarity with the different sleep disorders, application of monitoring electrodes utilizing the 10-20 International System as well as other ancillary monitoring equipment, calibrate monitoring equipment, and utilize proper montage and protocol used during polysomnographic studies.

The graduates are required to be able to prepare the patient for testing and successfully perform polysomnographic studies, familiarity with EKG and EEG abnormalities and the use of proper documentation and note taking, have a good understanding and be able to administer CPAP, Bilevel PAP, Auto – PAP, Adaptive Servo Ventilation (ASV) and oxygen (O₂) therapy.

The addition of the 400 hour externship allows the student to obtain clinical experience in the field of sleep technology. The Texas School of Sleep Medicine & Technology has affiliations with various American Academy of Sleep Medicine (AASM) or Joint Commission accredited sleep laboratories / centers and, depending on student preferences, this clinical externship portion may be performed in whole or in part at these institutions. Additional requirements such as physical examinations, immunizations, or other transmissible disease evaluations may be required of the students by these institutions for the safety of the student and patients they may have exposure to during the time of their rotation. Additional orientation to these facilities may also be required of the student to participate in the rotation at the respective facility.

Over the course of the externship, students are required to obtain 400 hours in clinical care of patients with sleep disorders. This takes place from 8:00 p.m. to 6:00 a.m. under the direction of the medical director, Registered Polysomnographic Technologists, or Polysomnographic Technicians. Students have the opportunity to review physician orders and data from patients with various sleep and medical disorders being evaluated at a sleep center. In addition, the clinical rotation allows for the student to further develop the skills acquired in the classroom setting and apply them to real life situations. A more thorough understanding of the details of sleep technology is obtained through this process. In addition, this 10-week session introduces the student to the “art” of taking care of patients and performing diagnostic Polysomnography as well as exposure to various therapeutic maneuvers including but not limited to Continuous Positive Airway Pressure (CPAP), Bi-level Positive Airway Pressure (BPAP), Adaptive Servo Ventilation (ASV), Mandibular Advancement Position (MAD), and Upper Airway Stimulation (UAS) / Hypoglossal Nerve Stimulation (HGNS).

There will be some exposure to the scoring of polysomnographic records, but ability to achieve this expertise is generally outside the scope of this curriculum. Further experience in the field and additional courses can be taken to achieve this goal.

POLYSOMNOGRAPHY TECHNICIAN I WITH CLINICAL EXTERNSHIP

COURSE OUTLINE - Initial 80 hours [\[RETURN TOC\]](#)

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
PSG 101	Introduction to Sleep and Sleep Disorders	07	02	09
PSG 102	EEG and Sleep Staging	07	10	17
PSG 103	Cardiovascular Monitoring	03	06	09
PSG 104	Respiratory Monitoring	05	02	07
PSG 105	Sleeping Related Breathing Disorders	03	02	05
PSG 106	Treatment for Sleep Related Breathing Disorders	05	02	07
PSG 107	Sleep Related Movement Disorders and EMG Monitoring	04	04	08
PSG 108	Narcolepsy, Sleep Related Seizures and Parasomnias	04	00	04
PSG 109	MSLT and MWT	01	02	03
PSG 110	Insomnia, Circadian Rhythm and Psychiatric Disorders Sleep Disorders Pharmacology and Treatment	03	00	03
PSG 111	Pediatric Polysomnography	03	01	04
	Final Exams	02	00	02
	Skill Demonstration: Set Up Patients	02	00	02
		49	31	80

POLYSOMNOGRAPHY TECHNICIAN I WITH CLINICAL EXTERNSHIP

Externship Outline – 400 hours

WEEK	CLINICAL SETTING	Clock Hours
		Total
1	Patient Care	40
2	Patient Care	40
3	Patient Care	40
4	Patient Care	40
5	Patient Care – Mid-Session Evaluation of Skills	40
6	Patient Care	40
7	Patient Care	40
8	Patient Care	40
9	Patient Care	40
10	Patient Care – Final Evaluation of Skills	40
		400

**POLYSOMNOGRAPHY TECHNICIAN I
WITH CLINICAL EXTERNSHIP**
[\[RETURN TOC\]](#)
SUBJECT DESCRIPTION - Initial 80 hours

PSG 101: INTRODUCTION TO SLEEP AND DISORDERS OF SLEEP

The student will learn an introduction to the field of clinical polysomnography with emphasis in sleep definitions and functions, the role of the sleep technologist in patient confidentiality and HIPAA regulations, infection control, and patient safety. The course also gives an overview of sleep disorders, circadian rhythms and summarizing the PSG report together with strategies for coping with shift work.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 101	07	02	0	09	9.0 Hrs.
Pre-requisites None	Theory	07			07
	Lab	02			02
	Ext	0			0
				TOTAL =	9.0 Clock Hrs.

PSG 102: EEG AND SLEEP STAGING

The student will learn normal sleep architecture and the characteristics of sleep stages, i.e.; Stages W (Wake), Non-REM - N1, N2, N3 and stage R (REM) will be discussed and polysomnographic examples will show how these variables, viewed collectively, provide diagnostic information regarding normal and / or abnormal sleep. Hands-on scoring will comprise a large portion of the course with numerous practice opportunities. The course includes scoring of EEG (brainwave) arousals, Digital Concepts of Analog-To-Digital Conversion (ADC), horizontal and vertical resolution and instrument settings together with sampling rate, dwell time, aliasing, and bit capacity as it relates to Polysomnography.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 102	07	10	0	17	17.0 Hrs.
Pre-requisites None	Theory	07			07
	Lab	10			10
	Ext	0			0
				TOTAL =	17.0 Clock Hrs.

PSG 103: CARDIOVASCULAR MONITORING

The student will learn basic cardiac anatomy and physiology as it relates to the field of sleep as well as an introduction to basic EKG signal generation and demonstration of normal and abnormal EKG signals. This knowledge will serve as an initial exposure to identify emergent and non-emergent situations regarding cardiac rhythm disturbances.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 103	03	06	0	09	9.0 Hrs.
Pre-requisites None	Theory	03			03
	Lab	06			06
	Ext	0			0
				TOTAL =	9.0 Clock Hrs.

PSG 104: RESPIRATORY MONITORING

The student will learn the anatomical structures related to breathing and the way that they work together will provide the student with a basis for understanding the more common respiratory abnormalities seen in the sleep lab, and the distinguishing characteristics of respiratory scoring. Instruction in how the brain, chemical composition of the blood, and feedback mechanisms from the chest wall must properly communicate to produce a normal respiratory pattern.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 104	05	02	0	07	7.0 Hrs.
Pre-requisites None	Theory	05			05
	Lab	02			02
	Ext	0			0
				TOTAL =	7.0 Clock Hrs.

