Part A: School Information
6) School Profile

The purpose of the school profile is to provide a brief yet broad overview of the school. It should contain core information about the school and its programs. The following information should be considered when developing the school description.

Mission and History - What is the school's mission? When was the school established and/or first approved by the EAP?

Scope of Operations - Does the school operate in other states?

Educational Focus - What type of programs (not specific names) are offered?

Student Profile - What type of student (demographic characteristics) is likely to attend? Are there pre-requisites that a student must meet?

<u>Mission and History:</u>
Ultimate Medical Academy is a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. We strive to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

Ultimate Medical Academy was founded in 1994 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community's need for trained Nursing Assistants and other healthcare professionals. The school's name was later changed to Ultimate Medical Academy (UMA). Over time, recognizing the growing need in Florida for trained professionals in other healthcare specialties and employers' needs for multi-skilled staff, UMA began to offer a wide range of programs focused on developing allied healthcare professionals. In January of 2005, the school was acquired by Ultimate Medical Academy, LLC. The school expanded its program offerings, opened a new campus in Tampa, launched online programs to students throughout the US, and added three continuing medical education divisions. In March 2015, Clinical and Patient Educators Association (CPEA), a 501(c)(3) nonprofit organization, acquired UMA. UMA was first approved by the EAB on May 10, 2012.

<u>Scope of Operations:</u>
UMA is licensed by means of accreditation in its home state of Florida by the Commission for Independent Education (CIE), Florida Department of Education. UMA is licensed, approved or exempt from licensure and approval requirements to offer online, distance education programs in all states in which it enrolls students or maintains a presence under state law.

<u>Educational Focus:</u>
All UMA's programs are career focused and designed to lead to employment. UMA's mission focuses on equipping and empowering students to excel in healthcare careers by providing learning experiences that maximize value in a professional, supportive, and ethical environment. To further support the mission, UMA adheres to well-defined objectives centered on providing career-focused programs that ultimately lead to entry-level employment within the healthcare industry.

<u>Student Profile:</u>
UMA enrolls students in the national marketplace interested in completing a credential to enable employment in the healthcare industry. The majority of UMA's Wisconsin students are 25 years of age or

older and predominantly female. Students may be the primary wage earners in their family while completing their education. UMA provides the support students may require to recognize and achieve long-term career potential in the healthcare sector.

GENERAL ADMISSIONS REQUIREMENTS

Prior to enrollment, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or have been officially home-schooled. UMA does not accept special diplomas or non-standard state diplomas.
- Possess a General Education Development (GED) certificate
- Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student's DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. UMA will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by UMA. Prospective students must submit proof of having earned a high school diploma, GED, or equivalent within 30 days of the student's start date.

- Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by UMA to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.
- Students must be proficient in verbal and written English. All programs are conducted in the English language.
- The matriculation process consists of a prospective student interviewing with admissions prior to enrollment, meeting all necessary admission requirements, completing all required admission documents and attending a FA appointment.
- Prospective students must be beyond the age of compulsory school attendance recognized by the state where the student resides.

In addition to the general admission requirements and procedures, please refer to the Online Orientation and Technical Requirements listed in this section. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR SPECIFIC PROGRAMS

HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)

- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the fifth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.
- **Onboarding Checklist:** Each prospective student must complete an Onboarding Checklist with a UMA representative prior to midnight of the seventh calendar day after the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).

Note: Although a drug screen is not an enrollment requirement, students enrolling in this program should be aware that they may be required to pass a drug screening to be employed in the field after graduation.

HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)

- **Background Check:** Enrollment is contingent upon a satisfactory Level I background check for this program by the fifth calendar day after the start. Students will be cancelled/withdrawn immediately if results are determined to be unsatisfactory.
- **Onboarding Checklist:** Each prospective student must complete an Onboarding Checklist with a UMA representative prior to midnight of the seventh calendar day after the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).
- Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Information Technology program.
- **Practicum Requirement:** A 180-hour practicum is required in this program consisting of 45 hours at an on- site practicum location and 135 hours in a virtual practicum setting. Due to state/territory regulations, students who reside in certain states/territories complete the practicum component in a 180-hour virtual practicum setting.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor or further clarification.

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

- **Background Check:** A satisfactory Level I background check is required. Students must have satisfactory results prior to beginning this program. Students also complete a background check toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Math Skills Assessment:** Each prospective student must take and pass a math skills assessment (one attempt only) with a successful score of 72% or higher. Students will not be scheduled for any Health Sciences - Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off. Students who have passed RX2010 or MA1015 or students who have transfer credit accepted by UMA for MA1015 or RX2010 are considered to have met the minimum requirement and are not required to take the math skills assessment.

