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## **MEDICAL ASSISTING PROGRAM MISSION**

The mission of the Medical Assisting program at Vance-Granville Community College is to impart knowledge, clinical competency and integrity to its students which will positively impact their patients, community, and profession upon graduation. This one-plus-one, comprehensive program will offer students the opportunity to learn medical administrative and clinical skills and earn a Diploma or an Associate of Applied Science degree in Medical Assisting. In cooperation with community medical facilities who will serve as externship clinical sites, the program will prepare its graduates for a rewarding entry-level career in Medical Assisting and with knowledge to prepare the graduate for the national certification exam for Medical Assisting. Approved by the North Carolina Department of Community Colleges, the program enrolled its first class in the Fall of 1998 accepting 25 students.

## **MEDICAL ASSISTING PROGRAM PHILOSOPHY**

The Medical Assistant plays an integral part of the health care team in providing direct patient care as a multi-skilled health care professional performing both administrative and clinical procedures. They work directly under the supervision of the physician/provider-employer or other physician-assigned supervisor. They provide a wide variety of services to the patient in physicians' offices, clinics and other health care settings. With experience, it is not uncommon for Medical Assistants to be promoted to supervisory positions such as Office Manager or Clinical Supervisor. Physicians find Medical Assistants to be invaluable, versatile employees who are more cost effective due to the multitude of skills which they possess, particularly in a time of growth in managed care organizations where quality and cost efficiency are a top priority. The Medical Assistant promotes health education awareness to the patient, family, and community. The Medical Assisting program at Vance-Granville Community College will prepare students for careers in Medical Assisting, thus contributing to the health care of the community and supplying qualified graduates for the medical community workforce.

Vance-Granville Community College serves the populations of the surrounding counties of Vance, Granville, Warren, and Franklin. However having a commitment to the North Carolina Community College system's "open" door policy, the Medical Assisting program will be open to all qualified applicants. The program accepts 25 students each Fall. Qualified applicants will be accepted on the basis of a point system listed in the admissions application package for Medical Assisting, an interview with the Medical Assisting program head, completion of the health education medical form including a physical exam and proof of immunizations, submission of proof of any prior health care work experience and ability to meet the technical standards of the occupation as described on the Job Demands Questionnaire.

## **EDUCATIONAL PHILOSOPHY**

Learning is a life-long process, resulting in changes in knowledge, behavior, and attitudes. The Medical Assisting curriculum progresses in a logical sequence from simple to complex. Knowledge accumulated each semester is applied to the next semester. The medical field is always rapidly changing in theory, research, and technology. The student should realize that he/she should be well read to stay up-to-date with classes as well as the profession of Medical Assisting. Theoretical knowledge and psychomotor skills will be learned in the program. The instructor facilitates learning by constructing classroom activities using a variety of methodologies to promote the achievement of course objectives and competency outcomes by the student. The student should also be able to apply common sense to medical knowledge and situations because each patient problem will be different. Problem solving and critical thinking is important when working in the medical profession. A positive feedback system in which an atmosphere of feeling relaxed, respected and accepted will be provided in the classroom to help build self-esteem and confidence in the student learner as well as a good rapport with instructors.

Realize that by applying and being accepted into the Medical Assistant program that you have made a commitment. You should be proud of yourself for taking that initial step to apply. The entering student should realize that any medical program requires dedication, hard work, motivation, and compassion for others. Good attendance and being on time for classes, labs, and clinical training is imperative to succeed. It will take a unique individual to juggle class time, study time, family time, work time, and social time all into one busy week.