PSG 105: SLEEP RELATED BREATHING DISORDERS

The student will learn about the most common disease states that may present to the sleep lab. Discussion will include the background, clinical presentation, pathology, and diagnosis of Obstructive Sleep Apnea Syndromes, Central Sleep Apnea and Hypoventilation together with scoring respiratory events.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 105	03	02	0	05	5.0 Hrs.
Pre-requisites None	Theory	03			03
	Lab	02			02
	Ext	0			0
				TOTAL =	5.0 Clock Hrs.

PSG 106: TREATMENT FOR SLEEP RELATED BREATHING DISORDERS

The student will learn the basics of the various therapeutic interventions of Positive Airway Pressure (CPAP, Bi-Level), and O₂ used during the course of a sleep study. Proper mask fitting technique, vital to a patient's tolerance of the interventions, will be reviewed.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 106	05	02	0	07	7.0 Hrs.
Pre-requisites None	Theory	05			05
	Lab	02			02
	Ext	0			0
				TOTAL =	7.0 Clock Hrs.

PSG 107: SLEEP RELATED MOVEMENT DISORDERS AND EMG MONITORING

The student will learn an overview of muscular structure and function as it relates to sleep, specifics regarding the lower extremities, chin, and upper airway. This information will be a precursor for the discussion of Periodic Limb Movement Disorder (PLMD) and Restless Leg Syndrome (RLS). A presentation of the criteria for scoring periodic limb movements and how to chart the findings will be discussed in this course.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 107	04	04	0	08	8.0 Hrs.
Pre-requisites None	Theory	04			04
	Lab	04			04
	Ext	0			0
				TOTAL =	8.0 Clock Hrs.

PSG 108: NARCOLEPSY, SLEEP RELATED SEIZURES AND PARASOMNIAS

The student will learn about specific sleep disorders, emphasis is put on disorders such as Parasomnias, Seizures, and Narcolepsy or Idiopathic Central Nervous System Hypersomnia as evaluated by the polysomnography.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 108	04	00	0	04	4.0 Hrs.
Pre-requisites None	Theory	04			04
	Lab	00			04
	Ext	0			0
				TOTAL =	4.0 Clock Hrs.

PSG 109: MSLT AND MWT

The student will learn specific sleep testing protocols used in the assessment of disorders of excessive daytime somnolence. Disorders such as Narcolepsy or Idiopathic Central Nervous System Hypersomnia can be evaluated by the combination of night time polysomnography followed by a Multiple Sleep Latency Test (MSLT) starting the following morning. The test measures the time it takes to fall asleep when the opportunity is presented. An alternative to the MSLT is the Maintenance of Wakefulness Test (MWT) which investigates how long wakefulness can be maintained. Electrode placement, complex procedural information and scoring criteria will be discussed

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 109	01	02	0	03	3.0 Hrs.
Pre-requisites None	Theory	01			01
	Lab	02			02
	Ext	0			0
				TOTAL =	3.0 Clock Hrs.

PSG 110: INSOMNIA, CIRCADIAN RHYTHM, PSYCHIATRIC DISORDERS, SLEEP DISORDERS PHARMACOLOGY AND DRUG TREATMENT

The student will learn about circadian rhythm concepts and how it relates to normal sleep. This course emphasizes on the comprehension of deviations of normal sleep in relation to insomnia, psychiatric and behavioral disorders. The student will be introduced to Pharmacology and how it relates to treatment of Sleep Disorders with drugs.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 110	03	00	0	03	3.0 Hrs.
Pre-requisites None	Theory	03			03
	Lab	00			00
	Ext	0			0
				TOTAL =	3.0 Clock Hrs.

PSG 111: PEDIATRIC POLYSOMNOGRAPHY

The student will learn an adequate differential diagnosis and three types of sleep-related problems in children: insomnias, hypersomnias, and abnormal activity or behaviors during sleep. The course demonstrates the importance of hook-up, acquisition for an overnight study, and scoring basics and differences as it relates to adults.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 101	03	01	0	04	4.0 Hrs.
Pre-requisites None	Theory	03			03
	Lab	01			01
	Ext	0			0
				TOTAL =	4.0 Clock Hrs.

PSG 112: EXTERNSHIP DESCRIPTION – 400 hours

The student will take the classroom fundamental skills and apply them to real life situations and patients. The externship program teaches the student the work related routine of a sleep technician / technologist. Using the background academic knowledge, the student puts into practice the skills necessary in performing, collecting, and analyzing polysomnographic studies at a sleep disorders center. This skill development involves the placement of various electrodes, sensors, and monitoring equipment for neurological, muscular, respiratory and cardiac parameters as well as being able to acquire excellent, artifact free signal and data quality for the diagnosis and treatment of patients with various sleep and medical disorders. This is performed under the direction of a medical director, registered polysomnographic technologist or a polysomnographic technician. Experiential skills are acquired and strengthen the decision making processes that are necessary to perform the duties of a sleep technician / technologist. Weekly, mid-session, and final practical evaluations in the clinical setting are given to the students.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
PSG 112	00	00	400	400	400.0 Hrs.
Pre-requisites None	Theory	00			00
	Lab	00			00
	Ext	400			400
				TOTAL =	400.0 Clock Hrs.

POLYSOMNOGRAPHY TECHNICIAN I WITH CLINICAL EXTERNSHIP Total Hours: 480 Hrs.

SEMINARS

[\[RETURN TOC\]](#)

Title: Polysomnography Record Scoring

Prerequisites: Minimum 6 months Polysomnography Work Experience

Cost: \$850.00

POLYSOMNOGRAPHY RECORD SCORING SEMINAR OBJECTIVE DESCRIPTION

This Continuing Education course is a 15-hour seminar with a minimum requirement of 6 months Polysomnography work experience and is composed of didactic and laboratory instruction. It is designed to teach the basics of Polysomnography Record scoring. Attendees are trained in the theory and practical application of the rules for scoring sleep and wakefulness, limb activity, various respiratory events, and Multiple Sleep Latency Test (MSLT) / Maintenance of wakefulness Test (MWT). Upon completion the individual should be able to understand the methods needed to successfully score a clinical polysomnographic record.