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SPECIAL MEDICAL REQUIREMENTS

If required by an externship/practicum site or mentioned above, a student must provide proof of satisfactory health status by submitting a signed Statement of Health and confirm freedom from communicable disease by submitting   a current negative PPD test or chest X-Ray. All students must sign a Rules, Regulations, and Releases form prior to attending externship. UMA highly recommends that those at risk consider the advantages of immunization and   decide to receive the series from their own physician or area health department.

ONLINE ORIENTATION AND TECHNICAL REQUIREMENTS
Students enrolled in online programs must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.

Each program offered by UMA Online is primarily taught through distance education; however, some programs contain an externship/practicum which is conducted at an approved off-site location.

UMA utilizes an asynchronous learning environment demonstrated for students and faculty in their respective orientations. The orientation provides an overview of the learning environment. The syllabus for each distance education course is available within the Learning Management System and delineates learner objectives.

UMA Online programs have the same goals as a traditional learning institution but due to its format, they use different methodologies. For example, small group discussions in an online class are achieved through the use of a threaded discussion board. In addition to threaded discussions, other distance education delivery methods available in UMA's Learning Management System include simulations, application-based scenarios and multimedia presentations.

In addition to the foregoing admissions requirements, prospective students for an online program must:
- Have reliable Internet access
- Meet the technical requirements indicated below
- Participate in orientation prior to the start of the program which includes:
    - A browser check to ensure compliance with technical computer requirements
    - An introduction to online learning and UMA's resources and support teams
    - An overview of UMA's Learning Management System, i.e., Blackboard
    - Information regarding policies, navigating the online courseroom and resources which can aid in the learning process

To ensure students' on-line learning experience is satisfying, Ultimate Medical Academy (UMA) requires the following minimum hardware, operating systems, software and Internet specifications:

Hardware:
- Windows computer with a 1.6 GHz frequency or above CPU
- Mac computer (Intel Processor) with a 1.83 GHz frequency or above CPU

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- 40 GB of free hard drive space
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- 2 GB Memory (RAM) or above
- 1200 X 800 or higher computer screen resolution
- Speakers
- CD/DVD ROM player (recommended but not required)
- Recent video and sound card
- Internal or External webcam and microphone (recommended but not required)
  *Chromebooks and mobile devised such as Tablets and Smart Phones are **NOT** fully compatible with all features within the online courseroom.

Software:
- Microsoft Office 2013 (Windows) or Microsoft Office 2011 (Macintosh) (most recent versions are recommended)
- Adobe Acrobat Reader (latest version) at get.adobe.com/reader
- Adobe Flash Player (latest version) at get.adobe.com/flashplayer*
  *Most current browsers no longer support Flash Player

- Some courses (especially computer and technology courses) may require additional software (detailed in each course)

Internet Browser:

Both Windows and Mac Computers:
- Mozilla Firefox (stable channel) at mozilla.org (Recommended browser for both Windows and Mac)
  o Latest versions are not compatible with Flash
Player Windows Based Computers:
- Internet Explorer Version 11
- Google Chrome (stable channel) at google.com/chrome
  o Latest versions are not compatible with Flash Player
- Microsoft Edge Version 20+
  o Latest versions are not compatible with Flash
Player Mac Based Computers:
- Safari Versions 10+
  o Latest versions are not compatible with Flash Player
- Google Chrome (stable channel) at google.com/chrome
  o Latest versions are not compatible with Flash
Player Determine Which Browser and Version You Are Using:
- In **Edge**, select the menu icon and choose Settings then scroll down to the bottom of the screen. The version
  of Edge is located below the words About this App.
- In **Firefox**, select Firefox then "Help" and About Firefox. The version of Firefox is in the Version field.

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- In **Google Chrome**, select the Customize and Control Google Chrome button on the top right-hand side of the screen then select About Google Chrome. The version of Google Chrome is in the Version field.
- In **Internet Explorer**, select "Help" from the menu bar and click About Internet Explorer from the menu. The version of Internet Explorer will be displayed in the Version field.
- In **Safari**, select Safari then "Help" and About Safari. The version of Safari is in the Version field.

Internet Service Provider:
- A reliable high-speed internet connection is required (Upload and Download Speeds of at least 3 Mbps).

Supported Browsers:

For all Internet Browsers:
- Disable Pop-up Blocker
- Enable Cookies in Browser
- Enable JavaScript

SUPPORTED DEVICES AND OPERATING SYSTEMS
Online students must have access to a working computer or laptop and have internet access. If you have a tablet or a smartphone, it's important that you realize not all classroom functions are accessible on a tablet, smartphone or another mobile device.