## **PROGRAM OBJECTIVES**

The Medical Assistant program will meet the areas of competency listed in the entry-level competencies for the Medical Assistant from the 2003 Standards and Guidelines for the Medical Assisting Education Programs. This new occupational analysis of the Medical Assisting profession replaces previous competencies listed in the DACUM (Developing a Curriculum) chart. The objectives of this program will be measured by these competencies listed in the 2003 Standards and Guidelines. At the end of the program, the student should be able to perform the following competencies:

### **ADMINISTRATIVE**

#### **Administrative Procedures:**

- Perform Clerical Functions
  - a. Schedule and manage appointments
  - b. Schedule inpatient and outpatient admissions and procedures
  - c. Organize a patient's medical record
  - d. File medical records
- Perform Bookkeeping Procedures
  - a. Prepare a bank deposit
  - b. Post entries on a daysheet

- c. Perform accounts receivable procedures
- d. Perform billing and collection procedures
- e. Post adjustments
- f. Process Credit balance
- g. Process refunds
- h. Post NSF checks
- i. Post collection agency payments
- Process Insurance Claims
  - a. Apply managed care policies and procedures
  - b. Apply third party guidelines
  - c. Perform procedural coding
  - d. Perform diagnostic coding
  - e. Complete insurance claim forms

### CLINICAL

- Fundamentals Principles
  - a. Perform handwashing
  - b. Wrap items for autoclaving
  - c. Perform sterilization techniques
  - d. Dispose of biohazardous materials
- Specimen Collection
  - a. Perform venipuncture
  - b. Perform capillary puncture
  - c. Obtain specimens for microbiological testing
  - d. Instruct patients in the collection of a clean-catch mid-stream urine
  - e. Instruct patients in the collection of fecal specimens
- Diagnostic Testing
  - a. Perform electrocardiography
  - b. Perform respiratory testing
  - c. CLIA waived tests:
    - a. Perform urinalysis
    - b. Perform hematology testing
    - c. Perform chemistry testing
    - d. Perform immunology testing
    - e. Perform microbiology testing
- Patient Care
  - a. Perform telephone and in-person screening
  - b. Obtain vital signs
  - c. Obtain and record patient history
  - d. Prepare and maintain examination and treatment areas
  - e. Prepare patient for and assist with routine and specialty examinations
  - f. Prepare patients for and assist with procedures, treatments, and minor office surgery
  - g. Apply pharmacology principles to prepare and administer oral and parenteral medications (excluding IV)

- h. Maintain medication and immunization records
- i. Screen and follow-up test results

### **GENERAL**

- Professional Communication
  - a. Respond to and initiate written communications
  - b. Recognize and respond to verbal communications
  - c. Recognize and respond to nonverbal communications
  - d. Demonstrate telephone techniques
- Legal Concepts
  - a. Identify and respond to issues of confidentiality
  - b. Perform within legal and ethical boundaries
  - c. Establish and maintain the medical record
  - d. Document appropriately
  - e. Demonstrate knowledge of federal and state health care legislation and regulations
- Patient Instruction
  - a. Explain general office procedures
  - b. Instruct individuals according to their needs
  - c. Provide instruction for health maintenance and disease prevention
  - d. Identify community resources
- Operations Functions
  - a. Perform an inventory of supplies and equipment
  - b. Perform routine maintenance of administrative and clinical equipment
  - c. Utilize computer software to maintain office systems
  - d. Use methods of quality control

### **MEDICAL ASSISTING CODE OF CONDUCT**

The Medical Assisting student should follow all policies, rules, and regulations stated in the most recent edition of the Vance-Granville Community College catalog and Student Code of Conduct manual. Each student should obtain a copy of these manuals and read them from cover to cover in addition to this Medical Assisting handbook.

The Code of Ethics established by the American Association of Medical Assistants (AAMA) states that Medical Assistants should:

- A. Render service with full respect for the dignity of humanity.
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- C. Uphold the honor and high principles of the profession and accept its disciplines.
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activities aimed toward improving the health and well-being of the community. (AAMA)

The Vance-Granville Community College Medical Assisting student is to act professional at all times. Remember that as a student, you are representing yourself, your classmates, the college, the program, and your future profession. When working with patients you are to deliver quality care with compassion and confidentiality regardless of the patient's race, creed, color, sex, age, sexual orientation, lifestyles, economic status, medical condition, or health status.