SEMINAR OUTLINE [\[RETURN TOC\]](#)

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
PSG SCORING 101	Sleep Scoring Overview	02	00	02
PSG SCORING 102	Sleep EEG Rhythm & Frequency Recognition	00	02	02
	Practical Session 1			
PSG SCORING 103	Event Scoring Overview	03	00	03
PSG SCORING 104	Event Scoring of Clinical Records	00	02	02
	Practical Session 2			
PSG SCORING 105	Artifact Recognition Overview	01	00	01
PSG SCORING 106	Artifact Recognition of Clinical Records	00	01	01
	Practical Session 3			
PSG SCORING 107	Full Scoring of Clinical Records	00	01	01
	Practical Session 4			
PSG SCORING 108	MSLT/MWT & Report Format Overview	1.5	00	1.5
PSG SCORING 109	MSLT/MWT Report Calculation	00	1.5	1.5
	Practical Session 5			
		7.5	7.5	15

POLYSOMNOGRAPHY RECORD SCORING SEMINAR SUBJECT DESCRIPTION

[\[RETURN TOC\]](#)

PSG SCORE 101: SLEEP SCORING OVERVIEW

The student will learn a brief introduction to Sleep technology, Normal Sleep Architecture and various diagnoses which the polysomnogram aids in assessing. This course will provide practical training in polysomnogram record scoring and interpretation. Participants will have the opportunity to learn about the different rhythms and frequencies that are related to the EEG. The student will also have the opportunity to learn about rules associated with these rhythms and frequencies to aid in the staging of various levels of sleep.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	02	00	0	02	2.0
Pre-requisites a minimum requirement of 6 months Polysomnography work experience					
Theory	02				02
Lab	00				00
Ext	0				0
				TOTAL =	2.0 Clock Hrs.

PSG SCORE 102: SLEEP EEG RHYTHM AND FREQUENCY RECOGNITION PS1

The student will learn comprehensive, practical laboratory training in polysomnogram record review. Participants will have the opportunity to examine different polysomnograms that were recorded in a digital as well as analog format. Participants will have the opportunity to practice identifying common frequencies associated with sleep.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	00	02	0	02	2.0
Pre-requisites a minimum requirement of 6 months Polysomnography work experience					
Theory	02				02
Lab	00				00
Ext	0				0
				TOTAL =	2.0 Clock Hrs.

PSG SCORE 103: EVENT SCORING OVERVIEW

The student will learn comprehensive, practical training in polysomnogram event scoring. Participants will have the opportunity to learn about the most common events encountered during an overnight sleep study, and the rules that make up these events.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	03	00	0	03	3.0
Pre-requisites a minimum requirement of 6 months Polysomnography work experience					
Theory	03				03
Lab	00				00
Ext	0				0
				TOTAL =	3.0 Clock Hrs.

PSG SCORE 104: EVENT SCORING OF CLINICAL RECORDS PS2

The student will learn comprehensive, practical laboratory training in polysomnogram event scoring (Respiratory, PLMS, and Arousals). Participants will have the opportunity to practice scoring on several different records, (digital and analog) and look for the most common events encountered during an overnight sleep study.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	00	02	0	02	2.0
Pre-requisites a minimum requirement of 6 months Polysomnography work experience					
Theory	02				02
Lab	00				00
Ext	0				0
				TOTAL =	2.0 Clock Hrs.

PSG SCORE 105: ARTIFACT RECOGNITION OVERVIEW

The student will learn comprehensive, practical training in polysomnogram Artifact recognition. Participants will have the opportunity to learn about the different types of non-EEG artifact that plague the polysomnogram, and also have the opportunity to learn about what corrective actions to take.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0

Pre-requisites a minimum requirement of 6 months Polysomnography work experience

Theory	01				01
Lab	00				00
Ext	0				0
TOTAL =					1.0 Clock Hrs.

PSG SCORE 106: ARTIFACT RECOGNITION OF CLINICAL RECORDS PS3

The student will learn comprehensive, practical laboratory training in polysomnogram Artifact Recognition. Participants will have the opportunity to practice by reviewing several records, (digital and analog) and identify artifacts encountered during an overnight sleep study.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	00	01	0	01	1.0

Pre-requisites a minimum requirement of 6 months Polysomnography work experience

Theory	00				02
Lab	01				00
Ext	0				0
TOTAL =					1.0 Clock Hrs.

PSG SCORE 107: FULL SCORING OF CLINICAL RECORDS PS4

The student will learn comprehensive, practical laboratory training in polysomnogram Artifact Recognition and full Clinical Record Scoring. Participants will have the opportunity to put to the test all that they have learned in the course. Participants will have the opportunity to score a full Polysomnogram for sleep staging, leg movements, arousals and artifact.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	00	01	0	01	1.0

Pre-requisites a minimum requirement of 6 months Polysomnography work experience

Theory	01				01
Lab	00				00
Ext	0				0
TOTAL =					1.0 Clock Hrs.

PSG SCORE 108: MSLT/MWT AND REPORT FORMAT OVERVIEW

The student will learn comprehensive, practical training in MSLT /MWT record scoring. Participants will have the opportunity to learn about the criteria needed for performing the MSLT /MWT. This lecture will also focus on the scoring rules of the MSLT / MWT as well as report format for both MSLT /MWT and the polysomnogram. Such topics will include but not limited to the formulae for generating total sleep time, sleep efficiency, REM latency, AHI, Apnea Index, Arousal Index, PLMS Index, Time in Bed, etc.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	1.5	00	0	1.5	1.5

Pre-requisites a minimum requirement of 6 months Polysomnography work experience

Theory	1.5				1.5
Lab	00				00
Ext	0				0
TOTAL =					1.5 Clock Hrs.

PSG SCORE 109: MSLT / MWT PRACTICAL OF CLINICAL RECORDS PS5

The student will learn comprehensive, practical training in MSLT / MWT and report format scoring and recognition. Participants will have the opportunity to exercise their skills by reviewing several sleep records, (digital and analog). The students will also have the opportunity to perform calculation to determine the different indices that are required for each report.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	00	1.5	0	1.5	1.5

Pre-requisites a minimum requirement of 6 months Polysomnography work experience

Theory	1.5				1.5
Lab	00				00
Ext	0				0
TOTAL =					2.0 Clock Hrs.

POLYSOMNOGRAPHY RECORD SCORING SEMINAR

Total Hours: 15 Hrs.

Title: EKG for Allied Health Professionals [\[RETURN TOC\]](#)

Prerequisites: Allied Health Profession Experience

Cost: \$175

EKG FOR ALLIED HEALTH PROFESSIONALS SEMINAR OBJECTIVE DESCRIPTION

This course will be an introduction to Electrocardiographic (EKG) Monitoring for Allied Health Professionals. Cardiac anatomy and electrical physiology of the heart will be the main topics of discussion. Normal EKG signal generation with the pacemaker potential as its precursor, pathophysiology behind abnormal EKG morphology and rhythm disturbances associated with sleep will be discussed. The student will also have the opportunity to learn about consequences due to these abnormal cardiac rhythms.

SEMINAR OUTLINE [\[RETURN TOC\]](#)

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
EKG Unit 1	ANATOMY AND PHYSIOLOGY OF THE HEART	01	00	01
EKG Unit 2	EKG MONITORING AND SINUS DYSRHYTHMIAS	01	00	01
EKG Unit 3	DYSRHYTHMIAS ORIGINATING IN THE ATRIA	01	00	01
EKG Unit 4	DYSRHYTHMIAS ORIGINATING IN THE JUNCTIONAL TISSUE	01	00	01
EKG Unit 5	DYSRHYTHMIAS ORIGINATING IN THE VENTRICLES	01	00	01
EKG Unit 6	AV BLOCKS	01	00	01
		6.0	0.0	6.0

EKG FOR ALLIED HEALTH PROFESSIONALS SEMINAR SUBJECT DESCRIPTION

[\[RETURN TOC\]](#)

EKG UNIT 1: ANATOMY & PHYSIOLOGY OF THE HEART

After completing this unit, the student will be able to: Label the normal structures of the heart. Trace the flow of blood through the heart. Label the major coronary arteries. Identify the area of the heart perfused by the major coronary arteries. Define the following terms: depolarization, repolarization, and resting membrane potential. Trace the normal sequence of conduction of an electrical impulse that origination in the S-A node and state the normal duration for the P-R and QRS intervals.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as a Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

EKG UNIT 2: EKG MONITORING AND SINUS DYSRHYTHMIAS

After completing this unit, the student will be able to: Identify the waves in a normal sinus rhythm. Explain the deflections on the ECG graph paper according to the electrical activity of the heart it represents. State the position of the positive and negative electrodes in Lead II and Lead V (MCL). The student will also be able evaluate a rhythm strip and correctly: calculate the atrial and ventricular rates; measure the atrial and ventricular rhythm; measure the P-R interval and QRS duration. Identify the following dysrhythmias on a 6 second strip: normal sinus rhythm, sinus tachycardia, sinus bradycardia, sinus arrest, sinus dysrhythmias, wandering pacemaker and state the possible etiology and treatment for each of the above dysrhythmias.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as a Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

EKG UNIT 3 : DYSRHYTHMIAS ORGINATING IN THE ATRIA

After completing this unit, the student will be able to: Identify the following dysrhythmias on a six second strip: premature atrial complex (PAC), atrial tachycardia, atrial flutter, atrial fibrillation and state the possible etiology and treatment

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as a Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

EKG UNIT 4: DYSRHYTHMIAS ORGINATING IN THE JUNCTIONAL TISSUE

After completing this unit, the student will be able to: Identify on a monitor of rhythm strip the following dysrhythmias: Premature junctional beat, A-V junctional escape beat, Junctional rhythm, Accelerated A-V junctional rhythm, Junctional tachycardia, and state the possible etiology and treatment for each of the above dysrhythmias.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as a Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

EKG UNIT 5: DYSRHYTHMIAS ORIGINATING IN THE VENTRICLES

After completing this unit, the student will be able to: Identify on a monitor or rhythm strip the following dysrhythmias: PVC, Idioventricular rhythm, ventricular tachycardia, Torsades de pointes, ventricular fibrillation, asystole and state the possible etiology and treatment for each of the above dysrhythmias.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as an Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
					TOTAL = 1.0 Clock Hrs.

EKG UNIT 6: AV BLOCK

After completing this unit, the student will be able to: Identify on a monitor or rhythm strip the following dysrhythmias: First degree AV block, Second degree AV block Type I, Second degree AV block Type II, Third degree block and state the possible etiology and treatment for each of the above dysrhythmias.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites work experience as a Allied Health Professional					
Theory	01				01
Lab	00				00
Ext	0				0
					TOTAL = 1.0 Clock Hrs.

EKG FOR ALLIED HEALTH PROFESSIONALS Seminar Total Hours= 6.0

[\[RETURN TOC\]](#)

Title: Amplifiers, Filters, and Instrumentation for Polysomnographic Technicians / Technologists

Prerequisites: Polysomnography Work Experience

Cost: \$175

[\[RETURN TOC\]](#)

**AMPLIFIERS, FILTERS, AND INSTRUMENTATION
FOR POLYSOMNOGRAPHIC TECHNICIANS / TECHNOLOGISTS
SEMINAR OBJECTIVE DESCRIPTION**

This course will be an introduction to the instruments used for polysomnography by the Technician / Technologist. The methods used to capture electrical physiology will be the main topics of discussion. Airflow, respiratory effort, oxygen saturation, and carbon dioxide monitoring will be discussed. The students will also have the opportunity to learn about the underlying principles of amplifiers as well as review proper electrode placement used by the 10 – 20 system. Students will also have an opportunity to demonstrate the knowledge of instrumentation during the practical session.

SEMINAR OUTLINE [\[RETURN TOC\]](#)

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
AFI Unit 1	AMPLIFIER & FILTERS	01	00	01
AFI Unit 2	INTERNATIONAL 10 – 20 SYSTEM & ELECTRODE PLACEMENT	01	00	01
AFI Unit 3	MONITORING AIRFLOW AND GAS EXCHANGE	01	00	01
AFI Unit 4	MONITORING RESPIRATORY EFFORT	01	00	01
AFI Unit 5	OXYGEN SATURATION & CARBON DIOXIDE MONITORING	01	00	01
AFI Unit 6	ELECTRICAL SAFETY	01	00	01
AFI Unit 7	PRACTICAL	00	01	01
		6.0	1.0	7.0

**AMPLIFIERS, FILTERS, AND INSTRUMENTATION
FOR POLYSOMNOGRAPHIC TECHNICIANS / TECHNOLOGISTS
SEMINAR SUBJECT DESCRIPTION**

[RETURN TOC](#)

AFI UNIT 1: AMPLIFIERS / FILTERS

After completing this unit, the student will be able to: Understand basic electrical principles as well as differential amplification. In addition the student will develop the ability to determine polarity and calculate amplitude and frequency. The proper use of filters, including high and low frequency filters, will be discussed.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 2: INTERNATIONAL 10 – 20 SYSTEM & ELECTRODE PLACEMENT

After completing this unit, the student will be able to: Understand and utilize the International 10 – 20 System for electrode placement, recognize various montages used in polysomnographic monitoring including bipolar and referential montages, and be able to properly place EEG, EOG, and EMG electrodes.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 3: MONITORING AIRFLOW AND GAS EXCHANGE

After completing this unit, the student will be able to: Understand the different devices used to monitor airflow including thermal sensors, pressure transducers, and snoring sensors. In addition, recognition and correction of artifacts associated with these devices.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 4: MONITORING RESPIRATORY EFFORT

After completing this unit, the student will be able to: Understand the different devices used to monitor respiratory effort including Respiratory Inductance Plethysmography (RIP), piezoelectric and PVDF sensors, respiratory EMG and esophageal pressure transducers.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams					
	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 5: OXYGEN SATURATION & CARBON DIOXIDE MONITORING

After completing this unit, the student will be able to: Understand the oxyhemoglobin dissociation curve, underlying theory of operation for pulse oximeter and carbon dioxide monitoring devices. In addition, the student will understand the need for calibration and identify measurement accuracy and the limitations of these devices.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 6: ELECTRICAL SAFETY

After completing this unit, the student will be able to: Understand the theory of electrical basics, recognize the electrical environments in polysomnographic laboratories, protocols for electrical safety checks, and identify electrical hazards. Identification and troubleshooting electrical artifacts during recordings and identifying and managing electrical emergencies will also be discussed.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AFI UNIT 7: PRACTICAL

After completing this unit, the student will be able to: Experience the difference between analog and digital polysomnographic recordings with emphasis on various artifacts, be able to use amplifier on analog polysomnographic equipment, and gain practical experience manipulating filter settings on analog devices.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
Final Exams	01	00	0	01	1.0
Pre-requisites Polysomnography Work Experience					
Theory	01				01
Lab	00				00
Ext	0				0
				TOTAL =	1.0 Clock Hrs.