### **PROGRAM COSTS**

Program costs will vary from year to year. Check your college catalog for current tuition and fees which is based upon how many credit hours are taken each semester. There are student fees, which are also added to tuition and fees each semester. Malpractice insurance for all students enrolled in health education programs are also added to tuition and fees. Malpractice insurance is required during the semester in which the Medical Assistant student is enrolled in MED 260, Clinical Externship, MED 150 Laboratory Program, MED 140 Exam Room I, MED 272 Drug Therapy.

For clinical courses, beginning the spring semester following the first year of enrollment, the student must purchase a blood pressure cuff and stethoscope. Also required is a full uniform and lab coat. Each student must purchase two scrub tops and pants, one white lab coat (long sleeves), and one name tag (black and white lettering.) All scrub tops and pants must be Navy Blue. All white, leather uniform, or tennis shoes must be worn with white hose or socks. The student is to wear their uniform to all MED classes. The estimated cost is \$200 - \$250.

### **PROGRAM GRADING**

A	93-100
B	85-92
C	77-84
D	69-76
F	68 and below
I	Incomplete
W	Withdraw

## MEDICAL ASSISTING POLICIES ON GRADING

The college catalog provides the information necessary for in depth academic information and is to be reviewed by all students. However, the following general additional information is provided.

In order to graduate, **students must maintain a grade of “C” or better in all their major and related courses, which have course prefixes of MED or BIO.** A grade of “D” is not considered passing and the student must withdraw from the curriculum with less than a “C” in these courses. Students will receive conferences with the program faculty throughout the semester to evaluate their progress in both classroom and clinical courses. If you have any problems in a course, it is strongly recommended that you seek assistance from the instructor or a tutor to assist you in these problem areas.

1. Pass (P) and Fail (F) grades will be given to students in clinical and administrative lab courses when performing competency checklists. The student has three attempts to successfully pass a checklist. Omitting a step, performing a step incorrectly, or being unable to answer a question about rationale for the competency is grounds for a Fail (F) grade. For purposes of averaging lab grades the competency grades are: first attempt is 95, second attempt is 85, and third attempt is 75. If the student does not successfully pass the competency checklist in three attempts, he/she will be given a grade of “F” in the course and be dismissed from the program.
2. The student will be dismissed from the program when a grade of “F” is received in any MED or BIO course. All non-MED and BIO courses with a grade of “F” must be repeated.
3. An overall grade point average of 2.0 is required to be placed in MED 260-Clinical Externship during the last semester of the diploma program.
4. An overall GPA of 2.0 is required to graduate from Vance-Granville Community College.
5. No make-up tests will be given unless there is a signed doctors’ note or it is excused by the instructor.
6. Work with a due date such as projects, presentations, research papers, and homework assignments will have 5 points deducted per day late.

## MEDICAL ASSISTING COURSE PLACEMENT

There will be no placement test given to place out of any MED-prefix course. Transfer credit will be given for MED-prefix courses from other accredited institutions as long as they have the same course content, credit hour, and a grade of “C” or better as those in the Medical Assisting curriculum at Vance-Granville Community College. These transfer courses must be no more than five years old. All non MED-prefix courses will be accepted for transfer as decided by the Registrar at main campus.

## ATTENDANCE POLICY

Attendance is mandatory for all Medical Assisting classes. It is critical that students attend each day and be on time. Policies may vary from instructor to instructor, but the program policies are:

1. Attendance is required in all “MED” prefix courses. **There are no excused absences or tardies.**
2. There will be **no make-up tests or assignments**, unless the student brings a doctor’s signed excuse to the instructor on the first day back in class, and the student makes up the test and assignment **on the first day back in class.**
3. It is the **student’s responsibility** to ask for and make up all missed work.
4. All late assignments will have **five (5) points deducted** for each scheduled class late past the original due date.
5. Any student missing more than **15%** of class meeting times including lecture, lab and clinicals **will be dropped from the class with a grade of “F” and dropped from the program.** Every **three tardies** to class will count as one absence.
6. The student has the right to appeal to the faculty of the Medical Assisting program to remain in the program past the 15% absenteeism cut off. The student has the right to remain in the classes until the appeal has been finalized. The student has the right to pursue the appeal with the Chairperson of Health Education, if the Medical Assisting faculty reject the appeal. The Chairperson of Health Education makes the final decision of whether the student remains in the program.
7. Any student who has absences during the clinical externship **is responsible for making up missed hours with the externship preceptor and approval by the Medical Assisting program head.** Any student exceeding 3 absences during the clinical externship will receive a grade of “F” and will be dropped from the program.
8. All “MED” prefix courses are graded on the seven (7) point scale.