AMPLIFIERS, FILTERS, AND INSTRUMENTATION FOR POLYSOMNOGRAPHIC TECHNICIANS / TECHNOLOGISTS SEMINAR

Total Hours = 7.0

[\[RETURN TOC\]](#)

Title: Sleep Medicine for Dentists, Dental Hygienists, and Dental Assistants

Prerequisites: Dentists, Dental Assistants and Dental Hygienists

Cost: \$15,000

[\[RETURN TOC\]](#)

**SLEEP MEDICINE FOR DENTISTS, DENTAL HYGIENISTS, AND DENTAL ASSISTANTS SEMINAR
OBJECTIVE DESCRIPTION**

This course will be an introduction to sleep medicine as it relates to the practice of dentistry. Included are topics related to Texas State Board of Dental Examiners stance for dentists to be able to assist in the evaluation and care patients with sleep disorders, and more specifically sleep disordered breathing. Additional topics include an overview of sleep disorders, review of airway anatomy and physiology as well as pathophysiologic processes, and an in depth understanding of sleep disordered breathing. Instruments used for screening of sleep disorders patients as well as home sleep testing / out of center testing and polysomnography. The importance of comorbid medical disorders and their association with sleep disordered breathing will be stressed, especially in relation to the need for follow-up care and assessment of patient adherence to various treatment options. Finally, the understanding of the methods used to help integrate the processes between a dental office and a medical office (and in particular a sleep disorder center), and how to put them into practice. During the practical session, participants will have the opportunity to learn the skills necessary to place home sleep test devices, how to assess the adequacy of data, and how to transmit the information to a physician via a HIPAA compliant portal. By the end of this course, the dental office will be able to successfully implement a sleep disorder screening program as well as instituting a dental based Home Sleep Test service under the direction of a medical office / sleep center.

SEMINAR OUTLINE [\[RETURN TOC\]](#)

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
DSM Unit 1	DENTAL TREATMENT OF SLEEP DISORDERS TEXAS STATE BOARD OF DENTAL EXAMINERS RULING	01	00	01
DSM Unit 2	BASICS OF SLEEP	01	00	01
DSM Unit 3	OVERVIEW OF SLEEP DISORDERS	01	00	01
DSM Unit 4	OBSTRUCTIVE SLEEP APNEA: SYMPTOMS, DIAGNOSIS, & OVERVIEW OF TREATMENT	01	00	01
DSM Unit 5	IN LAB VERSUS OUT OF CENTER SLEEP TESTING	01	00	01
DSM Unit 6	POSITIVE AIRWAY PRESSURE (PAP) THERAPY AND MONITORING ADHERENCE	01	00	01
DSM Unit 7	THE USE OF ORAL APPLIANCE THERAPY (OAT) FOR OSA	00	01	01
DSM Unit 8	ANATOMY OF A SLEEP STUDY REPORT	01	00	01
DSM Unit 9	SLEEP MEDICINE MINI-FELLOWSHIP	00	04	04
DSM Unit 10	POLYSOMNOGRAPHY OBSERVATION	00	02	02
DSM Unit 11	HOME SLEEP TESTING SKILLS DEVELOPMENT	00	02	02
DSM Unit 12	PRACTICE SESSIONS WITH HIPAA COMPLIANT PORTAL / COMMUNICATION BETWEEN DENTIST AND SLEEP CENTERS	00	02	02
		8.0	10.0	18.0

SLEEP MEDICINE FOR DENTISTS, DENTAL HYGIENISTS, DENTAL ASSISTANTS, AND DENTAL ADMINISTRATIVE STAFF SEMINAR SUBJECT DESCRIPTION

[\[RETURN TOC\]](#)

DSM UNIT 1: DENTAL TREATMENT OF SLEEP DISORDERS

After completing this unit, the participants will be able to: 1) Know the Texas State Board of Dental Examiners Rules for the Dental Treatment of Sleep Disorders, 2) Learn what is permissible for a dentist to diagnose and treat in relation to Sleep Disordered Breathing, 3) Learn what is NOT allowed for a dentist to diagnose or treat in relation to Sleep Disordered Breathing, 4) Identify under what circumstance(s) a dentist may treat snoring and obstructive sleep apnea, and 5) Enumerate subjective and objective measures to assess individuals with sleep disordered breathing.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 1	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 2: BASICS OF SLEEP

After completing this unit, the participants will be able to: 1) Explain and define basic principles of sleep, 2) Identify the different sleep stages, 3) Compare the various theories as to why we sleep, 4) Identify the changes that occur in sleep across the lifespan, 5) To be able to discuss the Two-Process Model of Sleep, 6) Compare and contrast sleepiness and fatigue, 7) Recognize the consequences of poor sleep.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 2	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 3: OVERVIEW OF SLEEP DISORDERS

After completing this unit, the participants will be able to: 1) Become familiar with the International Classification of Sleep Disorders 3rd. Ed. and to recognize the classification of various sleep disorders, 2) Identify the demographic variables associated with the prevalence of sleep disorders, 3) Recognize the key features and factors of insomnia and be able to discuss the behavioral model associated with insomnia, 4) Identify the key features of Restless Legs Syndrome (RLS) and Periodic Limb Movement Disorder (PLMD), and 5) Recognize the key features and treatment options for Bruxism.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 3	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 4: OBSTRUCTIVE SLEEP APNEA: SYMPTOMS, DIAGNOSIS, AND OVERVIEW OF TREATMENT

After completing this unit, the participants will be able to: 1) Recognize and identify the common signs and symptoms of OSA, 2) Identify the process and tools used to assess and diagnose OSA, 3) Discuss the causes and prevalence of OSA, 4) Recognize and discuss the health-related consequences of OSA, and 5) Compare the various treatment options for OSA.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 4	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 5: IN-LAB VERSUS OUT OF CENTER SLEEP TESTING