## **DISMISSAL POLICIES**

The following reasons will be causes for automatic dismissal from the Medical Assisting program:

1. **Receiving an “F” grade in any MED or BIO course.**
2. Cheating on a test or plagiarism on a research paper.
3. Unable to maintain physical or mental health essential for the safe practice of medical assisting. The Medical Assisting Faculty will need documentation from a physician or psychiatrist to document that a student is well enough to continue.
4. Violating any safety rule in clinical labs or training that would jeopardize the well-being of the student, classmate, patient or other persons in direct contact with the student. For example, violating an OSHA-federal law such as Blood-borne pathogen standards.
5. Contracting a communicable disease that would put students, faculty, staff, patients or clinical site staff at risk. This may be a temporary dismissal until the student is well.
6. Failure to comply with the ethical code of conduct for Medical Assistants or the student code of conduct stated in the Vance-Granville Community College Code of Conduct manual.
7. Exceeding the number of absences stated in the attendance policy.
8. Not successfully passing a lab-competency checklist within three attempts.
9. The student has the right to appeal any dismissal.

## **APPEALS PROCESS**

The Medical Assistant student has the right to appeal for a one-time opportunity to apply for readmission to the Medical Assisting program. Readmission will occur during fall semester each year. The student must submit a letter by June 15 preceding the fall semester he/she wishes to be readmitted. The letter must explain how the student intends to change to improve the reason for prior dismissal. The student applying for readmission will receive a letter giving a date when he/she must appear before the Medical Assisting faculty to review transcripts and discuss career goals. After the interview, students who reapply will be accepted based upon availability of seats left after new students have been accepted for the fall semester. Acceptance for readmission will be on a first come, first serve basis. The date of the initial letter asking for readmission will decide the order in which students are accepted.

To be readmitted the student must:

1. Meet admission requirements of the college for the current year of readmission.
2. Meet all requirements of the courses in which they are enrolled.
3. Repeat all previous MED course taken with a grade of “D” or “F”.
4. Make a grade of “C” or better in any MED course. A grade of less than a “C” will result in academic dismissal as well as permanent dismissal from the program.
5. Sign a contract stating that he/she agrees to the above guidelines.

### **DRESS CODE**

In all MED classes the student must:

1. Wear the VGCC Medical Assisting uniform consisting of a Navy blue scrub suit. The uniform also consists of a white lab coat with the VGCC monogram and the black name tag with white lettering. The lab coat must be worn when at risk of exposure to blood, tissues, or body fluids. Either white socks or hose with all white leather tennis shoes or white uniform shoes must complement the uniform. Uniform shoes must be closed-toed and flats. Uniforms and shoes should be clean at all times.
2. Hair must be clean, neatly styled, and long hair must be pulled away from and out of the face. Only gold, silver, white, or blue hairbands or barrettes may be worn in the hair.
3. Men with facial hair must keep it short (no longer than 1 inch) and neatly trimmed.
4. The only jewelry permitted will be a watch and one ring. No necklaces or bracelets (unless they are Medic-alert). Earrings are limited to one pair and stud-types only with only silver, gold, diamond, white, or blue studs.
5. No excessive make-up, colognes, or perfumes should be worn. Keep make-up to light or neutral tones. Nails must be clean, neat, and trimmed to where they do not extend beyond the fingertip. Only clear nail polish is acceptable.
6. No gum, food, or drinks are allowed in clinical areas.
7. Demerits will be given for breaking this dress code and be reflected in the class grade.