After completing this unit, the participants will be able to: Understand the different devices used to monitor respiratory effort including Respiratory Inductance Plethysmography (RIP), piezoelectric and PVDF sensors, respiratory EMG and esophageal pressure transducers.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 5	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 6: POSITIVE AIRWAY PRESSURE THERAPY AND MONITORING TREATMENT ADHERENCE

After completing this unit, the participants will be able to: 1) Quickly identify PAP devices and equipment used for the treatment of OSA, 2) Identify how PAP therapy treats OSA, 3) Recognize the treatment benefits and side effects of PAP therapy, 4) Explain the differences between treatment adherence and compliance, 5) Discuss and compare various factors involved with treatment adherence, 6) Recognize the process of how compliance is tracked and monitored.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 6	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 7: THE USE OF ORAL APPLIANCE THERAPY

After completing this unit, the participants will be able to: 1) Recognize the various types of oral appliances available, 2) Know the indications and efficacy of Oral Appliance Therapy (OAT) in treating Obstructive Sleep Apnea (OSA), 3) Identify side effects related to OAT, 4) Identify who tends to adhere to OAT better, especially in comparison of Positive Airway Pressure (PAP) therapy, and 5) Enumerate the benefits of using OAT, including the impact on the health consequences associated with OSA.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 7	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 8: ANATOMY OF A SLEEP STUDY REPORT

After completing this unit, the participants will be able to: 1) Define various sleep study parameters with a sleep study report, 2) Understand the severity classification of Obstructive Sleep Apnea (OSA) in relation to a patient, 3) Recognize the levels of oxygen desaturation noted in a sleep study report and the clinical implications, and 4) Understand to diagnostic and treatment recommendations offered in the report.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 8	01	00	0	01	1.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 9: SLEEP MEDICINE MINI-FELLOWSHIP

After completing this unit, the participants will be able to: 1) Understand the medical approach evaluation and care of an individual with sleep related problems, 2) Experience the diagnostic considerations a sleep medicine specialist anticipates in a select group of disorders of sleep, 3) Develop a working relationship with a physician caring for individuals sleep related problems.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 9	01	04	0	04	4.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 10: POLYSOMNOGRAPHY OBSERVATION

After completing this unit, the participants will be able to: 1) Appreciate how polysomnography studies are performed and what patients experience in the process, 2) Observe actual acquisition of biologic waveforms of patients involved in the sleep studies, 3) Observe use of Positive Airway Pressure Therapy and / or Oral Appliance Titration Therapy.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 10	00	02	0	02	2.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 11: HOME SLEEP TESTING SKILLS DEVELOPMENT

After completing this unit, the participants will be able to: 1) Identify the various components of the Home Sleep Test (HST) Device, 2) Understand which patients meet either Home Sleep Test (HST) Criteria or In-Lab Polysomnography Criteria, 3) Instruct patients on the use of the HST, 4) Input patient specific criteria before setting up the HST, 5) Download information from the HST after data is acquired from the patient, 6) Evaluate the integrity of the data from HST, 7) Transmit the information to the interpreting physician, and 8) Clean and care of the HST equipment for next patient use.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 11	00	02	0	02	2.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

DSM UNIT 12: PRACTICE SESSIONS WITH HIPAA COMPLIANT PORTAL / COMMUNICATION BETWEEN DENTIST AND SLEEP CENTERS

After completing this unit, the participants will be able to: 1) Understand the need for relaying proper medical information regarding patients with medical and sleep related symptoms, 2) Experience how to log into and navigate through a secure HIPAA compliant sleep informatics internet-based portal, 3) learn how to retrieve data from the secure portal.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
DSM UNIT 12	00	02	0	02	2.0

Pre-requisites Degree in Dentistry, Dental Hygiene, Dental Assistant Certification, or Dental Administrative personnel under direction of a dentist.

SLEEP MEDICINE FOR DENTISTS, DENTAL HYGIENISTS, AND DENTAL ASSISTANTS SEMINAR

Total Hours = 18.0

[\[RETURN TOC\]](#)

Title: Home Sleep Apnea Test Technician**Prerequisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists****Cost: \$500**[\[RETURN TOC\]](#)**HOME SLEEP APNEA TEST TECHNICIAN
SEMINAR OBJECTIVE DESCRIPTION**

This course will be an instruction on the workflow in the application, care, implementation, reception, transmission of data, introduction to sleep medicine as it relates to Home Sleep Apnea Testing (HSAT). Included are topics of an overview of sleep disorders, basic review of airway anatomy and physiology as well as pathophysiologic processes, and an in depth understanding of Sleep Disordered Breathing. Instruments used for screening of sleep disorders patients as well as Home Sleep Apnea Testing (HSAT) / Out of Center Sleep Testing and polysomnography. The importance of comorbid medical disorders and their association with sleep disordered breathing will be stressed, especially in relation to the need for follow-up care and assessment of patient adherence to various treatment options. Finally, the understanding of the methods used to help integrate the processes between a medical or dental office and a sleep disorder center. During the practical session, participants will have the opportunity to learn the skills necessary to place Home Sleep Apnea Test devices, how to assess the adequacy of data, and how to transmit the information to a credentialed Sleep Technician / Technologist for scoring and Sleep Medicine specialist interpretation via a HIPAA compliant portal. By the end of this course, the student will be able to successfully implement a sleep disorder screening program as well as instituting a medical or dental-based Home Sleep Apnea Test service under the direction of an Accredited Sleep Center.

**HOME SLEEP APNEA TEST TECHNICIAN
SEMINAR OUTLINE [\[RETURN TOC\]](#)**

Course	Subject Title	Clock Hours		
		Lec	Lab	Total
HSAT Unit 1	OVERVIEW OF SLEEP DISORDERS	01	00	01
HSAT Unit 2	OBSTRUCTIVE SLEEP APNEA: SYMPTOMS, DIAGNOSIS, & OVERVIEW OF TREATMENT	01	00	01
HSAT Unit 3	IN LAB VERSUS HOME SLEEP APNEA TESTING (HSAT – aka OUT OF CENTER SLEEP TESTING- OCST)	01	00	01
HSAT Unit 4	HSAT DEVICES	01	00	01
HSAT Unit 5	PRACTICE SESSIONS WITH HIPAA COMPLIANT PORTAL / COMMUNICATION BETWEEN OUTSIDE OFFICE AND SLEEP CENTERS	00	02	02
		4.0	2.0	6.0

**HOME SLEEP APNEA TEST TECHNICIAN
SEMINAR SUBJECT DESCRIPTION**[\[RETURN TOC\]](#)**HSAT UNIT 1: OVERVIEW OF SLEEP DISORDERS**