### **USE OF HUMAN SUBJECTS**

As part of AAMA accreditation requirements, Medical Assisting programs must have Medical Assisting students practice clinical skills not only on mannequins but live subjects in the clinical lab setting. Human participants will be asked to sign written

authorizations for use as human subjects for educational purposes only. All students performing these skills will be well practiced before using volunteer participants and supervised by an instructor during the procedure. These participants shall not be exposed to unreasonable risks to their health, general well being, or privacy. In no way will faculty or students interpret results of tests, diagnose, or treat medical conditions. Such practice is for educational purposes only. We greatly appreciate the participation of these human volunteers.

## **PROFESSIONAL ORGANIZATION**

The profession of Medical Assisting is recognized through its national organization, the American Association of Medical Assistants (AAMA). The headquarters for AAMA is Chicago, Illinois. AAMA establishes standards for all accredited programs in the United States, sponsors the national convention each year, protects the rights of the profession, sponsors continuing education, and administers the national certification exam. AAMA also sponsors state organizations. The state organization in North Carolina is the North Carolina Society of Medical Assistants (NCSMA). NCSMA sponsors one state convention and three seminars each year. NCSMA is composed of over 20 local chapters found in counties and cities throughout the state. In 1998, NCSMA had over 1500 members, ranking number two in the nation in membership following Ohio. The organization tends to grow each year.

As a student you may attend any of the meetings of AAMA, NCSMA or local chapters. Students may also join the organization at reduced rates of \$25.00 a year. The Medical Assisting Program Head has applications in her office. There currently is not a local chapter of AAMA in this area. The Program Head hopes to begin a new chapter in the Vance, Granville, Warren, and Franklin county areas in the near future.

In 1998, the first class began a Student Organization for Medical Assisting. These student organizations often get involved in the local chapter of AAMA and do numerous fund raisers to assist community groups in the areas of nursing homes, needy families, support groups, or medical organizations. Students often participate in local walk-a-thons for medical organizations to raise money.

## **ACCREDITATION**

The VGCC Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The accrediting agency, Commission on Accreditation of Allied Health Education Programs (CAAHEP), sent a team of inspectors March 5 and 6, 2001 to the college to perform a site inspection and verify that everything in the self-study was true and that the program meets AAMA standards. The inspectors submitted a written report to the Curriculum Review Board of AAMA who meets biannually and decides which inspected

programs are granted accreditation. The initial accreditation was announced in the Fall of 2001. For the A.A.S. program VGCC received 6 years accreditation status to be renewed Spring 2007. In Spring 2003 VGCC diploma program was also recognized as accredited. Students graduating with a diploma are eligible to sit for the National Certification exam.

### **CERTIFIED MEDICAL ASSISTANT**

AAMA administers the national certification three times a year on the last Friday of January, June, and October. The deadline for application is October 1 for the January exam, and March 1 for the June exam and July 1 for the October exam. The cost is currently \$95. Only graduates of accredited programs may take the exam. If passed, the applicant is granted the credentials- of Certified Medical Assistant (CMA). The test is comprehensive. The applicant is given 4 hours to complete the exam. The exam consists of 300 multiple choice questions in 3 sections. The applicant must pass all 3 sections to become a CMA. Each of the 3 sections consists of 100 questions that are: General, Administrative and Clinical. The Program Head will have applications. The CMA credential is good for 5 years. During that five years, the CMA must obtain 60 continuing education units (CEUs) from AAMA, or they must apply and take the exam again.

### **CRIMINAL BACKGROUND/DRUG SCREEN**

Prior to MED 260, Clinical Externship some sites require that students have a criminal background check and drug screen performed at their expense. VGCC has a procedure in place if your site requires this of you.