After completing this unit, the participants will be able to: 1) Become familiar with the International Classification of Sleep Disorders 3rd. Ed. and to recognize the classification of various sleep disorders, 2) Identify the demographic variables associated with the prevalence of sleep disorders, 3) Recognize the key features and factors of insomnia and be able to discuss the behavioral model associated with insomnia, 4) Identify the key features of Restless Legs Syndrome (RLS) and Periodic Limb Movement Disorder (PLMD), and 5) Recognize features for other sleep disorders.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
HSAT UNIT 1	01	00	0	01	1.0

Pre-requisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists

HSAT UNIT 2: OBSTRUCTIVE SLEEP APNEA: SYMPTOMS, DIAGNOSIS, AND OVERVIEW OF TREATMENT

After completing this unit, the participants will be able to: 1) Become familiar with the comprehensive sleep medicine questionnaires used to assess for various sleep disorders with emphasis on assessing patients with a high risk for moderate to severe obstructive sleep apnea. 2) Identify the process and tools used to assess and diagnose OSA, 3) Discuss the causes and prevalence of OSA. 4) Recognize and discuss the health-related consequences of OSA. 5) Compare the various treatment options for OSA, 6) Review the Health Insurance Portability and Accountability Act (HIPAA) regulations as it relates to Personal Health Information (PHI).

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
HSAT UNIT 2	01	00	0	01	1.0

Pre-requisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists

HSAT UNIT 3: IN-LAB VERSUS OUT OF CENTER SLEEP TESTING (HSAT – aka OUT OF CENTER SLEEP TESTING- OCST)

After completing this unit, the participants will be able to: 1) Understand the difference between in-lab polysomnography and out of center Home Sleep Apnea Testing (HSAT). 2) Review of the Instrumentation used for in-lab polysomnography. 3) The student will also be schooled on the different devices used to monitor patients with HSAT devices such as respiratory effort including Respiratory Inductance Plethysmography (RIP), piezoelectric and PVDF sensors, body position sensors, and pulse Oximetry.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
HSAT UNIT 3	01	00	0	01	1.0

Pre-requisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists

HSAT UNIT 4: HSAT DEVICES

After completing this unit, the participants will be able to: 1) Recognize the array of Home Sleep Apnea Testing Devices along with their advantages and disadvantages. 2) The student will learn the difference between type 1, 2, 3, and 4 devices and. 3) Review the SCOPER system to classify out of center Home Sleep Testing devices. 3) Understand the role of the Home Sleep Apnea Testing Technician and duties that include: configuration and initialization of the HSAT device, instruction to the patient, the steps involved when a patient returns the HSAT device, assessing the integrity of data collected, and transmission of the data from the HSAT device. 4) The role of a credentialed scoring sleep technician / sleep technologist upon receiving the sleep study data will be defined. 5) learn the care and cleaning of the device.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
HSAT UNIT 4	01	00	0	01	1.0

Pre-requisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists

HSAT UNIT 5: PRACTICE SESSIONS WITH HIPAA COMPLIANT PORTAL / COMMUNICATION BETWEEN OUTSIDE OFFICE AND SLEEP CENTERS

After completing this unit, the participants will be able to: Prepare, program and instruct the patient on the use of a Home Sleep Apnea Testing Device. 2) Instruct patient on measures to perform at home, especially if patient has difficulty with the device and give resources to the patient for ensuring the integrity of data collection 3) Retrieve data, assess adequacy of the information collected, and successful transmission of data to a credentialed scoring technician / technologist. 4) Instruction on cleaning of the HSAT device for future patient application will also be given.

<u>Subject</u>	<u>Theory</u>	<u>Lab</u>	<u>Extern.</u>	<u>Total</u>	<u>Clock Hrs.</u>
HSAT UNIT 7	00	02	0	02	2.0

Pre-requisites: Clinical Nurse Assistants, EKG Technicians, Medical Assistants, Dental Assistants, Dental Hygienists, Licensed Vocational Nurses, Registered Nurses, Certified Respiratory Technologists, Registered Respiratory Technologists, EEG Technicians, EEG Technologists

[\[RETURN TOC\]](#)

GRADING AND MARKING SYSTEM [\[RETURN TOC\]](#)

Academic standing at the Texas School of Sleep Medicine & Technology is based on the following system. The student will receive a “Course Completed” upon successfully completing all didactic and clinical aspects of course enrolled. Should the student fail to complete the course, an “Incomplete” will be annotated. Should the student be terminated by the school for actions against school policies a “termination” will be annotated. Should a student withdraw, but is in good academic standing, a “withdrawal” will be annotated.

REQUIREMENTS FOR COURSE COMPLETION [\[RETURN TOC\]](#)

Students must achieve a “Complete” during the didactic phase of their course of study. In addition, the student must complete and receive a satisfactory rating during the clinical phase of study. Failure to obtain either of these ratings will result in a final grade of “Incomplete” and the student will not graduate.

SCHOOL’S POLICY CONCERNING SATISFACTORY PROGRESS [\[RETURN TOC\]](#)

Satisfactory Academic Progress (SAP)

In order to progress satisfactorily, all students must comply with the following elements of satisfactory progress or they will be dismissed from the course.

1. All students must complete their program within the maximum time for completion, which is the period of time in which a student attempts 1.5 times the number of clock hours required in order to complete the program.
2. All students must have a course completion as a full time student. Students must have a course completion in order to meet course completion requirements.

Terms of Probation

A student who is making unsatisfactory progress (Incomplete course) or who fails to complete the required course requirements at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress for the subsequent grading period, but has not achieved the required grades to achieve overall satisfactory progress for the program, the student may continue on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary term, the student’s enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated. When placed on probation, appropriate documentation is made in the permanent file of the student. The date, action taken, and terms of probation will be noted prior to returning to class. Reinstatement must be approved by the School Director, whereby, the student may make a case for extenuating circumstances being cause for lack of satisfactory progress. The reinstated student is admitted on a probationary status after being out of school for a minimum of one grading period and must abide by above probationary terms.

[\[RETURN TOC\]](#)

INCOMPLETE GRADES, REPEATS, AND WITHDRAWALS [\[RETURN TOC\]](#)

Course Incomplete: Course Incompletion are determined by the instructors and may be changed provided that the incomplete work is completed within the specified time frame. A student with an incomplete grade must complete required work during the next grading period.

Repeated Courses: Students are required to complete all course hours.

Withdrawals: One way a student may be given a withdrawal for a course is if the student goes on an approved leave of absence and cannot complete the required coursework within the “make up period” given to complete the work. Courses, for which a “Withdrawal” is received, must be re-taken; however, the student will not be charged a fee for re-taking the class. Students not returning from a leave of absence will be charged for books received and tuition earned. However, the “Withdrawal” will be reflected on the student’s permanent transcript. Students who voluntarily withdraw from the course may also receive a “Withdrawal” for courses not completed. Students who withdraw voluntarily will be charged for books received and tuition earned. The “Withdrawal” on a student’s transcript does not affect the GPA.