**Medical Assisting Program**

Diploma/Associate of Applied Science

<b>Course No.</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>Fall Semester (First Year)</b>					
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law & Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Proc. I	1	2	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
OST 131	Keyboarding	1	2	0	2
CIS 111	Basic PC Literacy	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
<b>TOTAL</b>		<b>13</b>	<b>8</b>	<b>0</b>	<b>17</b>
<b>Spring Semester (First Year)</b>					
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Proc. II	1	2	0	2
MED 134	Medical Transcription	2	2	0	3
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures	3	4	0	5
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>TOTAL</b>		<b>15</b>	<b>12</b>	<b>0</b>	<b>21</b>
<b>Summer Semester (First Year)</b>					
MED 260	Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
<b>TOTAL</b>		<b>4</b>	<b>0</b>	<b>15</b>	<b>9</b>
<b>TOTAL</b>					<b>47</b>

**Students will receive a Diploma after completion of above classes.**



**VANCE-GRANVILLE COMMUNITY COLLEGE  
2006-2007 ACADEMIC CALENDAR**

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks in length. The summer term is 10 weeks in length.

**Fall Semester 2006**

<b>August 17</b>	<b>Thursday</b>	<b>Curriculum Classes Begin</b>
<b>August 21</b>	<b>Monday</b>	<b>Last Day To Add A Class*</b>
<b>August 28</b>	<b>Monday</b>	<b>Last Day For A Partial Refund</b>
<b>August 28</b>	<b>Monday</b>	<b>Last Day To Drop With No Transcript Grade</b>
<b>September 4</b>	<b>Monday</b>	<b>Labor Day Holiday</b>
<b>October 9,10</b>	<b>Monday,Tuesday</b>	<b>Fall Break</b>
<b>November13</b>	<b>Monday</b>	<b>Last Day To Withdraw With "W" Grade</b>
<b>November 23,24</b>	<b>Thursday, Friday</b>	<b>Thanksgiving Holidays</b>
<b>December 12</b>	<b>Tuesday</b>	<b>Exam Study Day</b>
<b>December 13-15</b>	<b>Wednesday-Friday</b>	<b>Final Exams</b>

**Spring Semester 2007**

<b>January 8</b>	<b>Monday</b>	<b>Curriculum Classes Begin</b>
<b>January 10</b>	<b>Wednesday</b>	<b>Last Day To Add A Class*</b>
<b>January 15</b>	<b>Monday</b>	<b>Martin Luther King, Jr. Holiday</b>
<b>January 18</b>	<b>Thursday</b>	<b>Last Day For A Partial Refund</b>
<b>January 18</b>	<b>Thursday</b>	<b>Last Day To Drop With No Transcript Grade</b>
<b>March 12-16</b>	<b>Monday-Friday</b>	<b>Spring Break</b>
<b>April 6,9</b>	<b>Friday, Monday</b>	<b>Easter Holidays</b>
<b>April 11</b>	<b>Wednesday</b>	<b>Last Day To Withdraw With "W" Grade</b>
<b>May 8</b>	<b>Tuesday</b>	<b>Exam Study Day</b>
<b>May 9-11</b>	<b>Wednesday-Friday</b>	<b>Final Exams</b>
<b>May 17</b>	<b>Thursday</b>	<b>Spring Graduation</b>

**Summer Semester 2007**

<b>May 22</b>	<b>Tuesday</b>	<b>Curriculum Classes Begin</b>
<b>May 23</b>	<b>Wednesday</b>	<b>Last Day To Add A Class*</b>
<b>May 28</b>	<b>Monday</b>	<b>Memorial Day Holiday</b>
<b>May 29</b>	<b>Tuesday</b>	<b>Last Day For A Partial Refund</b>
<b>May 29</b>	<b>Tuesday</b>	<b>Last Day To Drop With No Transcript Grade</b>
<b>July 2-6</b>	<b>Monday- Friday</b>	<b>Independence Day Holidays</b>
<b>July 26</b>	<b>Thursday</b>	<b>Last Day To Withdraw With "W" Grade</b>
<b>August 3</b>	<b>Friday</b>	<b>Curriculum Classes End</b>
<b>August 8</b>	<b>Wednesday</b>	<b>Summer Graduation</b>

*\*Instructor permission is required to add a class beyond this date.  
See "Drop and Add" policy.*

**Medical Assisting Student Agreement**

I, \_\_\_\_\_ have received, read and understand the VGCC college catalog and the VGCC Medical Assisting Handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Head Signature \_\_\_\_\_ Date \_\_\_\_\_