Re-enrollments: A student, whose enrollment was terminated for unsatisfactory progress, violation of attendance policy, or misconduct may re-enroll at the beginning of the next grading period. A student who returns after his/her enrollment has terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student will be advised of this action and the student file documented accordingly. The student must maintain satisfactory progress at the end of this probationary period or he/she will be terminated.

Appeals Procedures: Any student who has been withdrawn from the Texas School of Sleep Medicine & Technology for failure to meet SAP requirements, violation of maximum completion time frame, violation of probation, attendance requirements, or behavioral/misconduct, can appeal to the School Director in writing. The Director and the student will then meet to discuss specific terms of appeal and action to be taken. The Director’s decision is final in regard to all appeals. This final decision will be documented in the student file. The student is not satisfied with the result determined by the Director; the student may follow the Grievance procedure listed in this catalog.

WITHDRAWAL POLICY [\[RETURN TOC\]](#)

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance, if the student is terminated by the school;
2. The date of receipt of written notice from the student;
3. Five school days following the last date of attendance.

Up on a student’s withdrawal, The Texas Workforce Commission Refund Policy is utilized to determine the amount of institutional charges earned. The School will adjust the student’s charges to take into account repayments of Title IV funds the School has required to make. (See refund policy)

STUDENT GRIEVANCES AND COMPLAINTS [\[RETURN TOC\]](#)

As a preventative for student problems, the staff encourages an open door policy. If a problem arises, students can visit with the School Director. If the problem cannot be resolved, the student should then contact the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Room 104T Austin, Texas 78778. The school guarantees that it will abide by any decision of opinion rendered by the Texas Workforce Commission.

ATTENDANCE [\[RETURN TOC\]](#)

Regular attendance is required in all classes. A permanent record is maintained for each student's attendance as well as graded course work. An absence will be charged for a full day when the student attends none of the scheduled classes on a given day. A partial day of absence shall be charged for any period of absence during or at the end of the day. Any published school holiday shall not be considered as a day of absence. A student will be terminated upon missing more than 20% of the total clock hours in a program. The School Director may absolve a student from being terminated only if extenuating circumstances exist and are documented in the file. Students terminated for violation of attendance policy may not re-enter before the start of the next grading period. Upon re-entry, a fee is charged. Make-up work shall not be authorized for the purpose of removing an absence.

STUDENT CONDUCT POLICY AND PROCEDURES [\[RETURN TOC\]](#)

Conduct and Discipline

Self-initiated conduct, which presents added barriers to fellow students, teachers or staff, will not be tolerated. Rudeness or inattention in the classroom, threats, either by stress or physicality, or any other form of harassment is grounds for disciplinary action. Cheating is also grounds for disciplinary action and will not be tolerated. Action may take the form of a letter or reprimand in the permanent file, suspension for a specified time, or expulsion. The determination made by the School Director is final.

Elements / Violations

The following is a list of behaviors that violate The Texas School of Sleep Medicine & Technology Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

- Persistent or gross acts of willful disobedience or defiance toward school personnel
- Assault, battery, or any other form of physical abuse of a student or school employee
- Fighting
- Verbal abuse of a student or school employee
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees
- Any conduct that threatens the health or safety of another individual
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes, but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact
- Violations by guest of a student on school property. Students are responsible for the actions of their guests
- Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member
- Interference with the normal operations of the School (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
- Unauthorized entry into, or use of, school facilities
- Forgery, falsification, alteration or misuse of school documents, records or identification
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the School and/or its officials
- Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
- Extortion
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- Breach of peace on school property or at any school-sponsored or supervised program
- Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, school sponsored housing, or at any function sponsored or supervised by the School. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
- Use, sale, possession or distribution of alcoholic beverages on school property, school sponsored housing, or at any function sponsored or supervised by the School. Being under the influence of alcohol on school property or at any school function is also prohibited;
- Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions;
- Smoking in classrooms or other school buildings or areas unless designated as a smoking area;
- Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties;
- Failure to identify oneself when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties;
- Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions;

- Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the school;
- Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Texas School of Sleep Medicine & Technology and/or its reputation;
- Any violation of the student housing contract, rules and regulations and/or the school-sponsored housing student handbook;

Any violation of the School’s policies on the responsible use of technology including but not limited to:

1. The theft or abuse of computer, email, Internet or Intranet resources;
2. Unauthorized entry into a file to use, read, change the contents, or for any other purpose
3. Unauthorized transfer of a file;
4. Unauthorized downloading of copyrighted materials in violation of law;
5. Unauthorized use of another individual’s identification and/or password;
6. Use of computing facilities to interfere with the work of another student, faculty member, or school official;
7. Use of computing facilities to send obscene or abusive messages;
8. Use of computing facilities to interfere with normal operation of the school’s computing system;

Abuse of The Texas School of Sleep Medicine & Technology disciplinary system, including but not limited to:

1. Failure to obey the summons of a disciplinary body or school official;
2. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official;
3. Disruption or interference with the orderly conduct of a disciplinary proceeding;
4. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding;
5. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding;
6. Failure to comply with the sanction(s) imposed under the student conduct policy;
7. Influencing or attempting to influence another person to commit an abuse of the disciplinary system; and
 - Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the School, disciplinary action may be instituted and sanctions imposed against the student when the School has a reasonable belief that the health, safety or welfare of The Texas School of Sleep Medicine & Technology community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Texas School of Sleep Medicine & Technology will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

[\[RETURN TOC\]](#)

STUDENT RIGHTS [\[RETURN TOC\]](#)

Students have the right to:

- Be informed of course requirements;
- Be evaluated fairly on the basis of their academic performance (their abilities and skills) as required by an instructor as part of a course;
- Experience free and open discussion, inquiry, and expression, both in the classroom and in conference;
- Experience competent instruction and advisement.
- Take exception to the data or views presented and reserve judgment about matters of opinion;
- Expect protection against an instructor's improper disclosure of student's views, beliefs, and political association which may surface as a result of instructing, advising, or counseling;
- Expect protection, through established procedures, against prejudicial or capricious evaluations.

STUDENT RESPONSIBILITIES [\[RETURN TOC\]](#)

Students have the responsibility to:

- Inquire about course requirements if they do not understand them or are in doubt about them;
- Maintain the standards of academic performance established for individual courses and for programs of study;
- Initiate an investigation if they believe their academic rights have been violated;
- Learn the content of any course of study;
- Act in accordance with commonly accepted standards of academic conduct.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

DIRECTOR'S STATEMENT [\[RETURN TOC\]](#)

The information contained in this catalog is true and correct to the best of my knowledge.



James M. Andry, MD